



# PRINTING A W-2/W-2c

## ESS-11 | BUSINESS PROCESS PROCEDURE

ESS

### Purpose

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.

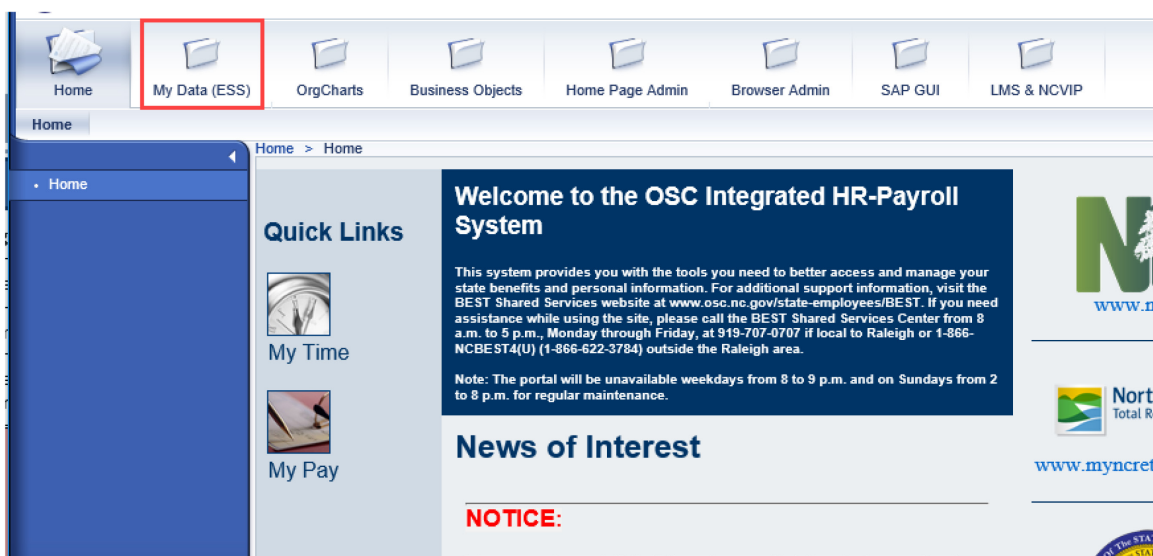


**CRITICAL NOTE:** If you do not consent to receive your W-2 electronically, your original W-2 will be mailed in January to your current Mailing address in the system or to your Permanent address if no Mailing address exists. It is important to make sure that your address is up to date in ESS to ensure 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.

 <p><a href="#">My Working Time</a> Record your working times, plan your leave, and display your time data. Quick Links <a href="#">Record Working Time</a></p>	 <p><a href="#">My Benefits</a> Display the plans in which you are currently enrolled; enroll in new benefit plans during the State's annual enrollment periods; access State Health Plan forms.</p>
 <p><a href="#">My Pay</a> Display your pay statement or print/reprint your W-2/W-2c.</p>	 <p><a href="#">My Personal Data</a> Manage your addresses, direct deposit, and tax withholding information.</p>

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.


The Office of State Human Resources Benefit Calculator has moved to the HOME tab.

**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**.

[My Data \(ESS\)](#) > [My Pay](#) > [My Pay](#)

**Online W-2**

Employers must comply with specific Internal Revenue Service (IRS) regulations (26 CFR 31.6051-1) to issue electronic W-2s, and employees must provide their consent to receive an electronic W-2 instead of a paper copy.

Please read the "Read before printing your W-2/W-2c" help document for instructions on how to give your consent to receive electronic W-2/W-2c's.

**Consent**

I consent to receive my W-2/W-2c form via the online employee portal. My form(s) will no longer be mailed to me by consenting to receive them through the online employee portal

[Previous Step](#) [Edit](#) [Cancel](#)

3. Select the **Consent** checkbox to agree to receive electronic copies instead of mailed copies and then click **Continue**.

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**Consent**

I consent to receive my W-2/W-2c form via the online employee portal. My form(s) will no longer be mailed to me by consenting to receive them through the online employee portal.

[Previous Step](#) [Continue](#)

4. Click **Yes** to proceed with this election.

**Save W2 Consent changes**

Do you want to proceed? [Yes](#) [No](#)

### 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.

My Data (ESS) > My Pay > My Pay

**My Pay Information**

[Pay Statement](#)  
View your latest pay statement.

The Office of State Human Resources Benefit Calculator has moved to the HOME tab.

**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.

3. The Print or reprint W-2/W-2c page will be displayed.

My Data (ESS) > My Pay

**Print or reprint W-2/W-2c**

To print W-2, select the year and form from the drop-down menus and click "Display".  
Please Note: Prior year forms may not be available until mid-January of the current year. For a year not listed, contact BEST Shared Services. For additional printing instructions, please refer to [W-2 and W-2c printing instructions](#).

Available Years: [Select Year](#) Available W-2 Forms: [Select Form](#) [Display](#) [Exit](#)

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

My Data (ESS) > My Pay

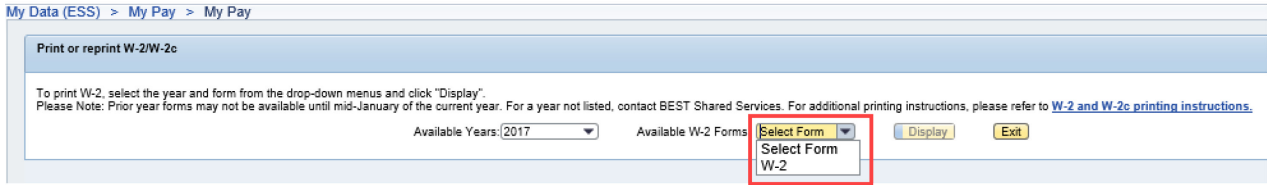
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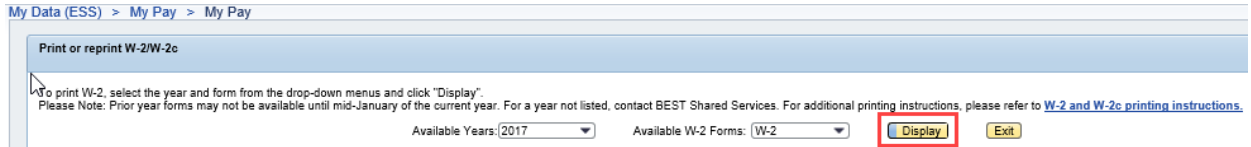
Available Years: [Select Year](#) Available W-2 Forms: [Select Form](#) [Display](#) [Exit](#)

2018  
2017

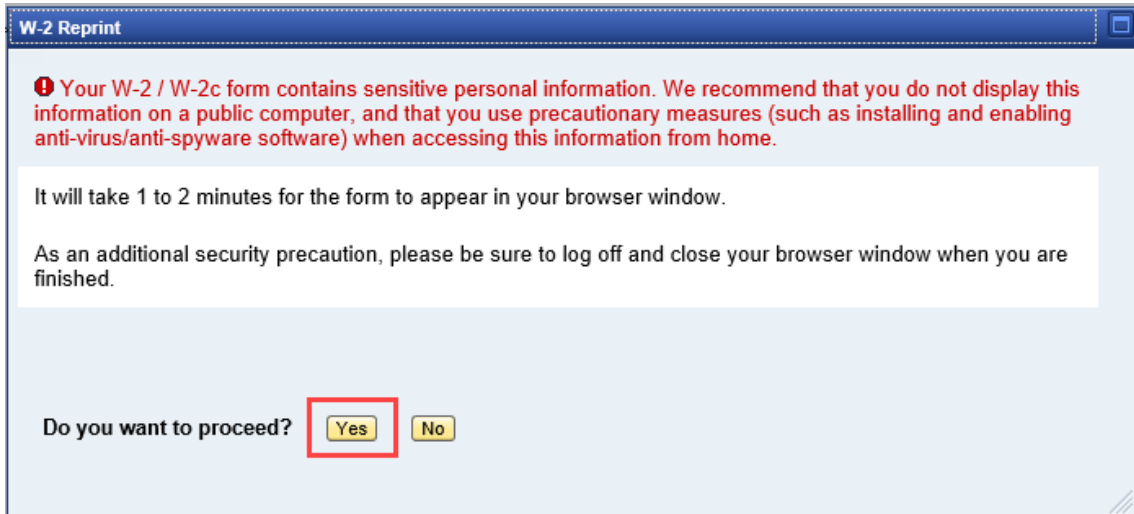
- Click the **'Available W-2 Forms'** drop-down box to select a type of form to reprint.



- Select the **Display** button, which should now be active.



- 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.
- After reading the information, click **'Yes'** to proceed with your print request.



- Your W-2 will be displayed.
- In-order to print W-2/W-2c, right-click on the W-2 and select "Print" or click the **Print** icon.
- A Print screen will be displayed. Click **"Print."**
- 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

Training HELP website: [https://www.osc.nc.gov/training/training\\_help\\_documents](https://www.osc.nc.gov/training/training_help_documents)

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

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

### Change Record

Change Date: 4/20/2022 – Changed by A. Durrence  
Changes: Updated format and made accessible