

Obtaining a Replacement W-2 Online

Current employees can obtain a replacement W-2 form online via MyWashburn. Follow the instructions below to access W-2 forms for the years 2003 through 2022.

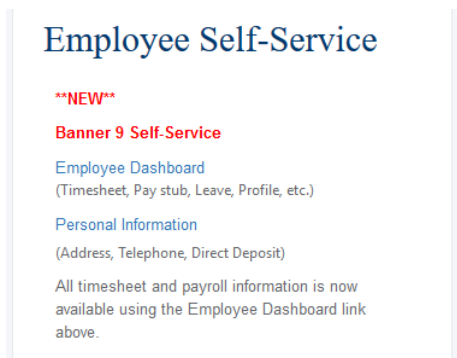
Note: The online W-2 forms are not suitable for filing with a paper copy of your tax return.

If you need a copy that is suitable for filing to the IRS, you must request a replacement from the payroll office by following the “Former Employees” W-2 link on the payroll website. There is a \$10 charge for each replacement you request. For example, if you request replacements for tax years 2017 and 2018, the total charge will be \$20.

Instructions

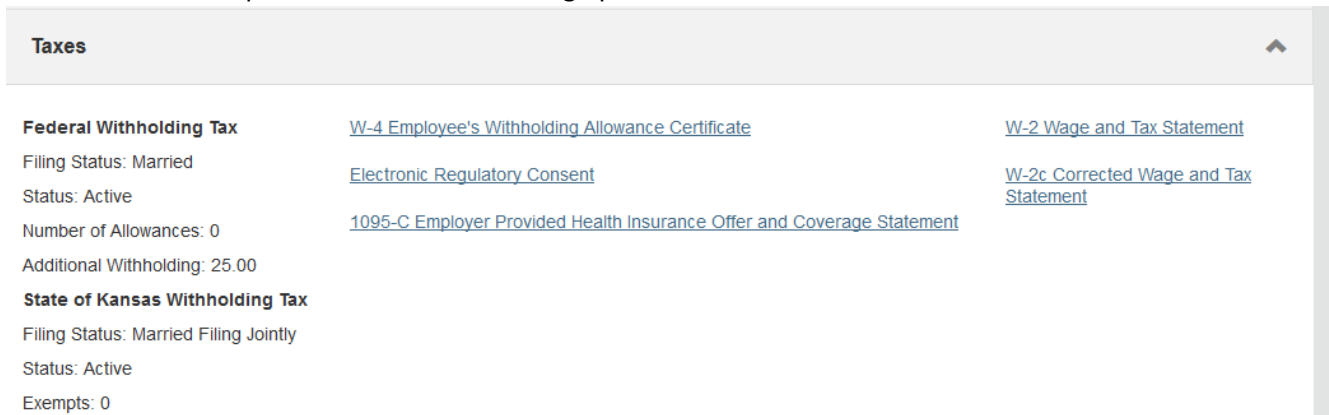
Viewing your W-2

1. Sign in to MyWashburn
2. Select the “Employees” tab
3. Click on the “Employee Dashboard” link



The screenshot shows the 'Employee Self-Service' page. At the top, it says 'Employee Self-Service'. Below that, there is a red asterisk and the word 'NEW'. Underneath, it says 'Banner 9 Self-Service'. There are two main links: 'Employee Dashboard' with a subtext '(Timesheet, Pay stub, Leave, Profile, etc.)' and 'Personal Information' with a subtext '(Address, Telephone, Direct Deposit)'. At the bottom, there is a note: 'All timesheet and payroll information is now available using the Employee Dashboard link above.'

4. Select the Taxes drop down to see the following options:



The screenshot shows a dropdown menu titled 'Taxes'. The menu is open, showing several options. On the left side, there are details for 'Federal Withholding Tax' and 'State of Kansas Withholding Tax'. On the right side, there are three links: 'W-4 Employee's Withholding Allowance Certificate', 'W-2 Wage and Tax Statement', and 'W-2c Corrected Wage and Tax Statement'. Below the 'W-4' link is another link: 'Electronic Regulatory Consent'. Below the 'W-2c' link is another link: '1095-C Employer Provided Health Insurance Offer and Coverage Statement'.

5. Click on the W-2 Wage and tax Statement link on the right side
6. Select the Tax Year and Display button.

Printing your W-2

You can print your W-2 for your records if you want. As noted above, the printed version is not suitable for filing with a paper return. To print your W-2:

1. Click the “Printable W-2” button at the lower-left of the screen



2. A printable version of your W-2 will be displayed.

To print this version, you must use your web browser's print command
