

University of Connecticut

Viewing Your W-2

Purpose

All active University of Connecticut employees have the ability to view, print and save W-2 forms online. Below are the benefits to transitioning to electronic W-2 forms:

- Online W-2 forms will vastly minimize the risk of mail and identity fraud associated with printing and mailing tax forms to employees.
- Employees are able to safely view and print their tax forms on a secure system whenever they choose to do so.
- Employees no longer have to contact HR/Payroll to obtain copies of their current and past W-2 forms when they are lost or when employees otherwise need them, such as for loan applications.
- Employees have faster and continuous access to these forms, rather than waiting for them to arrive in the mail.

Process Steps

Step	Action	Screenshot								
1	Navigation: Main Menu > Core-	-CT HRMS > Self Service > Payroll and Compensation > View W-2/W-2c Forms								
2	On the View W-2/W-2c Forms page, the most recent year end form is able to review. Note: This form may be for the current year or the previous year, depending on the time of the year you are	My HR Core-CT Help View W-2/W-2c Forms Review your available W-2 and W-2c forms. Select the year end form that you would like to review. View a Different Tax Year Select Year End Form Personalize 1 of 1								
	reviewing this information.	Tax Year	W-2 Reporting Company	Tax Form ID	Issue Date	Year End Form	Filing Instructions			
	Click View a Different Tax Year to view the W-2 forms from different tax years.	2015	СТ	W-2	12/23/2015	Year End Form	Filing Instructions			

UConn/Core CT Job Aid: Viewing Your W-2 Version 1.0

Step	Action	Screenshot								
3	On the View W-2/W-2c Forms page, you can view W- 2 tax forms from previous	My HR	Core-CT Help	244/ 2- 5						
	years, <u>through 2011.</u> Click on the Tax Year to open the W-2 tax form for that	View W-2/W-2c Forms Select the tax year that you would like to review.								
	year.	Select Tax Year Tax Year Company								
	Click Return to Year End Form Selection to return to the current W-2 form.	2015	State of Connectic	State of Connecticut						
		2014	State of Connectic	State of Connecticut						
		2013		State of Connecticut						
		2012	State of Connectici	State of Connecticut						
		Return to Year End Form Selection								
4	On the View W-2/W-2c Forms page, click Year End Form to open the current year end form in PDF format.	Select Year End Form Personalize 2 1 of 1 Tax Year W-2 Reporting Company Tax Form ID Issue Date Year End Form Filing Instructions 2015 CT W-2 12/23/2015 Year End Form Filing Instructions								
	Review your current W-2 form. From the PDF'd form, you can Save or Print the form, if necessary.	Employer	W-2.pdf ×	Sectors Visit the IFS 1565-000 Visit the IFS 1 Nigon, tip, cifve compensation 48,500,000 2 Federal recently reads 50,000,000 3 Social security reads 3,100,000 3 Medicare xegos and tips Medicare the White S0,000,000 725,000 7 Social security tos # Alseatind tips	winter Export PDF Windel Adobe Export PDF add Convert PDF Files to Word or Excel Online					
5	Note: The attached screenshot of the W-2 is <u>not</u> real employee data. It was created specifically for this job aid.	For We Copy B-TC	sterint voor nier Last r Jane A DE 12, 'm Det Anywhere Else, CT 23456 nedwaare ZP coole	,535 50,000 750	xxx iP Convert to 0.00 Microsoft Word (*.docx) * 0.00 Document Language: English (U.S.) Change Least vana MU					