

## **Viewing & Printing Your W-2**

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## SYSTEM POLICIES

The tasks in this documentation provide end users with the tools to enter data and collect data in system. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website.

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## Viewing & Printing Your W-2

### Viewing & Printing Your W-2 Overview

Employees can access their current and past W-2s via Employee Self Service in the Payroll & Financial Center.

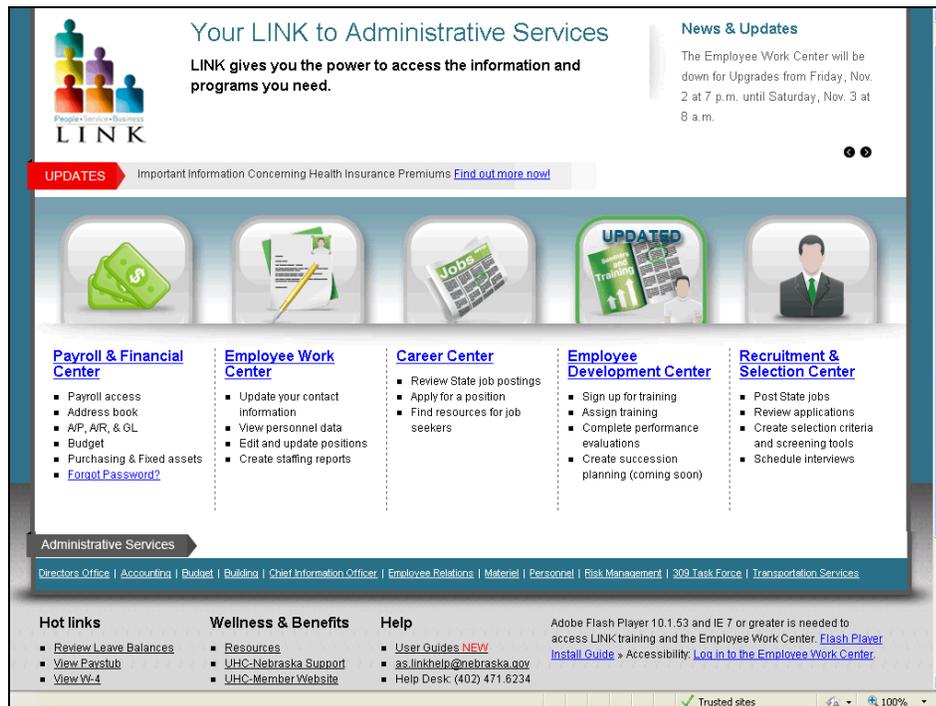
**Note:** Only those employees who opted to receive an electronic version of their W-2 will have access to their current W-2 during the month of January. After January all employees can access their current W-2. This will allow employees to print another W-2 if they should misplace their original. Employees are encouraged to print their own replacement W-2s rather than request a duplicate W-2 from their Agency or State Accounting.

**Note:** Those employees who did not request an electronic W-2 will have paper forms printed and distributed to their respective agencies. Employees who requested an electronic W-2, but are terminated will receive a paper W-2.

### Viewing & Printing Your W-2 Lesson

#### Procedure

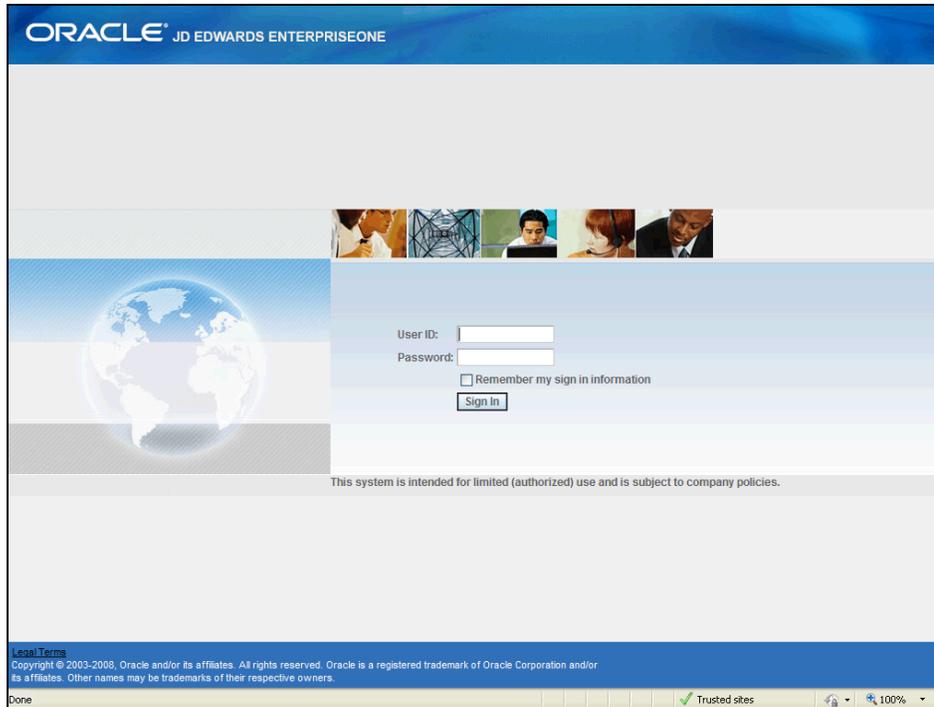
In this lesson you will learn how to view and print your W-2.

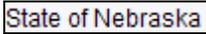
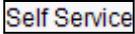


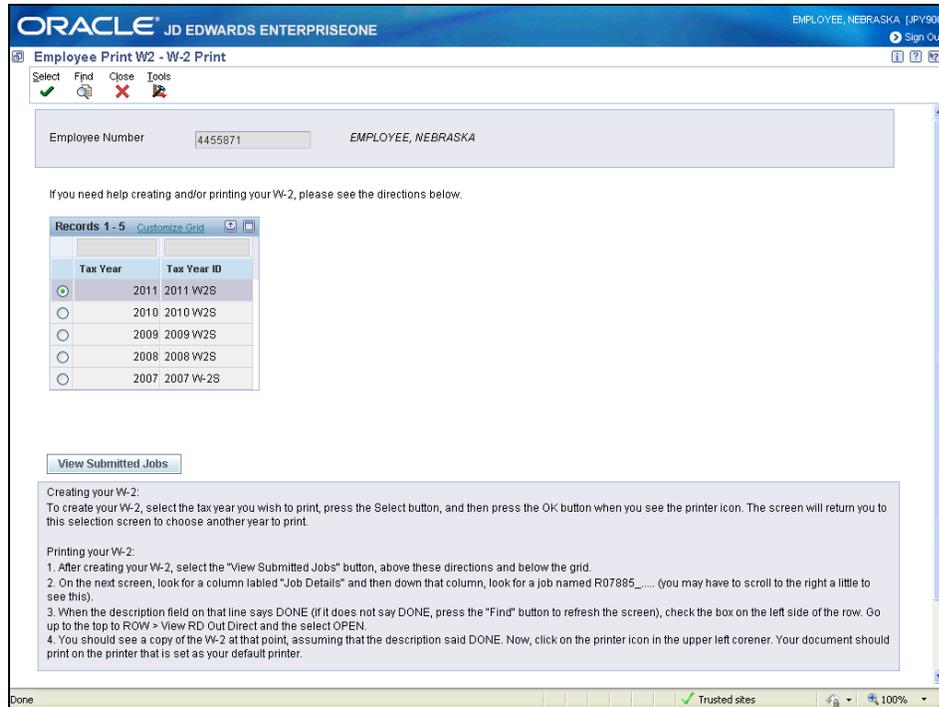
Step	Action
1.	First go to LINK.NE.GOV and click the <b>Payroll &amp; Financial Center</b> button or link.

# Training Guide

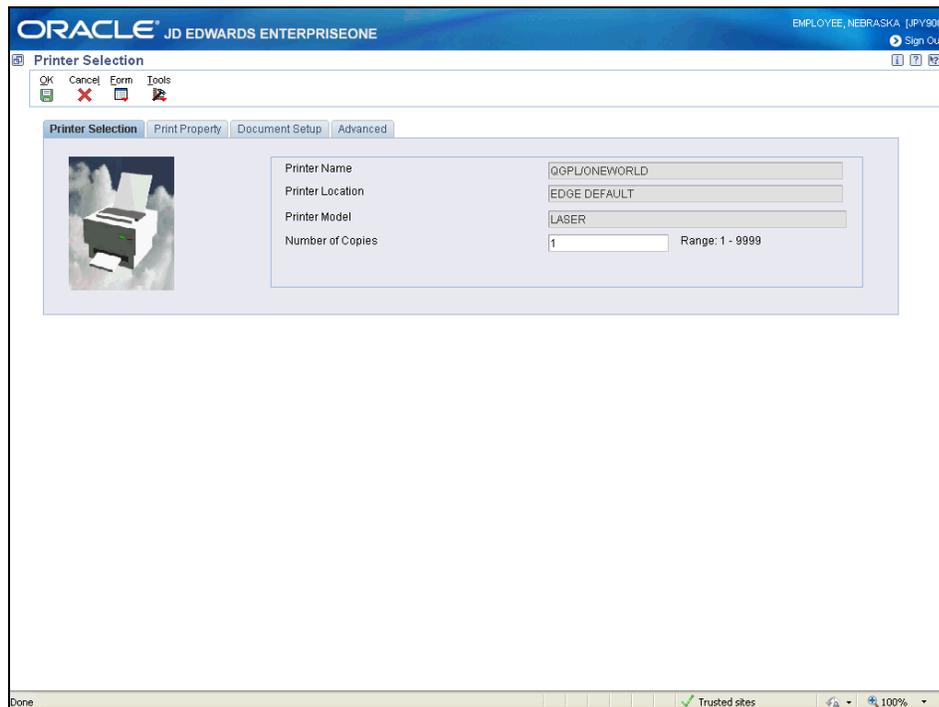
## Viewing & Printing Your W-2



Step	Action
2.	Enter your User ID in the <b>User ID</b> field.
3.	Click in the <b>Password:</b> field. 
4.	Enter your password in the <b>Password</b> field.
5.	Click the <b>Sign In</b> button. 
6.	Click the <b>State of Nebraska</b> link. 
7.	Click the <b>Self Service</b> link. 
8.	Click the <b>Employee Print W2</b> link. 
9.	Select the <b>Tax Year</b> by clicking the radio button next to it.



Step	Action
10.	Click the <b>Select</b> button. 

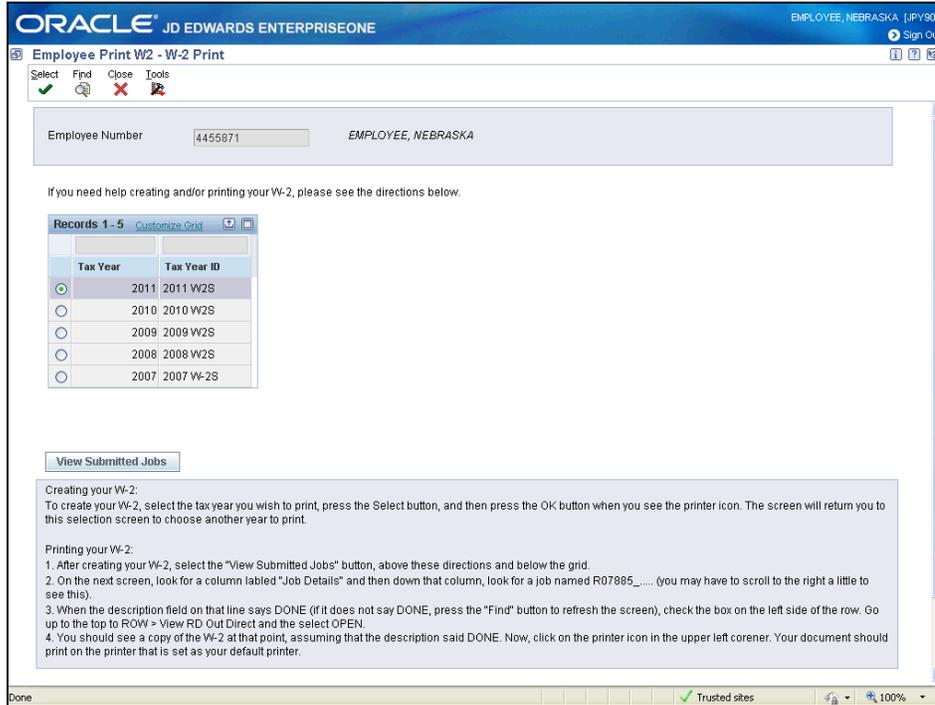


# Training Guide

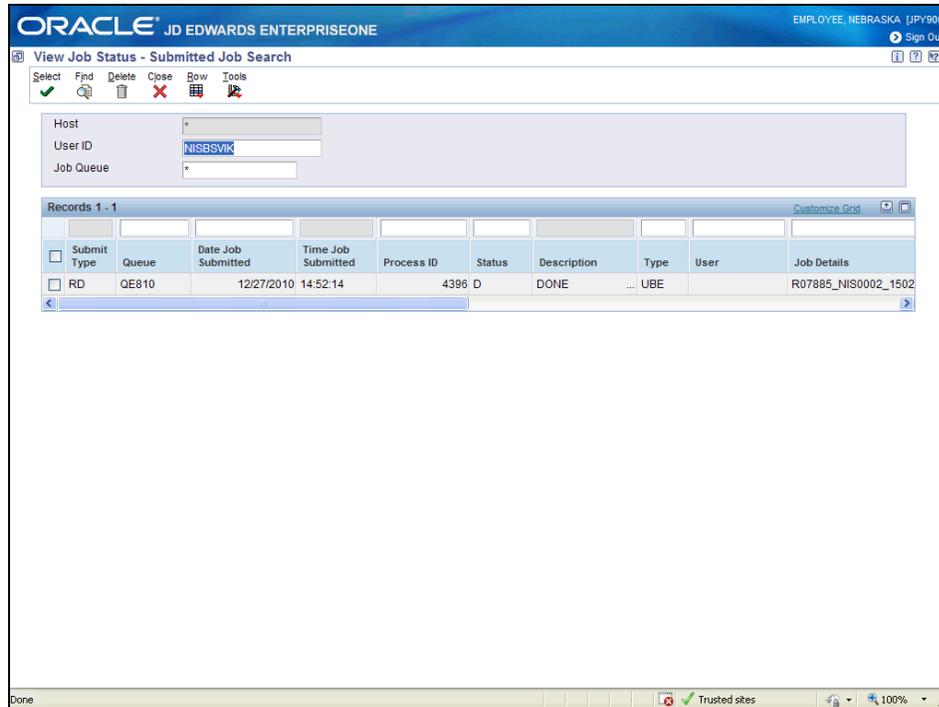
## Viewing & Printing Your W-2

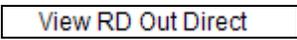


Step	Action
11.	Click the <b>OK</b> button. 



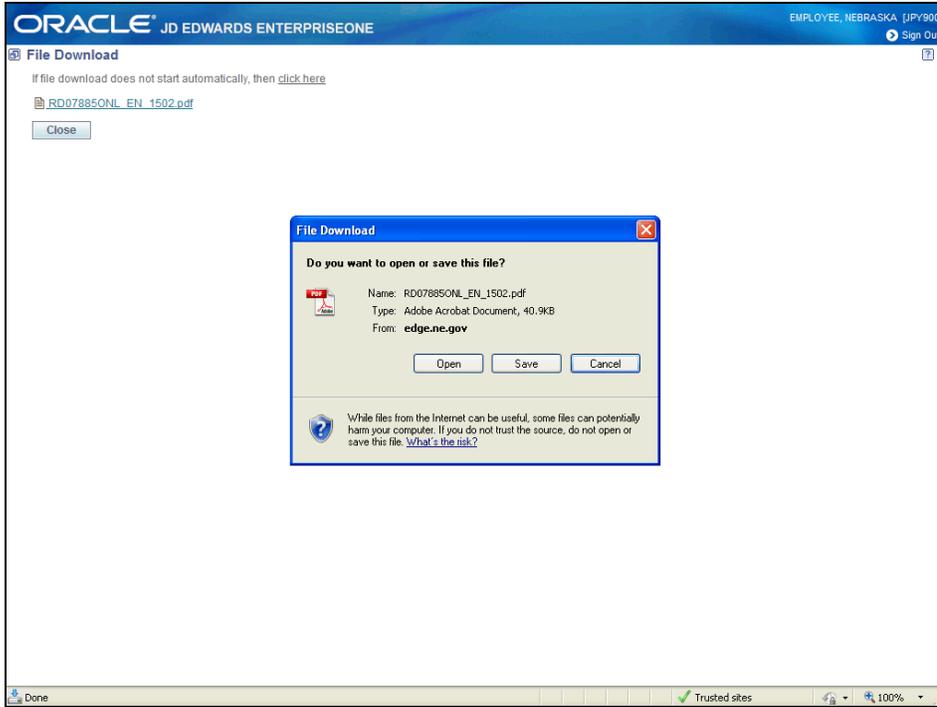
Step	Action
12.	Click the <b>View Submitted Jobs</b> button. 
13.	Make sure the <b>Description</b> field says " <b>DONE</b> " for the " <b>R07885</b> " job (look in the <b>Job Details</b> column to make sure).  If it does not say " <b>DONE</b> " click the <b>Find</b> button until it does.

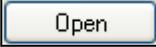


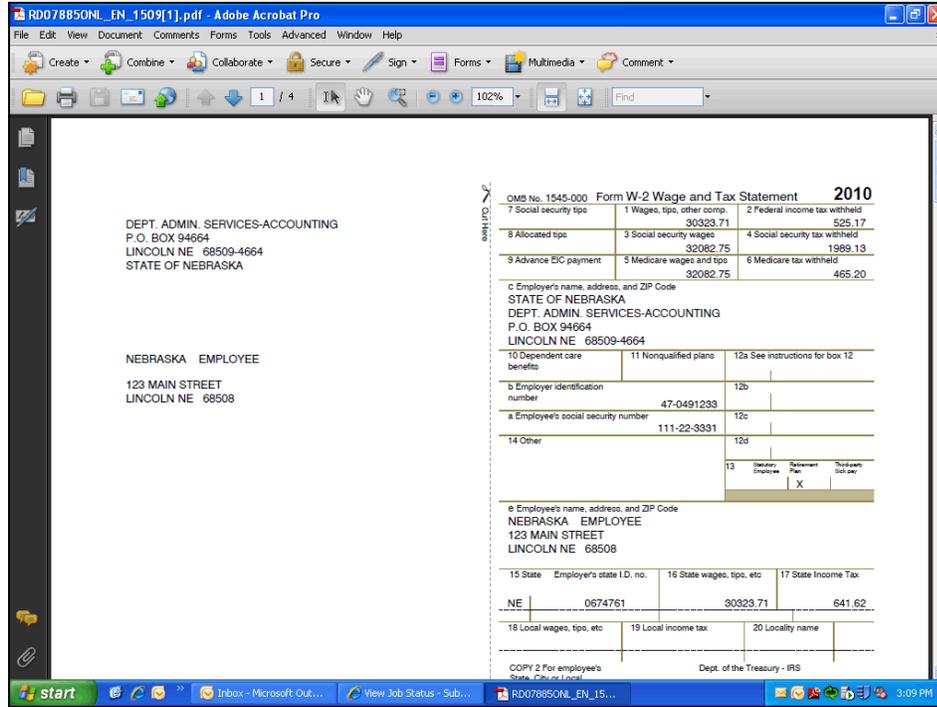
Step	Action
14.	<p>Click the <b>check box</b> of the "<b>R07885</b>" job (look in the <b>Job Details</b> column to make sure).</p> <p><b>Note:</b> If it is the most recent job you ran it should be the top row.</p> 
15.	<p>Click the <b>Row</b> button.</p> 
16.	<p>Click the <b>View RD Out Direct</b> menu.</p> <p><b>Note:</b> If the <b>Description</b> field does not say "<b>DONE</b>" you will not see the <b>View RD Out Direct</b> button.</p> 

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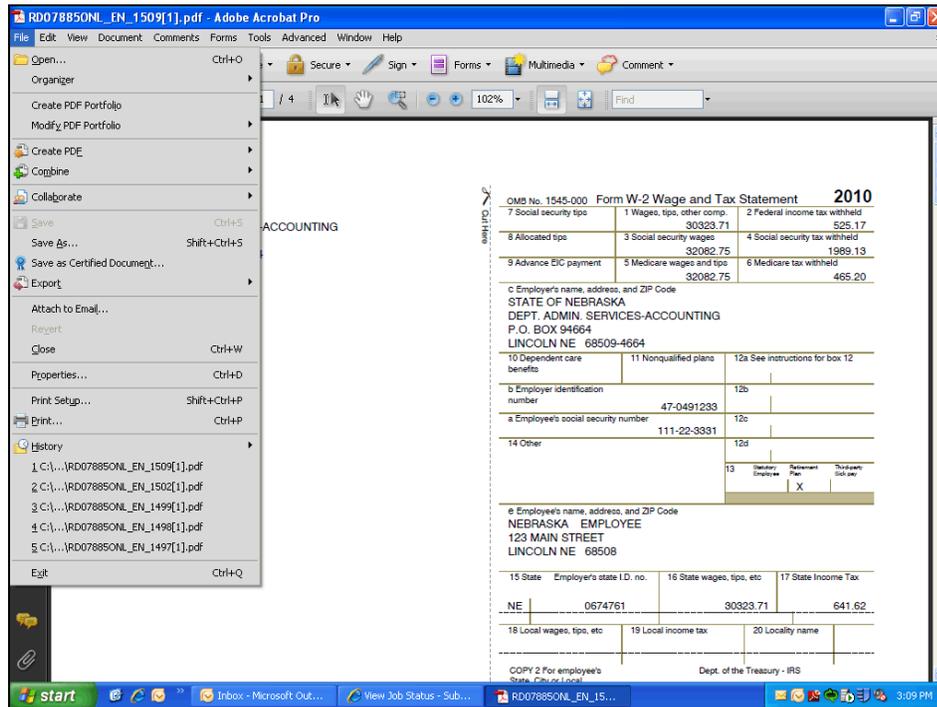
## Viewing & Printing Your W-2



Step	Action
17.	Click the <b>Open</b> button. 
18.	Your W-2 for the tax year you selected will be displayed.



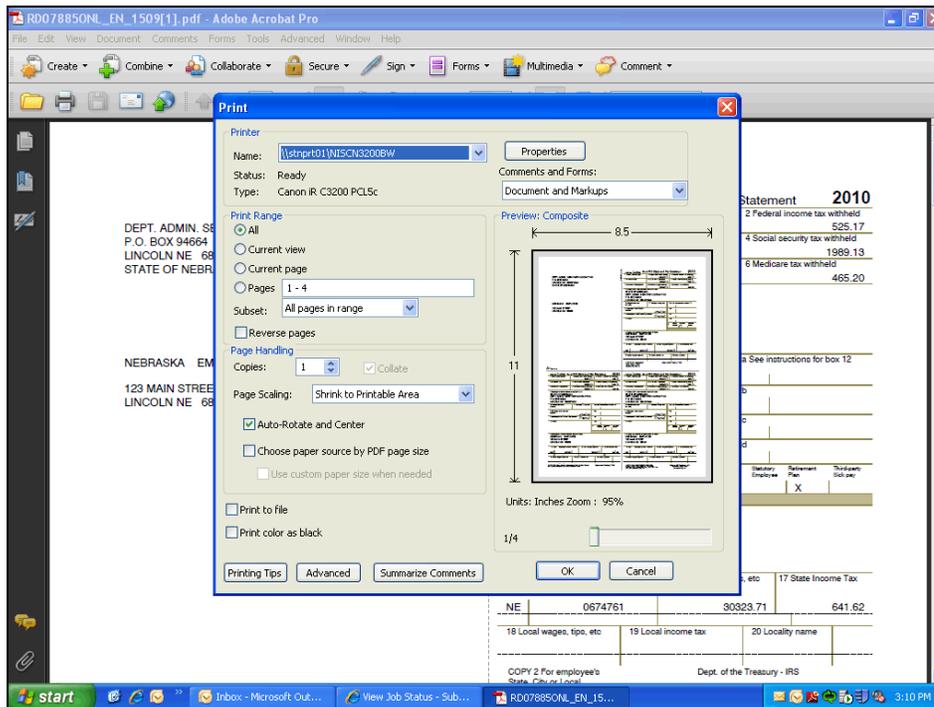
Step	Action
19.	To print the W-2 click the <b>File</b> menu.

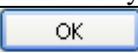


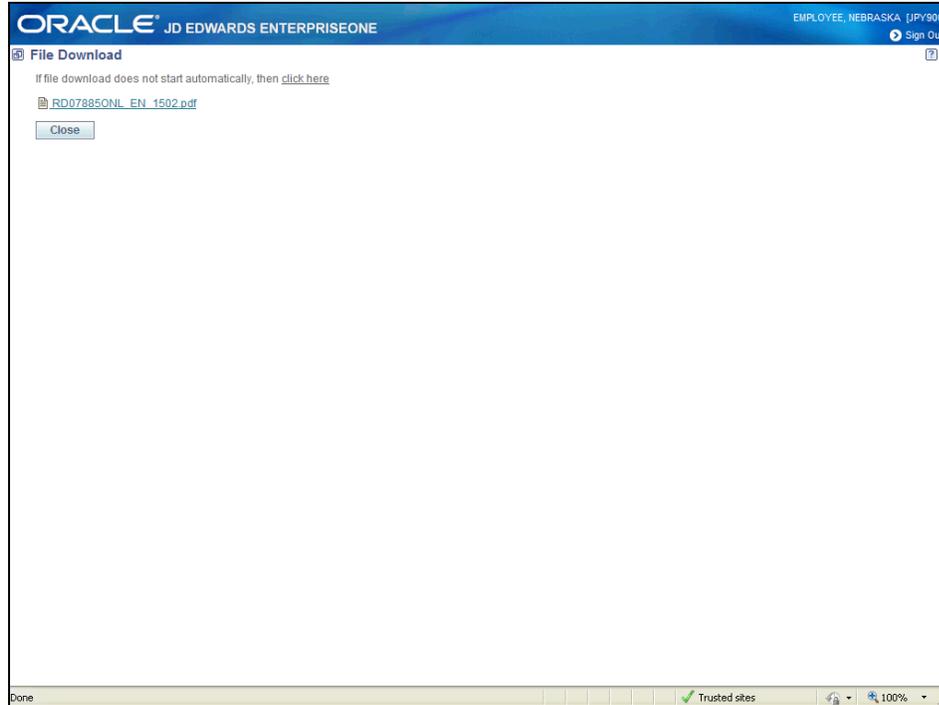
# Training Guide

## Viewing & Printing Your W-2

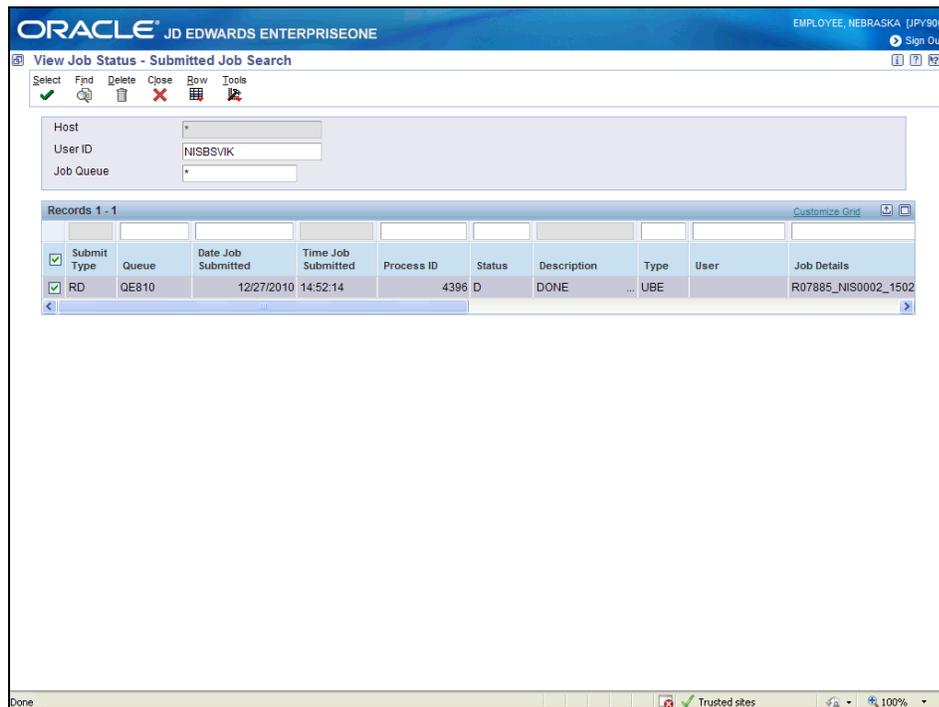
Step	Action
20.	Click <b>Print</b> .  Print... <span style="float: right;">Ctrl+P</span>



Step	Action
21.	Make sure your local printer is selected and then click the <b>OK</b> button. 
22.	Your W-2 will now print at the printer you selected.
23.	Click the <b>Close</b> (red <b>X</b> in the upper right hand corner) button to close the W-2. 



Step	Action
24.	Click the <b>Close</b> button.



# Training Guide

## Viewing & Printing Your W-2



Step	Action
25.	Click the <b>Close</b> button. 
26.	You have successfully completed this lesson. <b>End of Procedure.</b>