

ESS View W-2/W-2c Form

Purpose: Use this document as a reference for how to view your electronic W-2 or W-2c Form in Employee Self Service.

Audience: Employees

The W-2/W-2c Form page provides the option to download or print your electronic W-2/W-2c Forms.

Navigation: HCM Employee Self Service > Payroll (tile) > W-2/W-2c Forms (tile)

On the **View W-2** Forms page there are **Instructions** at the top of the form. Read these instructions as they pertain to how to view the form data.

1. The W-2/W-2c forms for the most recent tax year displays. To view other years, select the **Tax Year** drop-down arrow and select the year.
2. Select the **View W-2 Form** button to view the year end form.
3. The **View All Boxes** switch is set to **No** in the Default view. You can change the switch to **Yes** if you prefer to see **all Box/Codes**, even those without values.
4. There is a **View PDF** button at the bottom of the page if you want to send this form to the printer.
5. From the **View W-2/W-2c Forms** page, select the **View PDF** button at the bottom of the page.
6. The W-2 tax statement PDF displays. You can download or print the PDF tax statement by selecting the icons on the PDF header bar.
7. To close the file, select the **X** on the right side of the tab.
8. Again, from the **View W-2/W-2c Forms** page, select the **Filing Instructions** link on the **Tax Form** line.
9. The **Filing Instructions** window displays. There is a **Printer Version** button at the bottom of the page. Select to format the instructions for the printer.
10. To close the window, select the **X** at the far-right of the **Filing Instructions** title bar.
11. If you happen to have both, a **W-2 Form** and a **W-2c Form**, you can view both. On the **W-2c Tax Form** line, select the **View W-2c Form** button.
12. This form also has the *Default* view of **All Boxes = No**, similar to the regular W-2. You can also change this to view all boxes by clicking the **View All Boxes** switch to **Yes**.
13. To close the window, select the **X** at the far-right of the **Filing Instructions** title bar.
14. From the **View W-2/W-2c Forms** page, select the **Printable W-2c** button on the **W-2c Tax Form** line.
15. The **W-2c e-file** PDF displays.
16. Notice that this PDF contains three pages and has a different appearance, compared with the W-2 tax statement.

17. You can download or print the PDF tax statement by selecting the icons on the PDF header bar.
18. To close the file, select the **X** on the right side of the tab.
19. Again, from the **View W-2/W-2c Forms** page, select the **Filing Instructions** link on the **W-2c Tax Form** line.
20. The **Notice to Employee instructions PDF** displays.
21. There is a **Printer Version** button at the bottom of the page. Select to format the instructions for the printer.
22. To close the window, select the **X** at the far-right of the **Filing Instructions** title bar.
23. You can download or print the **W-2c Filing Instructions** PDF by selecting the icons on the PDF header bar.
24. To close the file, select the **X** on the right side of the window tab.

End of procedure.

Video Tutorial

The video below demonstrates the process actions described in steps listed above. There is no audio included with this video. Select the play button to start the video.

Video Tutorial via Panopto

View the external [link to ESS View W-2/W-2c Form](#). This link will open in a new tab/window.