MEMORANDUM

To: The University Community

From: Office of Human Resources

Date: January 16, 2018

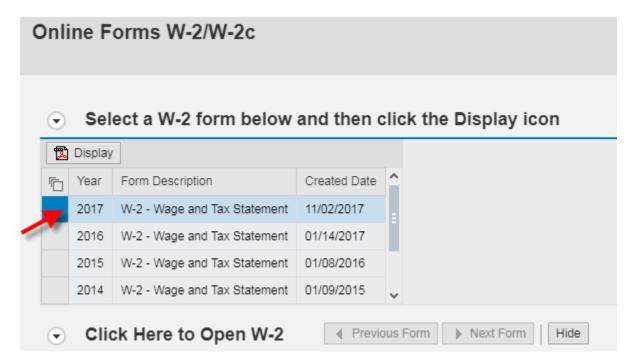
Re: 2017 Electronic W-2

For all PASSHE employees who elected to receive their 2017 W2 form online in ESS, the form is now available to view, print and/or save. Paper W-2's will be mailed in about two weeks. For Electronic W-2's, login to ESS. Just click on the "Payroll" tab, then "Display W-2 form".

You then need to select the appropriate year from the Forms W2/W2-c. If you have previously received an electronic W2 please be sure to choose the W2 for 2017 to display the most current form. Once you've clicked on "Display" your form, as well as links to instructions and information, will be displayed below. If it does not open automatically please click the arrow to open the tab as show in the second screenshot below.

If you need additional assistance, further instructions are available under the "Help Documents" tab, "Display W2 Form".

As a reminder, if you are using a shared computer please be sure to log out of your ESS session and close your browser window when you are finished reviewing your data. Please let the Human Resources or Payroll department know if you experience any problems.



2013	W-2 - Wage and Tax Statement	01/10/2014	If your form does not appear
2012	W-2 - Wage and Tax Statement	01/18/2013	after choosing the correct year
№ Сііск Here to Open W-2			and clicking the "Display" button, click here to expand the display area.

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2017 W-2 Info For Website.docx