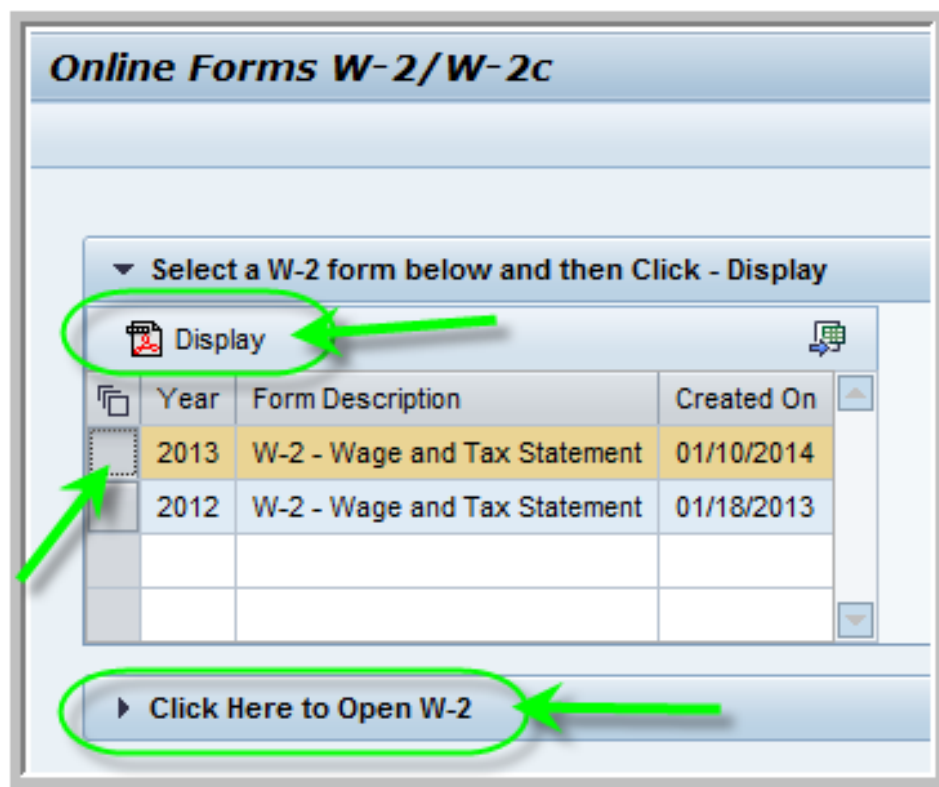


ESS – Payroll – Display W-2 Form

1. **Display W-2 Form** – The following information pertains **only** to employees who, via the *Self-Service Portal/Payroll/Update W-2 Election*, have opted to receive their W-2 in electronic format. For any employee not electing to receive an electronic copy of the W-2, no information will be available if the *Display W-2 Form* link is utilized.

For employees who have elected to receive their W-2 in electronic format:

- 1.1. Highlight the row of the W-2 statement that you want to view and/or print.
- 1.2. Click on the *Display* icon.
- 1.3. Click on *Click Here to Open W-2*.



1.4. The employee-specific W-2 information will display at the bottom of the screen.

The screenshot shows a web application window titled "Inc Forms W-2/W-2c". At the top, there is a "Display" button and a table with columns for "Year", "Form Description", and "Created On". The table contains two rows: "2013 W-2 - Wage and Tax Statement" (created 01/16/2014) and "2012 W-2 - Wage and Tax Statement" (created 01/16/2013). Below the table are navigation links: "Click Here to Open W-2", "Previous Form", "Next Form", and "Hide". A green arrow points from the "Click Here to Open W-2" link to a preview of a 2013 W-2 form. The preview shows the form's header, including the employee's name and address, and the employer's information, including the name and address of the Pennsylvania State System of Higher Education.

1.5. To zoom in or out or to print the document, use the scroll bar to the far right of the screen to scroll to the very bottom of the W-2, and then follow step 1.6 below.

The screenshot shows a web application window titled "Online Forms W-2/W-2c". The main content area displays a zoomed-in view of the 2013 W-2 form. The form is divided into two columns, each containing a W-2 form for the year 2013. A green arrow points from the bottom of the scroll bar on the right side of the window to the bottom of the W-2 form, indicating that the user should scroll to the very bottom of the document to access zoom and print options.

- 1.6. Next, hover the mouse over the very bottom of the PDF document to make the Adobe toolbar appear. Depending on whether you are using a PC or a MAC, one of the following toolbars will appear:

Adobe toolbar on PC



Adobe toolbar on MAC



- 1.7. To zoom in on the document, click on the “+” sign. To zoom back out, click on the “-“ sign.

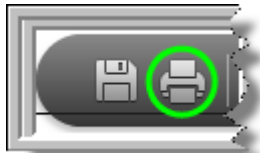
Zoom in



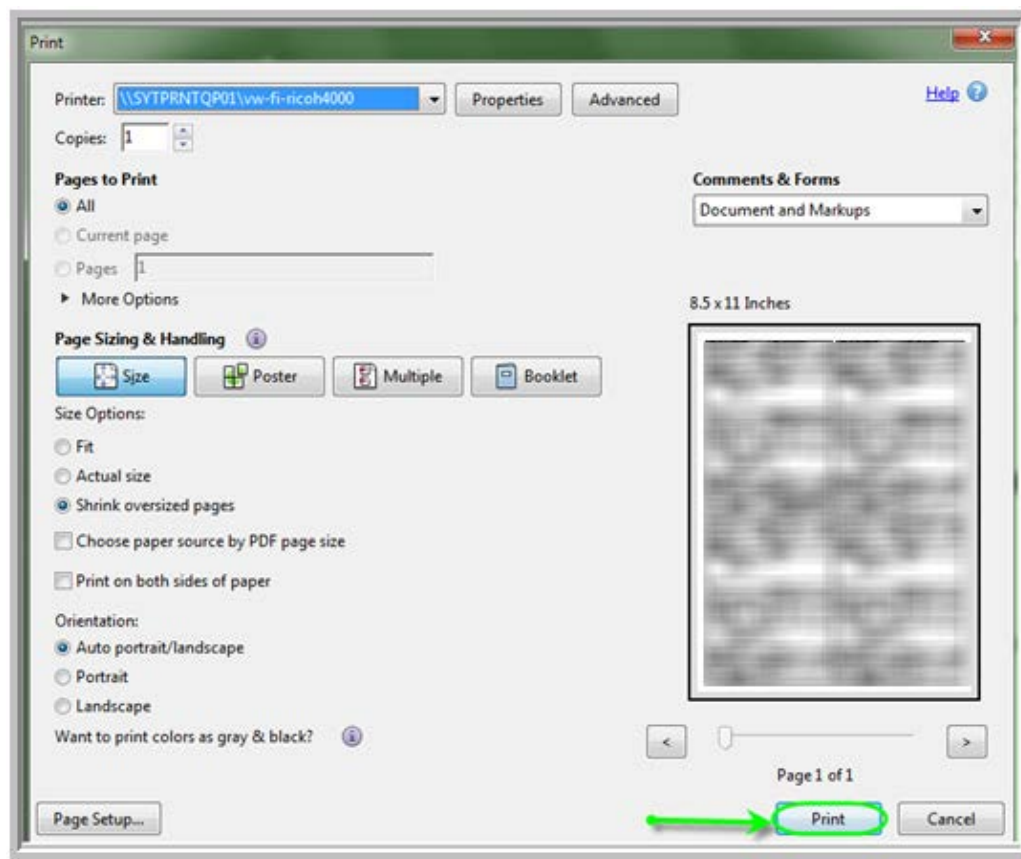
Zoom out



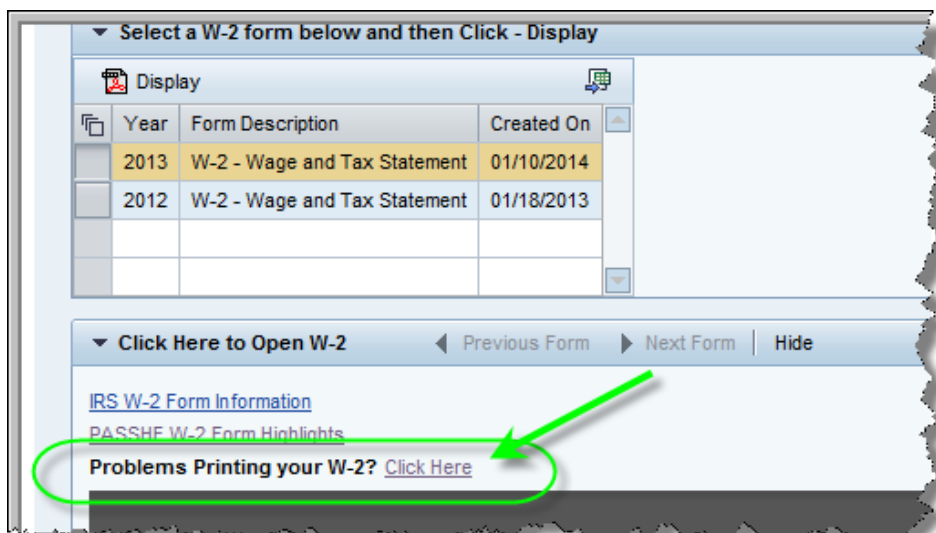
- 1.8. To print a copy of the W-2 form, select the *Print* icon as shown here:



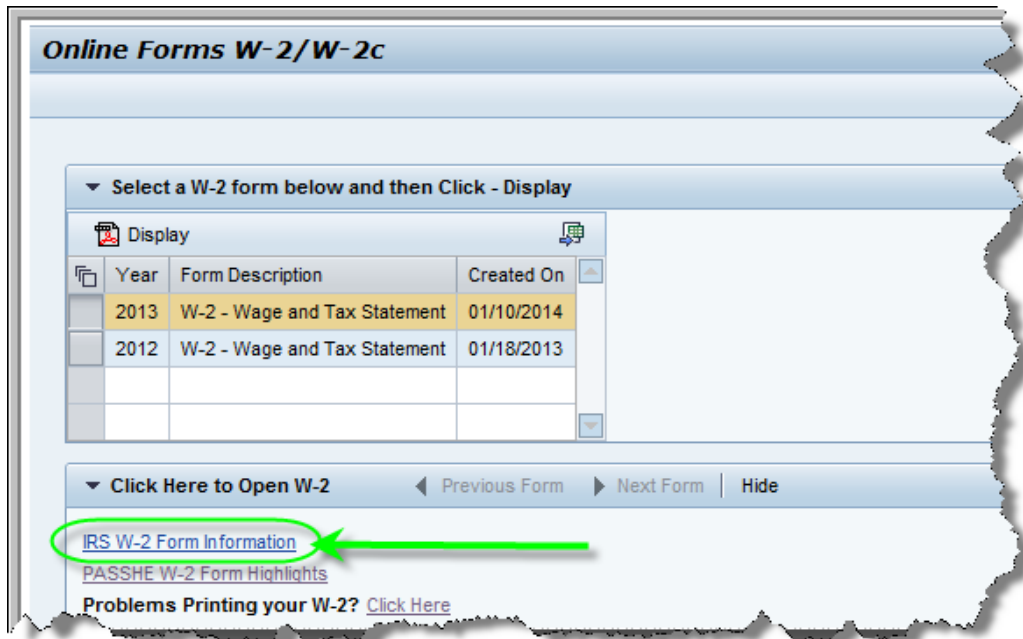
1.9. Make the desired selections on the *Print* screen such as the number of copies and click *Print*.



NOTE: If you are still experiencing issues with printing your W-2 statement, follow the link for *Problems Printing your W-2? Click here* for alternative printing methods.



- 1.4. To view and/or print the *W-2 Notice to Employee* and *Instructions for Employee*, click the link for *IRS W-2 Form Information* as shown here:



- 1.5. A new internet browser tab or window will open for employees to read the *W-2 Notice to Employee* along with *Instructions for Employee*.

Notice to Employee

Refund. Even if you do not have to file a tax return, you should file to get a refund if box 2 shows federal income tax withheld.

Instructions for Employee (Also see *Notice to Employee*, on the back of Copy B.)

Box 1. Enter this amount on the wages line of your tax return.

Box 2. Enter this amount on the federal income tax withheld line of your Form 1040.

Instructions for Employee (continued from back of Copy C)

F— Elective deferrals under a section 408(k)(6) salary reduction SEP

G— Elective deferrals and employer contributions (including nonelective deferrals) to a section 457(b) deferred compensation plan

H— Elective deferrals to a section 501(c)(18)(D) tax-exempt organization plan. See “Adjusted Gross Income” in the Form 1040 instructions for how to deduct.

J— Nontaxable sick pay (information only, not included in boxes 1, 3, or 5)

K— 20% excise tax on excess golden parachute payments. See “Other Taxes” in the Form 1040 instructions

T— Adoption benefit amounts.

V— Income from excess deferrals under a section 401(a) or 408(a) plan. See instructions for Section 401(a) or 408(a) plans.

W— Employer contributions to a section 401(a) or 408(a) plan. Report or explain in Form 1040.

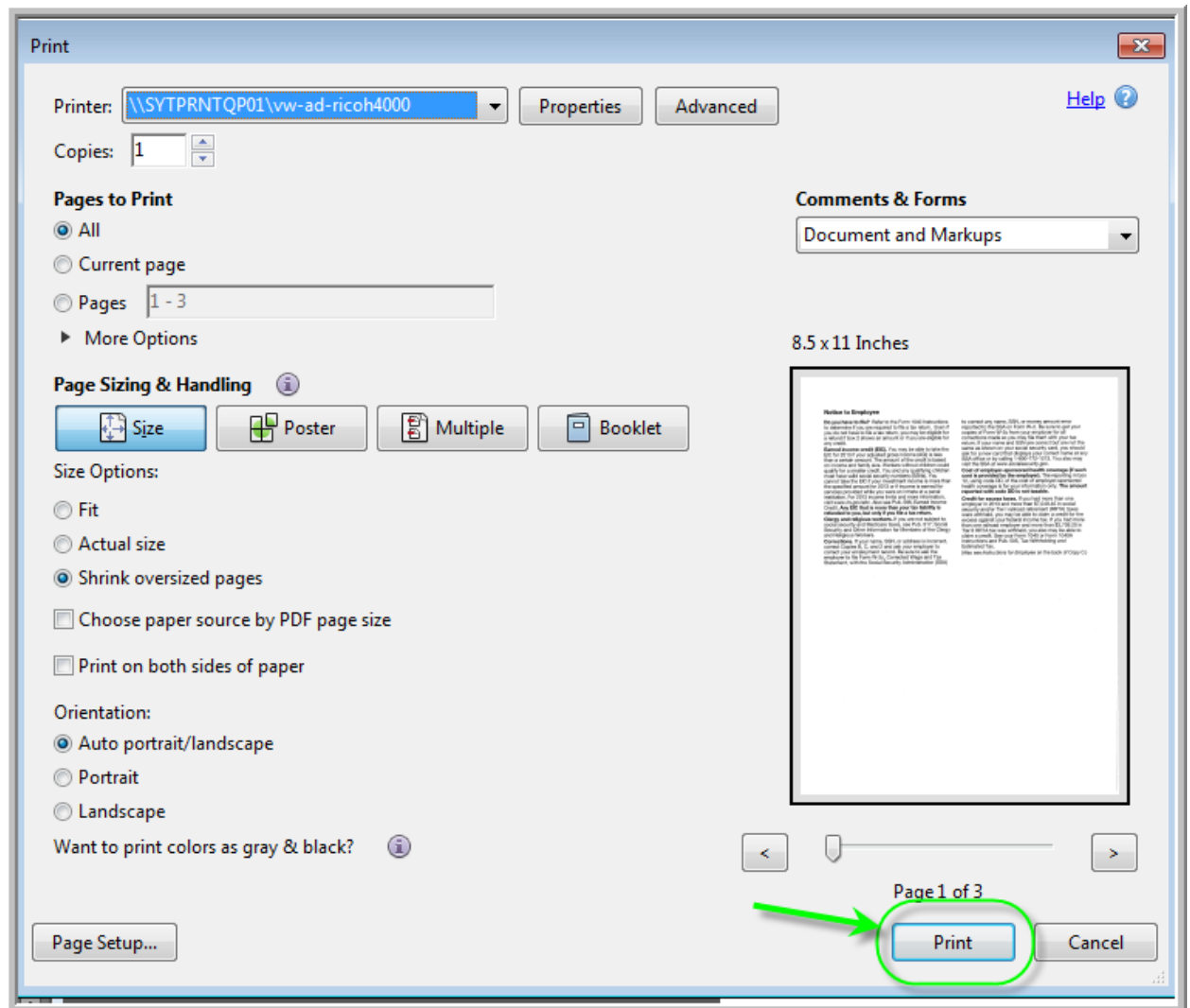
Y— Deferrals under a section 401(a) or 408(a) plan.

Z— Income under a section 401(a) or 408(a) plan.

- 1.6. To print the information, simply place the mouse pointer over the PDF in the new internet browser window, and the following toolbar will appear. Select the *Print* icon as shown here:



- 1.7. Make the desired selections on the *Print* screen such as the number of copies and click *Print*.



2. To view the W-2 Form Highlights, click the link for *PASSHE W-2 Form Highlights* as shown.

Online Forms W-2/W-2c

▼ Select a W-2 form below and then Click - Display

Display

Year	Form Description	Created On
2013	W-2 - Wage and Tax Statement	01/10/2014
2012	W-2 - Wage and Tax Statement	01/18/2013

▼ Click Here to Open W-2 ◀ Previous Form ▶ Next Form | Hide

[IRS W-2 Form Information](#)

[PASSHE W-2 Form Highlights](#)

[Problems Printing your W-2? Click Here](#)

3. A new internet browser tab or window will open for employees to read the major changes to the W-2 form for the appropriate year. (To print the *PASSHE W-2 Form Highlights*, refer to step 1.6 and 1.7 immediately above in this document.)

2013 W-2 Information – Pennsylvania State System of Higher Education

Your electronic 2013 W-2 form can be displayed below. This form represents all taxable wages in calendar year 2013.

2013 W-2 FORM HIGHLIGHTS

There were no major changes to the W-2 from the previous year. The following is a breakdown of each box on the form:

- Boxes 1, 3, and 5** contain the Federal, Social Security, and Medicare Taxable Gross Wages, respectively. The amount in Box 3 (Social Security Wages) **should not** exceed \$113,700.
- Boxes 2, 4, and 6** contain the Federal, Social Security, and Medicare income taxes withheld, respectively. The amount in **Box 4** (Social Security Tax Withheld) **should not** exceed \$7,049.40.
- Box 10** contains Dependent Care Flexible Spending Account Deductions, if applicable for the employee.

For employees who did NOT elect to receive their W-2 in electronic format:

- 4. As previously stated, for any employee not electing to receive an electronic copy of the W-2, no information will be available if the *Display W-2 Form* link is utilized as shown below:

