

Printing Your Online W-2

Pre-Step: Consent to receive your W-2 electronically through Banner Self Service. This will allow you to print your W-2. View these instructions on the previous Payroll webpage.

1. Go to Banner Self Service (Direct link located on the left hand navigation bar of the HR website)
2. Enter your User ID and PIN
3. At next screen click on 'Employee'
4. At next screen click on 'Tax Forms'
5. At next screen click on 'W2 Year End Earnings Statement'
6. At next screen in 'Tax Year' you will select '2014' and then click 'Display'
7. You should then see your 2014 W2 form. In order to print your form you will need to scroll down and at the bottom left you should see 'Printable W-2'
8. At next screen you will be required to re-enter your PIN. Once done click submit. You should then be able to print your form.

Please contact Debbie Ladd at ext. 1242 if you have any questions concerning your form.