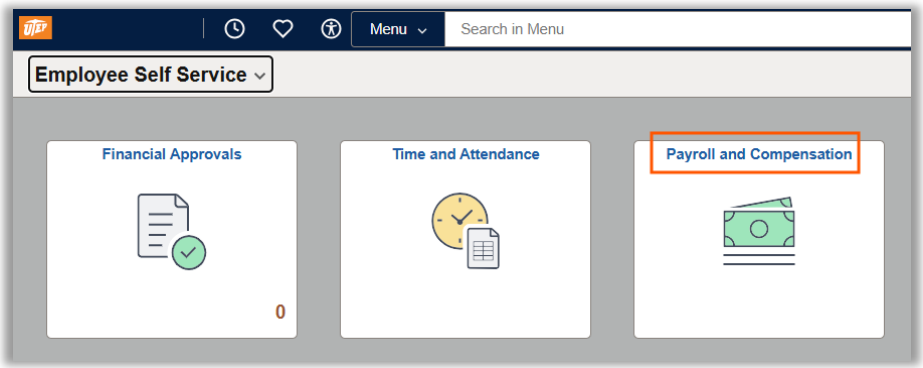
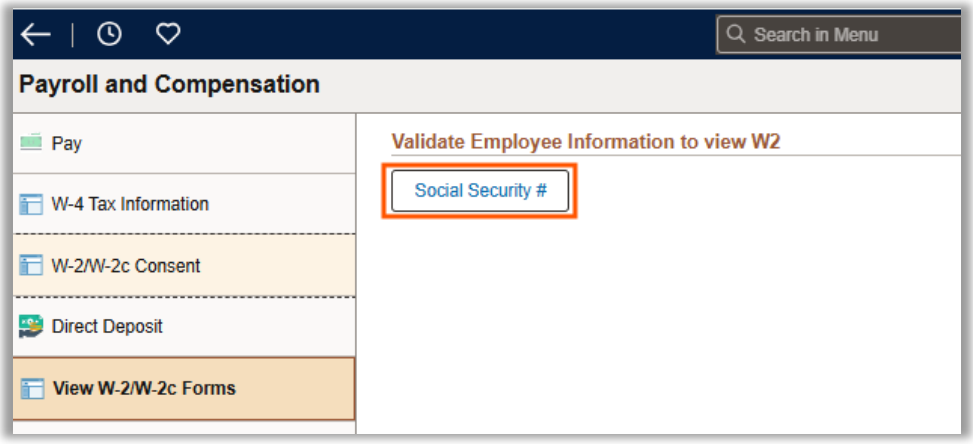
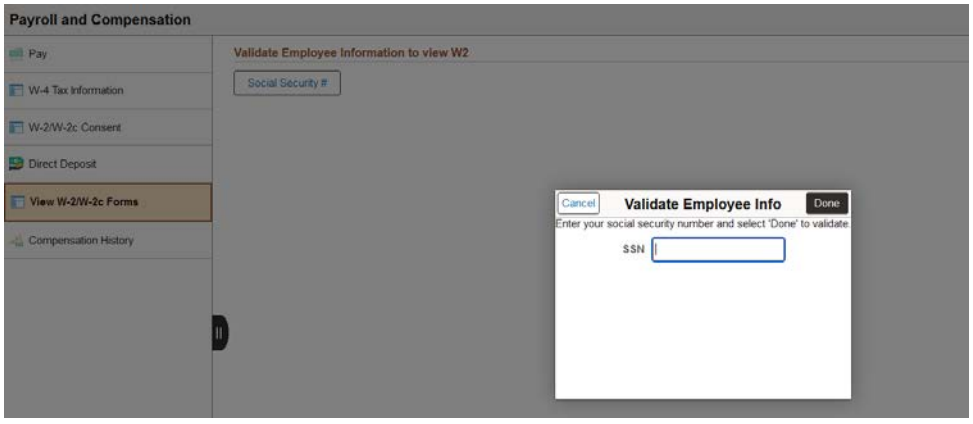
1. Navigation: Employee Self Service dashboard > Payroll and Compensation Tile



2. View W-2/W-2c Forms - employees will see a Validate Employee Information screen where they will need to click on the “Social Security #” box (as seen below)



3. Once selected, a pop-up will appear asking employees to enter their SSN. Once they hit Done, and the SSN matches what the system has on file, the next window will open.



4. Employee can then view their W-2 by selecting ‘View Form’ as well as choose the year they would like to view

