

## Instructions to access and print your electronic Form W-2

### 1. Select the Penguin Portal Link



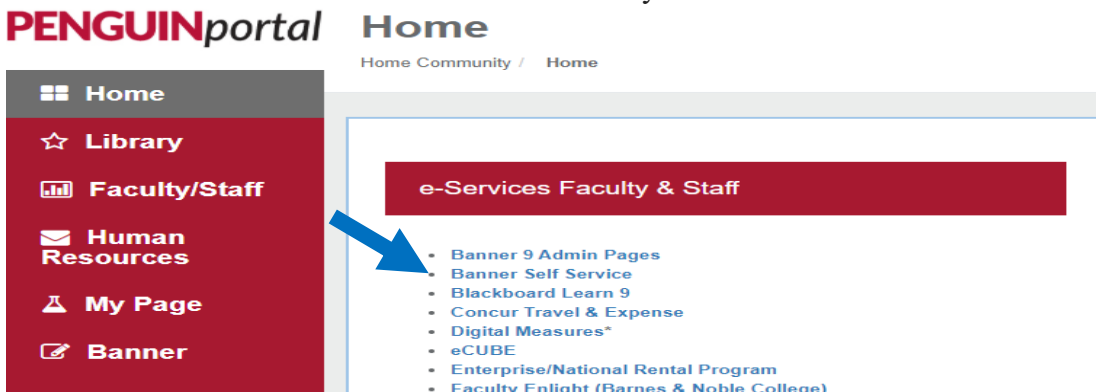
### 2. Select the Login button



### 3. Sign into the Penguin Portal using your Username and Password



### 4. Select Banner Self Service under e-Services Faculty & Staff



5. Select the Employee menu option



Personal Information Alumni and Friends Volunteer Student Financial Aid Faculty Services Employee Finance

Main Menu

[Personal Information](#)

View addresses, phones and e-mail address; Change your PIN and/or your security question; Purchase Parking.

[Alumni and Friends](#)

View giving history.

[Student and Financial Aid](#)

Register, view academic records, Financial Aid, Student Account, and Admission information.

[Faculty and Advisors](#)

Enter Grades and Registration Overrides, View Class Lists and Student Information

[Employee](#)

Time sheets, time off, benefits, leave or job data, paystubs, W2 form, W4 data.

[Finance](#)

Create or review financial documents, budget information, approvals.



6. Select the Tax Forms menu option



Personal Information Alumni and Friends Volunteer Student Financial Aid Faculty Services Employee Finance [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Employee

**The 2018 W-2 form is now available!** Please use the Tax Forms link to access and print your forms. A PIN is required to print your tax forms. If you do not know your PIN or need it reset, please contact the Help Desk at x1595 or Alissa Yanniello at x2363.

**Notice to students:** Students cannot work more than 25 hours a week throughout the year (including dual appointments). International students are limited to 20 hours a week while classes are in session.

[Time Sheet](#)

To be used by Bi-weekly Employees and Approvers Only!

[Leave Report](#)

To be used by Semi-Monthly Employees Only!

[Request Time Off](#)

Currently to only be used by all staff in the Division of Finance & Business Operations and Division of Legal Affairs & HR

[Benefits and Deductions](#)

Retirement, health, flexible spending, miscellaneous, and Benefit Statement.

[Pay Information](#)

Direct deposit allocation, earnings and deductions history, or pay stubs.

[Tax Forms](#)

W-4 information, W-2 Form, 1095-C Form.

[Jobs Summary](#)

[Leave Balances](#)

[Appointment Detail](#)

[Appointment Detail - HR Admin Reviewer](#)



7. Select the W-2 Wage and Tax Statement menu option



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Tax Forms

[Electronic Tax Form Consent](#)

[W-4 Tax Exemptions or Allowances](#)


[W-2 Wage and Tax Statement](#)

[W-2c Corrected Wage and Tax Statement](#)

[1095-C Employer-Provided Health Insurance Offer and Coverage Statement](#)



8. Using the drop down menu, select the desired tax year then click display



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### W-2 Wage and Tax Statement

You may adjust the display size by selecting [View](#) in the menu at the top of your browser.

**Tax Year:**

**Employer or Institution:**

9. Your W-2 will be displayed at this time. In this example, the W-2 was omitted for privacy purposes. At the bottom of this page, select Printable W-2 to print your W-2.



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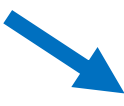
### W-2 Wage and Tax Statement

Select the Print button (below) to print W-2 statement. In addition to the mailed, paper version, the W-2 Wage and Tax Statement page provides an electronic copy of your W-2 for the tax year selected. You may need to print multiple copies for submission to federal, state and local entities. Click on Help Text for information on how to print an approved format for different web browsers and additional explanation regarding box 12 codes.


Status: Original  
As of Date: Jan 24, 2019

[RETURN TO TAX MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

NOTE: Actual W-2 omitted for privacy purposes



10. For security purposes, enter your PIN and select submit. Your W-2 will be displayed and available to print.



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### Print W-2 Verification

Enter your PIN and select Submit to obtain a printable form W-2.

**PIN:**