

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 | | | | | |