

## **W-2 PRINTING INSTRUCTIONS**

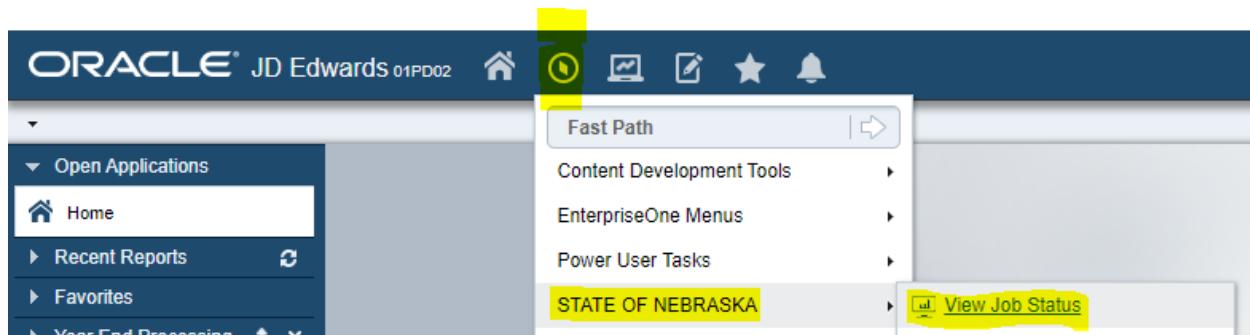
If you have questions or concerns about your W-2, please contact the DAS – State Accounting Division at [as.stateaccountingpayroll@nebraska.gov](mailto:as.stateaccountingpayroll@nebraska.gov).

2025 Electronic W-2s have been AUTOMATICALLY generated in the Payroll Financial Center / JDE EnterpriseOne (PFC/E1). Public servants who opted to also receive a hard copy version should receive those in the next couple of weeks. Instructions for accessing the electronic version are provided below.

For all public servants, W-2s are available for quick print access for the next **30 days**.

### **QUICK PRINT ACCESS INSTRUCTIONS:**

To access, simply log into the PFC system (<https://pfc.ne.gov/>) and select ‘STATE OF NEBRASKA > View Job Status’ from the navigator menu drop down. (*\*PLEASE NOTE: If you have forgotten your User ID, or your password for EnterpriseOne/Payroll & Financial Center, you can use the “Forgot Password/User ID Disabled” link below the Sign In button to have them automatically emailed to you. The system may ask you to Select an Environment, click the OK button on this screen to get to the form.*)



Your W-2 will display in the resulting list. Click the icon next to your W-2 under the ‘View Output’ column to open your W-2 for printing or to save an electronic copy.

**View Job Status - Submitted Job Search**

✓ Form Row Tools

User ID

Records 1 - 3

	<input type="checkbox"/> View Output	Print	Report Name	Version Title
			Print Laser W-2's (4 part)	Electronic W-2 Print

Once you have obtained your W-2, please close out of each screen you have open. Then click on the down arrow by your name in the upper right-hand corner of the PFC screen to sign out and exit the system.

**If you have questions or concerns about your W-2, please contact  
[as.stateaccountingpayroll@nebraska.gov](mailto:as.stateaccountingpayroll@nebraska.gov).**