

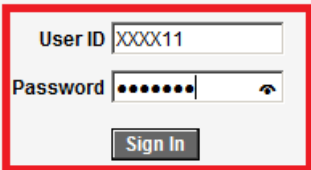
Accessing W-2 Info from PeopleSoft Self-Service

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 this link for instructions on [Clearing Commonly Used, Non Supported Browser's Internet Cache.](#)

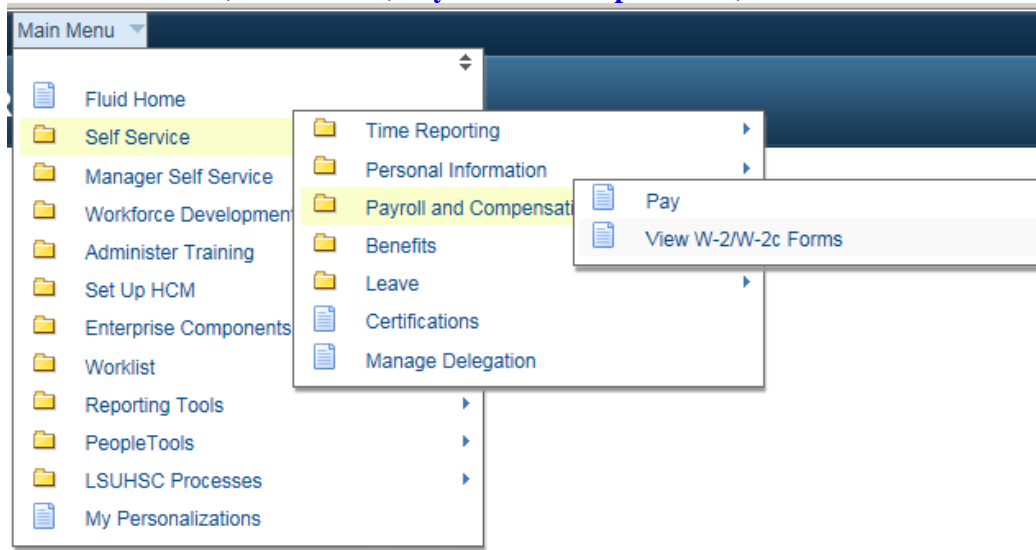
You can access Employee Self-Service by clicking on the hyperlink provided here (<http://employeeselfservice.lsuhs.edu>) and then sign into PeopleSoft.

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*



The screenshot shows a sign-in form with two input fields: 'User ID' containing the text 'XXXX11' and 'Password' which is masked with seven dots. Below the password field is a small eye icon. A 'Sign In' button is positioned below the password field. The entire sign-in area is enclosed in a red rectangular border.

2. Click **Main Menu, Self Service, Payroll and Compensation, View W-2/W2c Forms**



Viewing W-2

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

View W-2 Forms

John M Smith

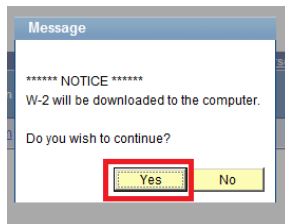
Empl ID 00000001

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

[View a Different Tax Year](#)

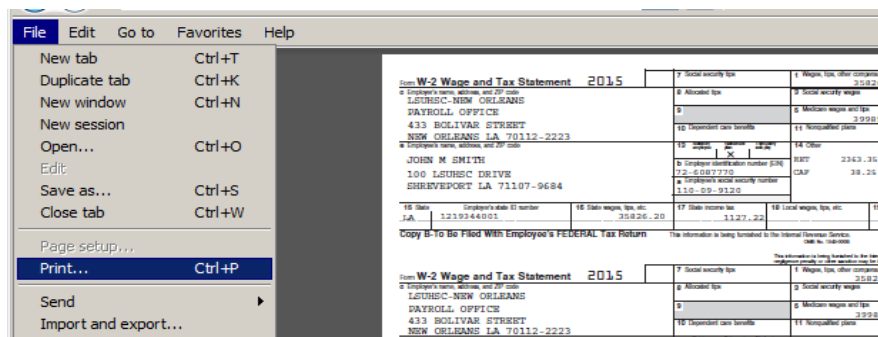
Select Year End Form						Personalize 1 of 1
Tax Year	W-2 Reporting Company	Tax Form ID	Issue Date	Year End Form	Filing Instructions	
2015	001	W-2	01/21/2016	Year End Form	Filing Instructions	

A notice reminding the user that the W-2 will be downloaded to the computer they are using 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.