

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.**

Instructions on how to delete the browser's internet cache [Deleting Browser History IE8 and Above](#) and [Clearing Commonly Used, Non Supported Browser's Internet Cache](#) are on the Employee Self Service Training website.

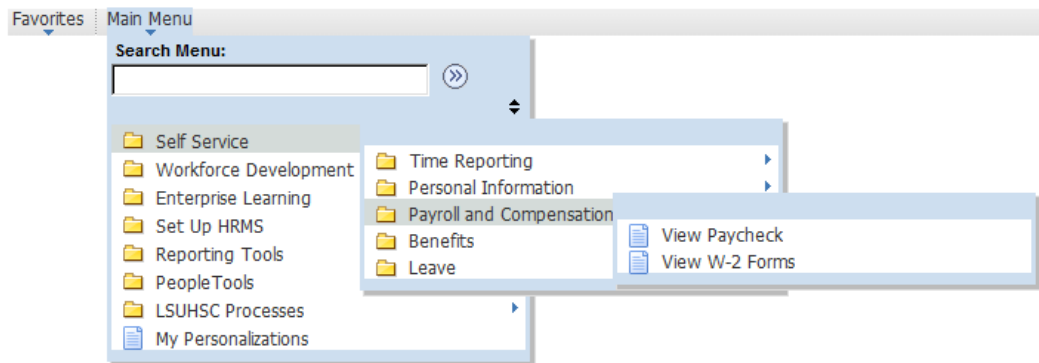
Instructions on accessing Employee Self Service off campus: [Accessing Employee Self Service Off Campus](#)

Use the <http://employeeselfservice.lsuhs.edu> 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. Click **Main Menu, Self Service, Payroll and Compensation, View W-2 Forms.**



3. Click the **Year End Form** link.

View W-2 Forms

John M Smith

Empl ID 00000001

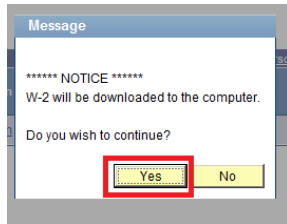
Review your available W-2 forms below. Select the year end form that you would like to review.

[View a Different Tax Year](#)

Select Year End Form						Personalize 1 of 1
Tax Year	W-2 Reporting Company	Tax Form ID	Issue Date	Year End Form	Filing Instructions	
2015	001	W-2	01/21/2016	Year End Form	Filing Instructions	

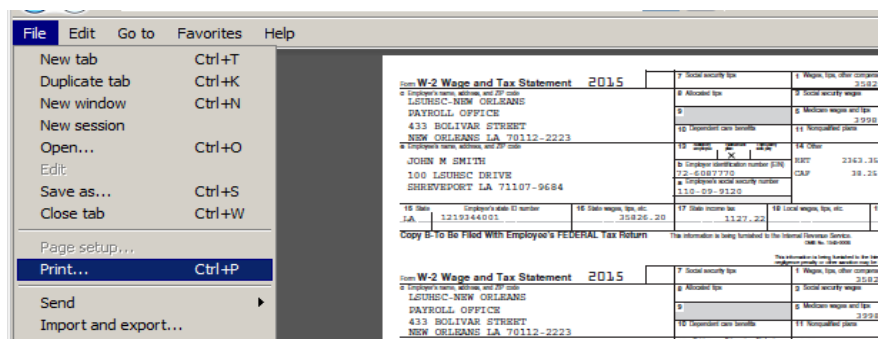
Accessing W-2 Form Online

A reminder that the W-2 will be downloaded to the computer will appear.



If you click Yes, the W-2 will be downloaded to the hard drive of the computer.

The W-2 will open in Adobe format within your internet browser window.



The W-2 can be *printed or saved* by using the IE Window Menu toolbar. To close the W-2 window, click the **X** in the upper right corner of the browser screen. Filing instructions can also be viewed / printed / saved.

Select Year End Form						Personalize 1 of 1
Tax Year	W-2 Reporting Company	Tax Form ID	Issue Date	Year End Form	Filing Instructions	
2015	001	W-2	01/21/2016	Year End Form	Filing Instructions	

To exit the Self-Service system, you **must** click the **Sign out** link in the upper right corner of the screen.

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.