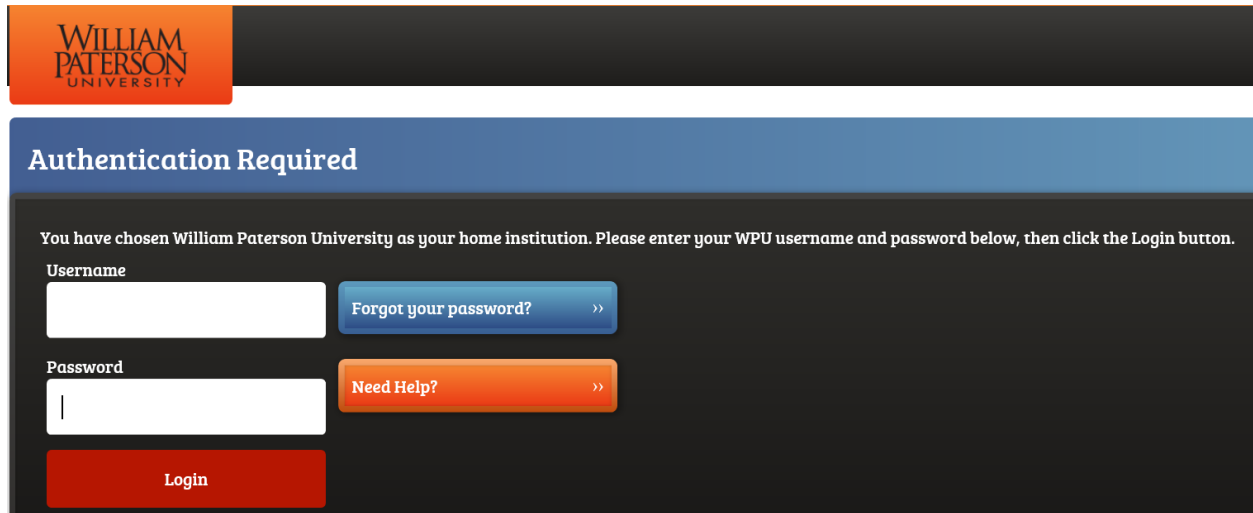


Instructions to Print W-2 Form

Login to **WPConnect**



Click on **Employees** Tab

Under MY HR Profile Click on **Tax Form Menu**



Employee & HR

My HR Profile

- [My HR Record/Leave Balance](#)
- [View/Update My Address Info](#)
- [View/Update Home Phone & Cell Phone](#)
- [View/Update My Emergency Contact Info](#)
- [Emergency Notification Setup](#)
- [Detail Leave Balance](#)
- [My Current & Past Jobs](#)
- [Pay Information Menu](#)
- [Tax Form Menu](#)
- [My Training](#)
- [My Vision Care Reimbursements](#)

Click on **W-2 Year End Earnings Statement**

Personal Information Student Faculty Services **Employee** Finance

Search Go

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

[Electronic W-2 Consent](#)

[W-2 Year End Earnings Statement](#)

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

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

Select Tax Year

Personal Information Student Faculty Services **Employee** Finance

Search Go

Select W-2

 Please choose the Tax Year and Employer/Institution for the W-2 you wish to view and click the View W-2 button.

Tax Year:

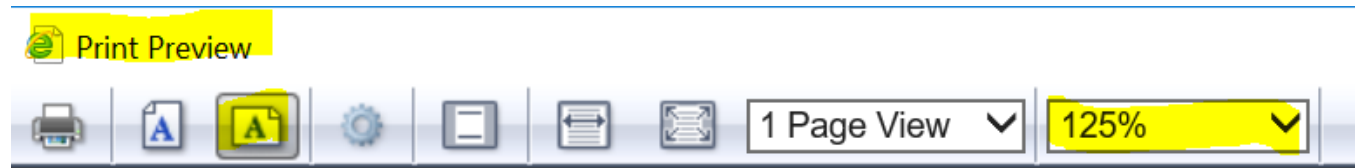
Employer or Institution:

Click on **Display** to view the Form

To print the Form, Click on **Printable W-2** at the bottom of the page

Printable W-2

To have a better quality of the printable form, if your browser is **Internet Explorer**, Click on File -----> Print Preview and change the paper orientation to Landscape and print size to 125.



If your browser is **Chrome**, from the Print menu change the Layout to Landscape and under More settings change the Scale to 125.

Please contact the Office of Payroll and Employee Benefits at 973-720-6305 for questions and assistance.