Dear FSU Employee,

The 2013 W-2 tax forms are now available in OMNI. If you have previously consented to receive your W-2 online, you should have already received a system generated email regarding the availability of the form.

If you have not consented to the electronic format, Payroll Services will print and mail your 2013 W-2 form by January 31st to your "MAILING" address on record. (Employees have both Home and Mailing addresses on record in OMNI). Provided below are instructions on how to consent and view/print your W-2 if you would like to immediately receive your W-2 form:

For informational use only, your W-2 form includes:

1. Box 14 - The total amount of your three percent contribution to the state retirement plan, which is titled "RET 3%".
2. Box 12DD - The total amounts of both employee and employer contributions to your health insurance plan.

CONSENT INSTRUCTIONS

1. Log onto the FSU OMNI website, http://www.fsu.edu
2. Select "Key Sites" and "OMNI"
3. Enter your User ID and password
4. From the Employee Central Portal, select "W-2/W-2c Consent"
5. Read the consent agreement
6. Check the box for "Check here to indicate your consent to receive electronic W-2 and W-2c forms"
7. Re-enter your OMNI Password and select the CONTINUE and OK icons
8. Return to the Employee Central Portal page

VIEW/PRINT INSTRUCTIONS

1. Log onto the FSU OMNI website, http://www.fsu.edu
2. Select "Key Sites" and "OMNI"
3. Enter your User ID and password
4. From the Employee Central Portal, select "View/Print W2 forms"
5. Select "Year End Form" listed under tax year 2013 and print the form

We would like to thank you for utilizing the electronic format for retrieving your 2013 W-2 form. It is our goal to make this process a pleasant, convenient, and user-friendly process. If you have any issues in accessing your form, please feel free to email Payroll Services at Payroll@admin.fsu.edu.