

Employee W-2s: View W-2s

Overview

- HRSS provides access to your annual W-2 forms. The **W-2 Wage and Tax Statement** is available online, as a PDF file. Instructions to access these forms, as well as some viewing and navigation tips, are provided in this document.
- As an employee of SIU, you will have access to your W-2s, as long as you have access to the system.

Access W-2s

- Enter the web address: **hrss.siu.edu**
- Login to your Personal Home Page.
- From your Home Page:
 - Select your ".....**Employee Online Services**" Responsibility.
 - Then, select **Employee W-2** link/function.
- The "Employee Online Services" (HRSS) web page opens.

View W-2s

- On the right side of the page are the same standard Navigation links and tools.
- The title of the PDF document appears in the top, left corner, **Form W-2 Wage and Tax Statement**.
- The fields just below the title section will appear on all HRSS online documents and are self-explanatory.
 - **Employee Name** – your full name maintained in the system
 - **Organization Email Address** – your email address maintained in the system.
 - **Employee Number** – number automatically assigned by the system
 - **Business Group** – Southern Illinois University

Select W-2 Year

- On the left side of the page is another field, **Select Organization/Year**. You will NOT use this field to select an *Organization*, SIU is the standard organization. You will use the field to select the year for the W-2 needed.
 - The most recent year displays by default.
 - To access W-2s from a previous year, click the **Down Arrow** to the right of the field.
 - Then, use the picklist to locate and select the appropriate year for the W-2 needed.
- Click the **Go** button beside the field to complete the process.

Important: Regardless the number of Assignments or number of Payrolls you are paid from, there will only be one W-2 form per year.

W-2 Information

- A PDF Toolbar is available for the Employee W-2 forms; the Toolbar options are standard across all HRSS forms.
- As previously noted, the most recent W-2 is displayed by default.
 - To access W-2s from previous years, refer to the *Select W-2 Year* section above.
- The W-2 PDF file contains two pages:
 - Page 1 – All the copies of the W-2 form you receive in mailed documents.
 - Page 2 – **Notice to Employee** section and **Instructions for Employee** section.
- Depending on the Page magnification settings, you may have to use the Vertical scrollbar to view all the forms.
 - To quickly navigate through the PDF files, use the Page Navigation icons on the Toolbar.
- When you decide to print your W-2 forms, the instructions will print too, as they are part of the file.