



## Employee Self-Service Training - Viewing Electronic W-2

### Overview:

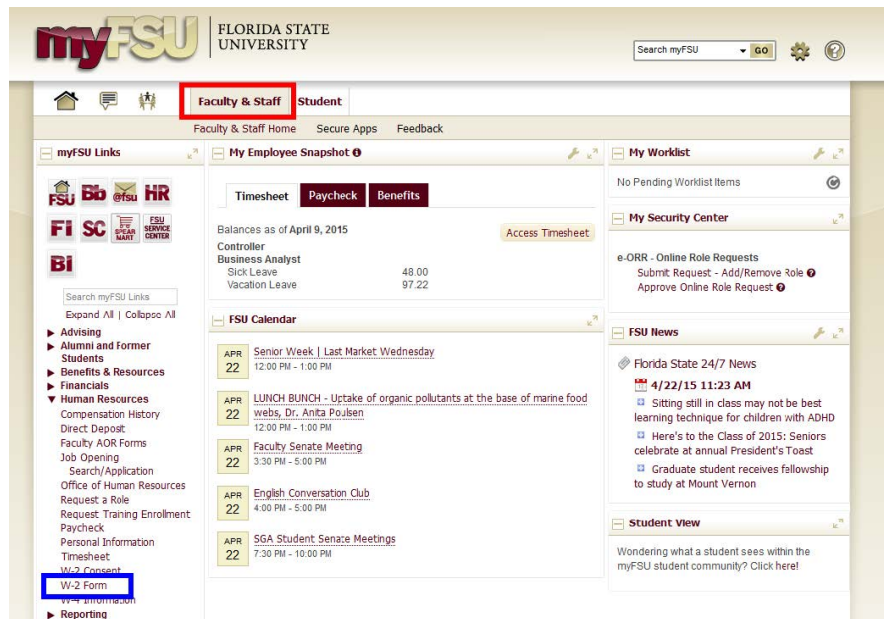
### Understanding the Viewing Electronic W-2 or W-2c Forms Process

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:

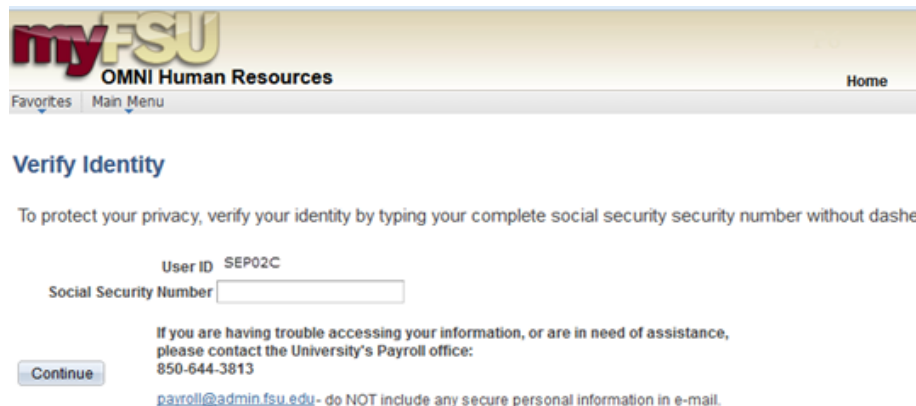
#### Step 1

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.





**myFSU**  
OMNI Human Resources

Home

View W-2/W-2c Forms

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Review your available W-2 and W-2c forms below. Select the Year End Form that you would like to review. If Year End Form is not an active link you can click, please verify your consent status. Consent must be granted on the W-2/W-2c Consent self-service page in order for you to be able to print your W-2/W-2c form. If you navigate to that page and consent, then return to this page, your year end form should become available. If not, please submit a ticket via the FSU Service Center.

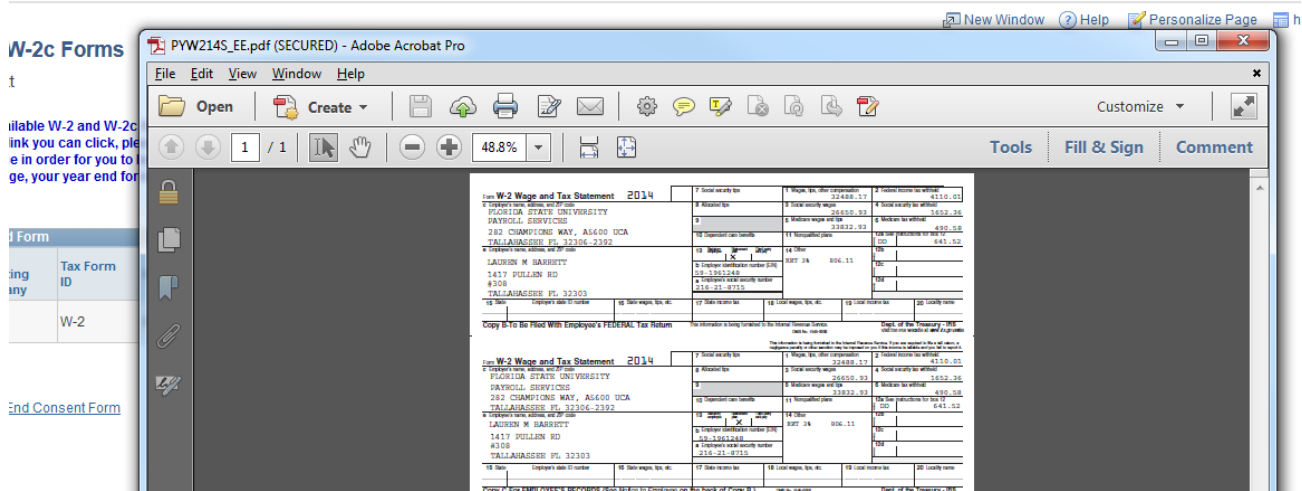
[View a Different Tax Year](#)

Select Year End Form					
Tax Year	W-2 Reporting Company	Tax Form ID	Issue Date	Year End Form	Filing Instructions
2014	FSU	W-2	01/23/2015	<a href="#">Year End Form 2014 FSU W-2</a>	<a href="#">Filing Instructions 2014 FSU W-2</a>

[Return to Year-End Consent Form](#)

Click the **Year End Form** link to view this year's 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.



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.

### View W-2/W-2c Forms

Susie Seminole

Review your available W-2 and W-2c forms below. Select the year end form that you would like to review. If the year end form is not available to be selected, please confirm your consent status. Consent must be granted on the W-2/W-2c Consent self-service page in order for you to be able to print the W-2/W-2c form.

[View a Different Tax Year](#)

Select Year End Form					
Tax Year	W 2 Reporting Company	Tax Form ID	Issue Date	Year End Form	Filing Instructions
2008	FSU	W-2	03/24/2009	<a href="#">Year End Form</a>	<a href="#">Filing Instructions</a>

[View Previous 5 Year End Forms](#)   [View Next 5 Year End Forms](#)