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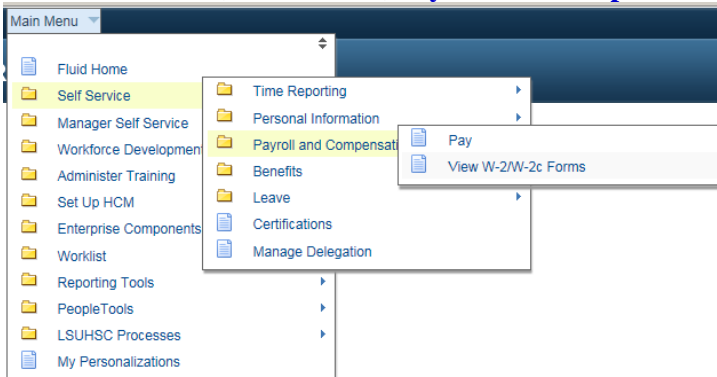
Instructions on accessing Employee Self Service off campus: **Accessing Employee Self Service Off Campus**

Use the **http://employeeselfservice.lsuhsc.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**.

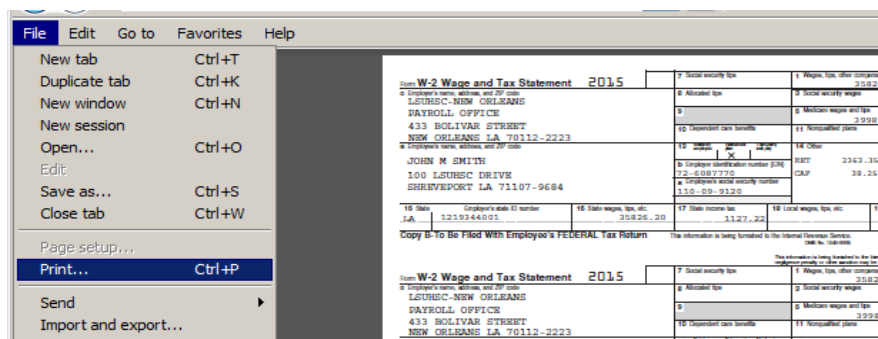3. Click the **Year End Form** link.

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A reminder that the W-2 will be downloaded to the computer will appear.
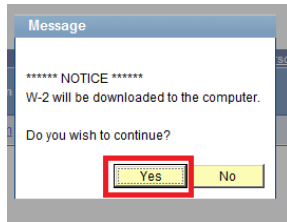
If you click Yes, the **W-2 will be downloaded to the hard drive of the computer.**

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.

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.

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