Employee Self-Service Training - Viewing Electronic W-2

Overview:

Understanding the Viewing Electronic W-2 or W-2c Forms Process

Once you have consented to receive your W-2 or W-2c forms online, you will be able to access, view, and print these forms from within OMNI. For more information regarding how to consent to receive your W-2 or W-2c forms online, review the "Consenting to Electronic W-2" tutorial.

Procedure:

Step 1
Navigate to the Faculty & Staff area of the myFSU portal (my.fsu.edu). Click on the W-2 Form (listed under the Human Resources submenu).

Step 2
Click the W2 Form link, and enter your credentials to verify your identity.
Click the **Year End Form** link to view your current tax form. NOTE: Pop-up blockers must be disabled to allow your W-2 to appear.

If no window appears after clicking this link, go to Tools on your Internet browser menu bar and select "Pop-Up Blocker," then "Turn off Pop-up Blocker" or simply hold down the Ctrl key on your keyboard while clicking this link (Note: this shortcut will not apply for Apple computers, which are not currently supported by the Controller's office).

Use the icons along the top of the page to print or save your W-2. You may also want to use the + button to maximize your view of this form.

Click the Close button to return to the View W-2 Forms page.