Accessing W-2 Form Online

> **Warning!** Information viewed during a PeopleSoft Self-Service session will be saved to your browser's Internet cache and may be viewed by others who use this computer.
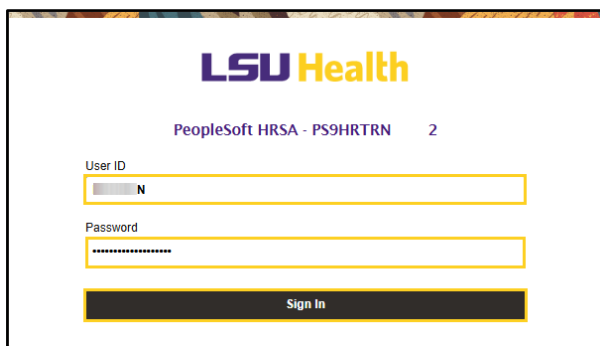>
> **We recommend against using public or shared computers to access Employee Self Service.** To protect your information please follow the sign out procedures in the training documents, **delete the Internet Browser cache prior to closing the browser**, **and confirm ALL browser windows are closed at the end of your session.**
>
> Click the following link for instructions on deleting and **Clearing Commonly Used Browser's Internet Cache**.

Instructions on accessing Employee Self Service off campus: **Accessing Employee Self Service Off Campus.**

Use the https://www.lsuhsc.edu/ps/support/selfservice.aspx URL to sign into PeopleSoft.

1. At the PeopleSoft sign on screen, enter your *User ID (system automatically converts it to Upper Case), and case sensitive Password, and click Sign In.*
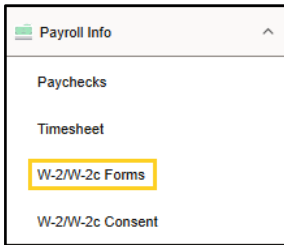

2. From the **My PeopleSoft Home** page, click the **Self Service tile**.
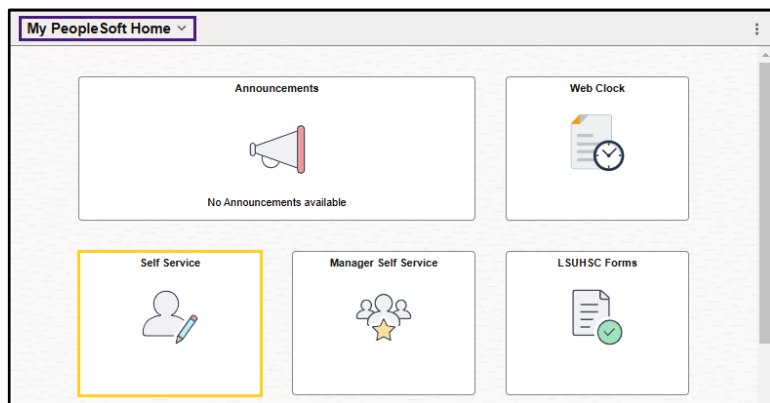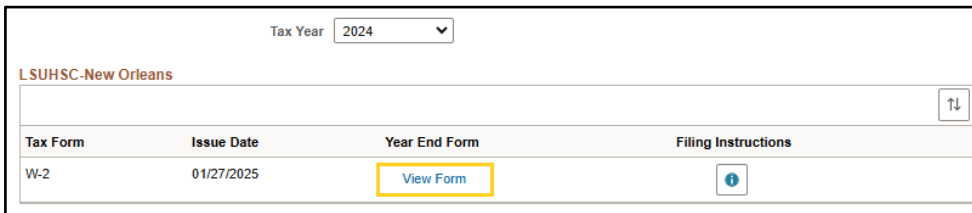
3. Click the drop-down arrow to the right of **Payroll Info** to view available options.
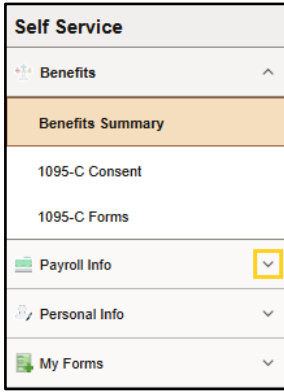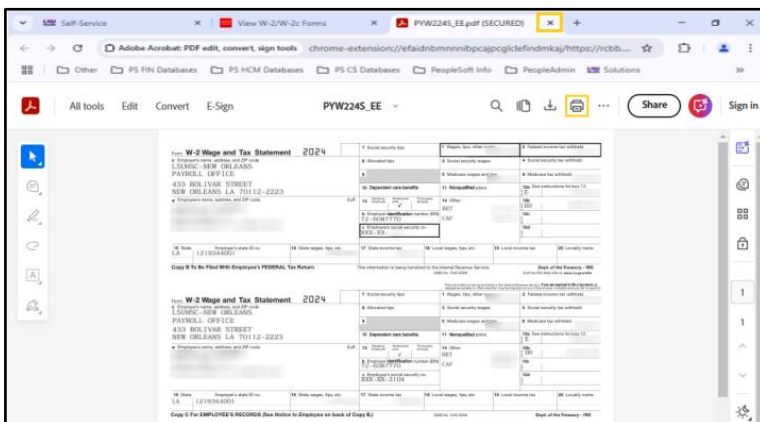

4. Click the **W-2/W-2c Forms** button.

5. The current Tax Year information defaults into the required fields. Click the **View Form** button to view the W-2.
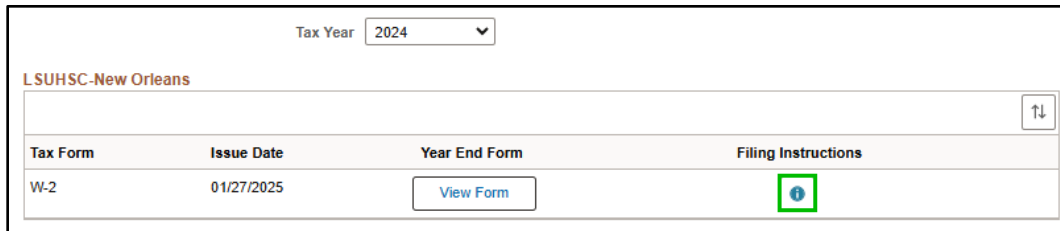

6. A new window opens and the **W-2** is displayed in Adobe format within your internet browser window. The **W-2** can be *printed or saved* by clicking the **Printer** icon the toolbar menu. Close the **W-2** window by clicking the **X** button for the appropriate tab.
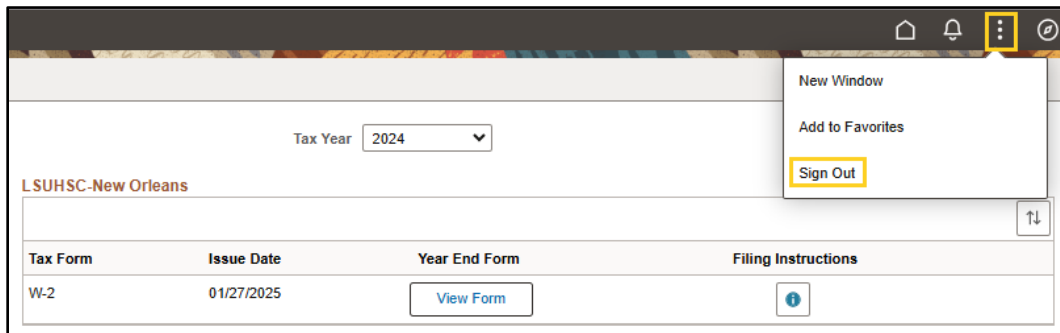
7. **Filing Instructions** can also be viewed/printed/saved.

8. Exit the **PeopleSoft** system by clicking the Actions (3 dots) button in the upper right corner of the Screen. Select the **Sign out** button from the drop-down list.

9. If using remote portal (off-campus), click the **Sign Out** button to exit the **Remote Access Portal**.

Please make sure the **Remote Access Portal** has ended successfully before moving to the next step of clearing your internet cache. If the session has ended correctly, the *"Your session has ended"* box will display.