Employee Self-Service Training- Viewing Electronic W-2

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.

Navigation

Log onto OMNI through the my.fsu.edu portal. Click on the Human Resources drop down under MYFSU LINKS:

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THYFSU Florida State University						4 =
MYFSU LINKS	MY EMPLOYEE SNAPSHOT			Welcome,		
@ FA 🖬 🗳 🕄 A 🐮 🔍 🖂	Your 2018 W-2 tax form is now Available. You may view and print your W-2 form by selecting "W-2 form" under Human Resources whith the mm"SU links located on the left side of this pase. If your W-2 form does not whith the mm"SU links located on the left side of this pase.			FACULTY & STAFF		
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C. appear, you will need to accept the consent agreement by selecting "W. Human Resources within the myFSU links located on the left side of this		ecting "W-2 Consent" under side of this page. If you do not	EMPLID:			
Admissions	consent to the electronic forma January 31st to your "MAILING	consent to the electronic format, Payroll Services will print and mail your 2018 W-2 form by January 31st to your "MAILING" address on record.		ESIND-		
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Benefits & Resources	Timesheet	Paycheck	Denents	Employee Email:		
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Human Resources				MY WORKLIST		
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Reporting				FSU_EORR		۲

Click on the W-2 Form link

MFSU LINKS		MY EMPLOYEE SNAPSHOT			
@ KTN INT & G & 11= Q	IUNI	Your 2018 W-2 tax form is now Available.			
	BI T	You may view and print your W-2 form by selecting "W-2 form" under Human Resource within the myFSU links located on the left side of this page. If your W-2 form does not appear, you will need to accept the consent agreement by selecting "W-2 Consent" und Human Resources within the myFSU links located on the left side of this page. If you do consent to the electronic format, Payroll Services will print and mail your 2018 W-2 form January 31st by our "MALING" address on record.			
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areer Development	•	Current leave as of Jan 18, 2019			
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Direct Deposit	æ				
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Job Opening Search/Application	e				
Office of Human Resources	-	MT FINANCES			
Paycheck	-	No outstanding amounts were found.			
Personal Details	-				
Promotion & Tenure	æ	Account Quicklinks			
Request a Role	e	CAMPUS SAFETY AND TITLE IX INFORMATION			
Request Training Enrollment	-	Safety and security at Florida State University are the			
Timesheet	Ð	responsibility of every employee and student on campus. Immediately report suspicious persons, incidents, and			
W-2 Consent	₽	unsafe conditions by calling the FSUPD at 644-1234. If an emergency occurs, dial 911. Remaining observant and			
W-2 Form	-	aware of your surroundings will help ensure FSU stays a safe place to learn, teach, and work. For more information on FSU Alerts please visit:			

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At this point, as an extra layer of security, an authentication screen will appear to verify that it is indeed you attempting to gain access to your W-2 information. If you have already set up your authentication method you may proceed. If you have not previously set up the authentication method or need to change the data, please contact the FSU IT Service Desk at 850-644-4357.

Need Help?	Device: Landline (XXX-XXX-)					
850-644-4357	S Call Me	Call Me				
What is this? C Add a new device My Settings & Devices Need help?	🗒 Bypass Code	Enter a Bypass Code				
	Remember me for 30 days					
Powered by Duo Security						

Once you are set up to proceed, choose your authentication method and verify it is you.

The View W-2/W-2c Forms screen will appear. Choose applicable year in the "Tax Year" drop-down list and click "View Form."

NOTE: Pop-up blockers must be disabled to allow the pay check to appear. If no window appears after clicking the link, go to Tools on your Internet browser menu bar and select "Pop-up Blocker," then "Turn off Pop-up Blocker."

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View W-2/W-2c Forms							
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Tax Form	Issue Date	Year End Form	Filing Instructions				
W-2	01/21/2020	View Form	Û				