

## **Electronic Form W-2 Viewing and Printing**

### **I. Overview**

Online viewing and printing of Form W-2 is available through Virtual Bryn Mawr starting January, 2011.

### **II. Availability of Forms**

The Payroll Office will notify employees via email when the online Form W-2 is available for viewing and printing.

### **Additional Notes**

- Once employees have been notified that year end forms are available, they can immediately view and print their Form W-2 through Employee Self Service.
- Adobe Reader is required in order to view and print the electronic W-2.
- Terminated employees will be able to view Self Service for three years after their termination date which satisfies recordkeeping regulations.
- If you have any questions, please contact the Payroll Office @ [payroll@brynmawr.edu](mailto:payroll@brynmawr.edu).

### **III. Logging in**

- Open a web browser.
- Navigate to [virtual.brynmawr.edu](http://virtual.brynmawr.edu)
- Enter your User ID and Password.
- Click on the Sign in Button.

### **IV. Getting to Online Year End Form**

Look for the menu item labeled Self Service and click on this link. Use the following navigation: Payroll and Compensation>View W-2/W-2c Forms.

### **V. Viewing and Printing Year End Form and Filing Instructions**

- Click on the Year End Form link and view or print your W-2.
- To exit your W-2 form, click on the X in the upper right hand corner of the form. Be sure to close the form and not Virtual Bryn Mawr.
- Click on the Filing Instructions link for IRS tax filing instructions, if needed.
- Exit the filing instructions by clicking on the X in the upper right hand corner of the form. Again, be sure to close the form and not Virtual Bryn Mawr.
- To view a W-2 form for a prior year click on the View a Different Tax Year link and then click on the tax year link that you wish to view.
- Sign out of Virtual Bryn Mawr.