

Self Service W-2 Information

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Introduction

Form W-2 is available on the Self Service Web site, accessed through the Internet. Data accessed through the Internet is secured by your user ID and password.

There are several significant advantages to W-2 forms in Self Service:

- You can obtain new W-2 form information the first day it becomes available.
- You can obtain historical W-2 form information.
- You can print W-2 forms.
- You can access W-2 form information from any PC connected to the Internet – at work, at home or while traveling.
- Your W-2 form will not be delayed or lost in the mail.

These instructions are intended for use at the time you are accessing your W-2 form.

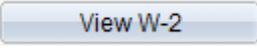
Access Form W-2 Information

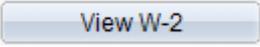
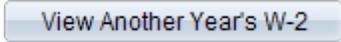
To access Form W-2, take the following steps.

TIP! Do *not* use the back and forward buttons on your browser; this could result in losing data you entered. Navigate using the Menu.

Table 1: Steps to Access Form W-2

ACTION	RESULT
1. Access the Self Service Web site www.state.mn.us/employee .	State of Minnesota Self Service sign in page displays.
2. Sign in with the same user ID and password that you use to view your paystub. New employees obtain sign-in instructions from your Human Resources or Payroll office.	Self Service page displays.
3. On the menu, select State of MN Self Service.	State of MN Self Service page displays.
4. Select Other Payroll.	The Other Payroll page displays.
5. Select W-2 Information.	The W-2 Information page allows you to access W-2s and W-2-related information.

ACTION	RESULT
<p>6. Select View W-2 Forms.</p>	<p>The Employee W-2 Forms page displays.</p>
<p>7. To view or print a W-2 form in PDF Format:</p> <ul style="list-style-type: none"> • Select the PDF checkbox  for the calendar year of the W-2 you would like to view. • Click the View W-2  button for the calendar year of the W-2 you would like to view. <p>Note: If you have more than one W-2 because you had taxable income for more than one state during the year, you will have a W-2 for each state. When multiple W-2s for the same calendar year exist, there will be a sequence number in the Sequence Number column and the State will be indicated in the W-2 State column.</p> <ul style="list-style-type: none"> • To print the W-2 form in PDF format, use your browser's print function. <p>Note: If your W-2 form doesn't print correctly, you may have to change the margins in your browser's Page Setup. If your W-2 form prints too small, unchecking the Shrink To Fit checkbox in Page Setup may help. Page Setup is usually found on the File menu. • Close the PDF W-2 form window after viewing and printing. <p>-- OR --</p> </p>	<p>A new window opens, displaying the W-2 form in PDF format.</p> <p>The W-2 PDF will print.</p> <p>The Employee W-2 Forms window is still open.</p>

ACTION	RESULT
<p>8. To view or print a W-2 form from the Form W-2 page:</p> <ul style="list-style-type: none"> • On the Employee W-2 Forms page, do NOT select the PDF checkbox. • Select the View W-2  button for the calendar year of the W-2 you would like to view. • To print a W-2 form from the Form W-2 page do one of the following: <ul style="list-style-type: none"> ○ Click the <u>Print This W-2</u> link. ○ Click . ○ Click the Print  icon on the browser. ○ Select File > Print on the browser. <p>Note: If your W-2 form has multiple pages, you will need to click the <u>Page 1 of 2</u> link to display the second page. When the second page displays, you will need to click the <u>Print This W-2</u> link again.</p> <p>Note: If your W-2 form doesn't print correctly, you may have to change the margins in your browser's Page Setup. If your W-2 form prints too small, unchecking the Shrink To Fit checkbox in Page Setup may help. Page Setup is usually found on the File menu.</p> <ul style="list-style-type: none"> • Click the View Another Year's W-2  button. 	<p>The Form W-2 page displays.</p> <p>The Form W-2 will print.</p> <p>The Employee W-2 Forms page displays</p>
<p>9. Select one of the following:</p> <ul style="list-style-type: none"> • To view another year's W-2, return to step 7 or step 8. • Continue with the next instructions. 	

To Exit

Table 2: Steps to Return to the State of MN Self Service Page

ACTION	RESULT
<p>When you are finished with the Employee W-2 Forms page, choose one of the following:</p> <ul style="list-style-type: none">• To return to State of MN Self Service page:<ul style="list-style-type: none">○ Click the Home Home link in the upper-right corner of the page.- AND -○ On the menu, click State of MN Self Service.• To exit Self Service, click the Sign out Sign out link in the upper-right corner of the page.	<p>Self Service page displays.</p> <p>State of MN Self Service page displays</p> <p>State of Minnesota Self Service sign in page displays.</p>

Problems and Solutions

Use the following guide to resolve problems. For additional help, contact your agency payroll or human resources office.

Table 3: Guide to Resolve Problems

PROBLEM	SOLUTION
My latest Form W-2 is not listed. Why not?	The latest Form W-2 generally becomes available on the Self Service website during the first half of January.
Last year I received my Form W-2 in the mail. Can I obtain by Form W-2 from the Self Service website this year?	Yes. When you sign in you should be asked whether or not you wish to access your current and future Form W-2s on the Self Service website. Respond by agreeing to obtain your W-2s on the Self Service website. After confirming your change you can immediately access your Form W-2s.
I have questions about my Form W-2.	In Self Service go to Other Payroll > W-2 Information. Review the information available on the W-2 Information menu. If you still have questions, contact your agency's payroll or HR office.
I printed a copy of the most recent Form W-2 but have since misplaced it. Can I print another?	Yes. You are able to print as many copies as needed of each Form W-2 that is available on the Self Service website.
Last year I viewed my Form W-2 on the Self Service website. I want to receive my Form W-2 by mail in the future. How do I change my W-2 access to mail?	<p>To withdraw consent to view your Form W-2 electronically, you must provide a written statement indicating that you wish to receive a paper W-2. For information on how to withdraw consent, in Self Service go to Other Payroll > W-2 Information > Required Disclosures.</p> <p>You cannot withdraw your consent if paper W-2s have already been printed or produced. In this case, your withdrawal of consent would be effective for the following year.</p>