Employee W-2s: Print, Save, & Email

Overview

- In previous years the only method for distribution of SIU **W-2 Wage and Tax Statements** was through the U.S. Postal Service or pickup from Payroll.

- Beginning with implementation of HRSS, employees will have the ability to Login to HRSS, access and print W-2 forms, when the situation demands it. A picklist of W-2s from previous years is also available.

- This learning cycle provides instruction to Print and Save, as well as recommendations in regard to emailing Employee W-2s.

Note: No special paper is needed to print your W-2s. You can use standard 81/2 by 11, 20 lb. printer paper.

Navigation

- Go to Web-site: hrss.siu.edu

- LOGIN to your Personal Home Page.

- From your Home Page Main Menu:
  - Select your **"…Employee Online Services**" responsibility.
  - Then, select the **Employee W-2** function.

Print

CAUTION: Do not use your Internet Browser's print options to print Employee W2s. The document will be blank.

- To **Print** the W-2 PDF file, click the **Printer** icon on the PDF Toolbar. (If necessary, activate the PDF Toolbar by pressing Function Key F8 on your keyboard.)

- A **Printer** dialog window displays, based on your default printer settings.
  - Make any necessary changes.
  - Since there are two pages to the document, you may wish to print only the W-2 forms and not the instructions.
    - To do this, select the Printer's option that allows you to print the **Current Page** only.
  - Click **OK** to print.

Save

- To Save your W-2s, you will click the **Save** icon on the PDF Toolbar.

- When the **Save a Copy...** window opens:
  - Use Down Arrow to the right of the **Save in**: field to select a proper location for the file you are saving.
  - Click in the **File name:** field, backspace to erase the field contents; then enter a unique *NAME* for the File.
  - In the **Save as type:** field, the default is *Adobe PDF files (*.pdf)*; you will ACCEPT this default type.
  - To complete the process, click **Save**.

Email

- At this time, clicking the **Email** icon on the PDF Toolbar produces an error, "*Acrobat is unable to connect to your e-mail program*". Click **OK** to close the message.

- Due to the possibility of third-party interception of your personal information, it is recommended that you NOT email your Employee W2s.

Exit and Logout

- When finished, click **Home** to exit "Employee Online Services".

- From your Home Page, click **Logout** to exit the system.