# Advantage ESS 3.11-On Demand Training

**Class Title:** Access to W-2 Statements
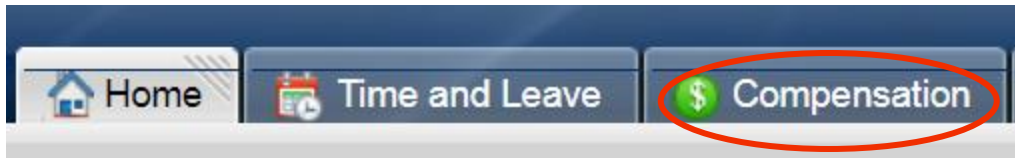
Creation Date:  05/09/2018
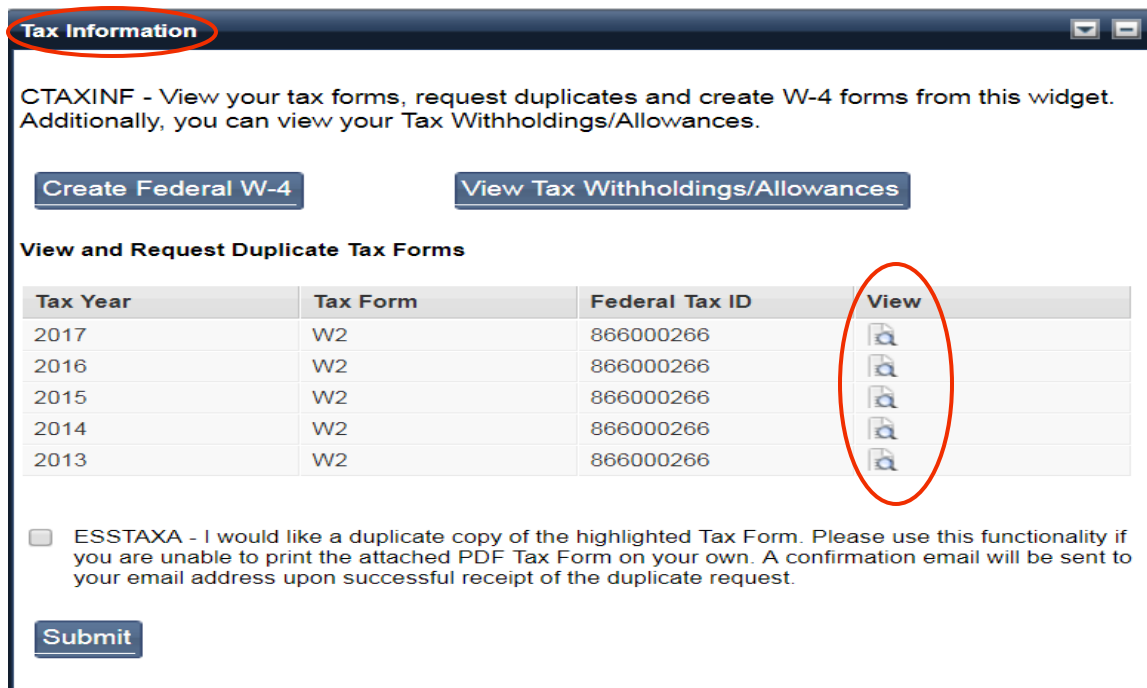Revision Date:  07/09/2018

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# Goal & Objectives

**Goal:** After taking this class, staff will know how to view, print or download the W-2 statements from ESS 3.11

**Objectives:**
Show staff the steps required to access W-2 statements in ESS 3.11 in order to view, print or download desired statements

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Select the **Compensation** tab



## Tax Information

CTAXINF - View your tax forms, request duplicates and create W-4 forms from this widget. Additionally, you can view your Tax Withholdings/Allowances.

Create Federal W-4        View Tax Withholdings/Allowances

**View and Request Duplicate Tax Forms**

| Tax Year | Tax Form | Federal Tax ID | View |
|----------|----------|----------------|------|
| 2017 | W2 | 866000266 | 🔍 |
| 2016 | W2 | 866000266 | 🔍 |
| 2015 | W2 | 866000266 | 🔍 |
| 2014 | W2 | 866000266 | 🔍 |
| 2013 | W2 | 866000266 | 🔍 |

☐ ESSTAXA - I would like a duplicate copy of the highlighted Tax Form. Please use this functionality if you are unable to print the attached PDF Tax Form on your own. A confirmation email will be sent to your email address upon successful receipt of the duplicate request.

Submit

Go to the Tax Information section and select the W-2 you would like to view/print/download by clicking the View icon for the desired year

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Download the statement by clicking on the arrow icon

The statement can be viewed here and/or printed/downloaded using the icons in the upper right hand corner

| 0000036799_866000266_2017 (1).pdf | 1 / 7 | PRINT |

DOWNLOAD

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## Electronic W-2

Would you like to go paperless and receive your W-2 form electronically?If yes, check the box below and click submit. You can uncheck the box at any time and click submit to change your paperless option.

**Paperless:**

**Effective Date:**

☐ ESSTAXB - I consent to opting out of paper distributions of the W-2 & W-2C Tax Forms. Electronic versions of these forms will be available for download and print in ESS. Paperless consent will be effective for the current tax year and all future periods until you a) withdraw your consent or b) you are no longer employed.

Submit

**Currently, the default is to receive the W-2 by paper distribution. This will be changed to electronic in the near future.**

There is also an option on this tab that allows you to **opt out** of receiving an electronic copy of your W-2 Form.

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# Thank You!

# This concludes the User Training for Accessing W-2 in ESS 3.11

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