

## 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.

**Online Forms W-2/W-2c**


Select a W-2 form below and then click the Display icon

Year	Form Description	Created Date
2017	W-2 - Wage and Tax Statement	11/02/2017
2016	W-2 - Wage and Tax Statement	01/14/2017
2015	W-2 - Wage and Tax Statement	01/08/2016
2014	W-2 - Wage and Tax Statement	01/09/2015

Click Here to Open W-2    Previous Form    Next Form    Hide

2013	W-2 - Wage and Tax Statement	01/10/2014
2012	W-2 - Wage and Tax Statement	01/18/2013

If your form does not appear after choosing the correct year and clicking the "Display" button, click here to expand the display area.

 **Click Here to Open W-2**

Phone: (717) 871-4950

Fax: (717) 871-7950

E-mail: [Human.Resources@millersville.edu](mailto:Human.Resources@millersville.edu)

Dilworth Building Room 105

[2017 W-2 Info For Website.docx](#)