

**DATE:** September 4, 2014

**SUBJ:** Paystubs and W-2s Now Available in PDF Format in Self Service

Paystubs and W-2 forms are now available in Self Service in a PDF format. The PDF format provides employees with a more printer-friendly format, eliminating inconsistent printing due to issues with web browsers or other settings.

**To view or print a paystub in PDF format in Self Service:**

1. In Self Service go to **My Paystub**, then **View Paystub**.
2. On the Employee Paycheck History page, select the PDF checkbox for the desired paycheck issue date, then click the **View Paycheck** button.
3. The paystub displays in PDF format and can be viewed or printed.

Paycheck Issue Date	Push Button To Select Paycheck	Pay Begin Date	Pay End Date	Net Pay	Paycheck Number	PDF	PDF Check?
08/22/2014	<input type="button" value="View Paycheck"/>	07/30/2014	08/12/2014	\$1000.31	910002	<input checked="" type="checkbox"/>	Yes
08/08/2014	<input type="button" value="View Paycheck"/>	07/16/2014	07/29/2014	\$1000.32	900001	<input type="checkbox"/>	Yes

**To view or print a W-2 form in PDF format in Self Service:**

1. In Self Service go to **Other Payroll**, then **W-2 Information**. Click on **View W-2 Forms**.
2. On the Employee W-2 Forms page, select the PDF checkbox for the desired W-2 year, then click the **View W-2** button.
3. The W-2 form displays in PDF format and can be viewed or printed.

Calendar Year	Push Button To Select Year	Sequence Number	W-2 State	View PDF	PDF W-2?
2013	<input type="button" value="View W-2"/>	1	MN	<input checked="" type="checkbox"/>	Yes
2012	<input type="button" value="View W-2"/>	1	MN	<input type="checkbox"/>	No

If you have questions, please contact your HR/Payroll office. You can obtain contact information from within Self Service: under **Need Assistance**, select **Employee Contacts**.