The purpose of this business process procedure is to explain how to print a W-2/W-2c in the Integrated HR/Payroll System.

Trigger:

Use this document to view and print additional copies of your W-2/W-2c.

Business Process Procedure Overview:

The W-2/W-2c service is located in the My Pay section of ESS. Employees can use this service to view and print their current and past years’ W-2/W-2c.

| CRITICAL | If you do not consent to receive your W-2 electronically, your original W-2 will be mailed in January to your current Mailing address in the system or to your Permanent address if no Mailing address exists. It is important to make sure that your address is up to date in ESS to ensure that you receive your Original W-2. Copies of your W-2 will be available for you to reprint on ESS no later than mid-February if you do not elect to receive electronically. |

View your W-2/W-2c

1. From the Integrated HR/Payroll System Home Page, click the My Data (ESS) tab.
2. Click **My Pay**.

**Overview**

Employee Self-Service applications provide North Carolina State employees with easy access to information and services. This page gives an overview of the entire offering.

- **My Working Time**: Record your working times, plan your leave, and display your time data.
- **My Benefits**: Display the plans in which you are currently enrolled, current enrollment status, and the State’s annual enrollment periods. Access State Health Plan forms.
- **My Pay**: Display your pay statement or print/preview your W-2/W-2c.
- **My Personal Data**: Manage your addresses, direct deposit, and tax withholding information.

3. The **My Pay Information** screen will be displayed.

**My Data (ESS) > My Pay > My Pay**

**My Pay Information**

- **Pay Statement**: View your latest pay statement.
- **Office of State Human Resources Benefit Calculator**: Use this link to estimate the value of your compensation and benefits.
- **W-2 / W-2c**
  - **Read First W-2/W-2c Help**: Consent to receive W-2/W-2c Electronically
  - Elect to print your W-2/W-2c online instead of receiving a mailed paper copy.
  - **Print W-2/W-2c**: Print a copy of your current or previous years’ W-2/W-2c.

**NOTE**: Before attempting to view and/or print your W-2, click the “Read First W-2/W-2c Help” link to view a document containing Frequently Asked Questions (FAQs) regarding the W-2 process.

**Consent to Receive W-2/W-2c Electronically**

1. Click the “Consent to received W-2/W-2 Electronically” link to elect to print your W-2/W-2c online instead of receiving a mailed paper copy.

**Consent to receive W-2/W-2c Electronically**

Elect to print your W-2/W-2c online instead of receiving a mailed paper copy.
2. Click Edit.

3. Select the checkbox to give your consent and then click Continue.

4. Click Yes to proceed with this election.

Print W-2/W-2c

1. Return to the My Pay Information screen.
2. Click Print W-2/W-2c to print a copy of your current or previous years’ W-2/W-2c.
3. The Print or reprint W-2/W-2c page will be displayed.

4. Click the ‘Available Years’ drop-down box to select the year you want to reprint.

5. Click the ‘Available W-2 Forms’ drop-down box to select a type of form to reprint.

6. The Display button should now be active.

7. Once you have clicked ‘Display,’ an information box will be displayed. Remember that your W-2 contains sensitive personal information, and it is recommended that you not access your W-2 except on a trusted computer.

8. After reading the information, click ‘Yes’ to proceed with your print request.
9. Your W-2 will be displayed.

10. In-order to print W-2/W-2c, right-click on the W-2 and select “Print” or click the Print icon.

11. A Print screen will be displayed. Click “Print.”

12. Then click “Exit” to return to the My Pay Information screen or click “Log Off” to end the ESS Session. Remember, it is extremely important to log off when you have completed your transactions in ESS. If you share a computer, others will have access to your ESS information until you have logged off.

Additional Resources

If you have questions, or require additional assistance, contact BEST Shared Services:

- Phone (Raleigh Area): (919) 707-0707
- Phone (Toll Free): (866) 622-3784
- Email: BEST@osc.nc.gov

Training HELP website:

https://www.osc.nc.gov/state-agency-resources/training