



CAMPUS MESSAGE

W-2s available online for OSU employees

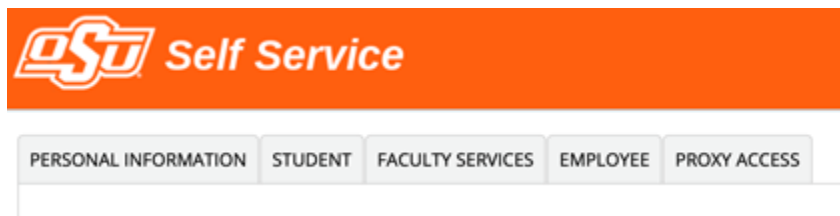
W-2s are now electronically available on Self Service Banner (SSB) for Oklahoma State University employees. Supervisors should make sure their employees, including student employees, are aware that 2020 W-2s can now be accessed.

Instructions for accessing your W-2:

1. Log in to portal.okstate.edu.
2. Click on Self Service.



3. Click on Employee.



4. Click on Tax Forms.

Employee

Time Sheet

For Employees Paid on a biweekly time - hours worked and leave taken.

Leave Report

For Monthly Paid Non-Exempt Employees to record hours worked and leave taken.
For Monthly Paid Exempt Employees to record Leave taken.

Benefits and Deductions

Benefits summary within Banner.

Pay Information

Direct deposit information.

Tax Forms

W4 information, W2 Form, 1095-C Form.

Leave Balances

Benefits: Enroll, Verify, Qualifying Event

5. Click on W-2 Wage and Tax Statement.

Tax Forms

[W-4 Employee's Withholding Allowance Certificate](#)

[Electronic Regulatory Consent](#)

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

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

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

6. Select Tax Year 2020 and click Display.

W-2 Wage and Tax Statement

You may adjust the display size by selecting View in the menu at the top right.

To access your W-2 Wage and Tax Statement you must specify the Tax Year 2016 or after using the drop down menu. There are separate Employer/Institution pages for each year. Please select Tax Year 2009 and Employer /Institution Oklahoma State University (OSU).

Tax Year: **Employer or Institution:**



7. To print, right click on the document and click Print.

Paper W-2s

The paper W-2s have been printed and will be delivered as soon as possible for those who did not select an electronic copy.

Selection of Receiving W-2 Electronically Only

While you are logged in at SSB, please consider selecting the option to receive your W-2 electronically only next year and going forward. By selecting electronic only, you will help save the institution in paper, envelopes, postage and human resources. Detailed instructions to make the selection can be found in the [January 2018 Fiscally Fit](#).

If you have questions, please contact Tammy Eck at tammy.eck@okstate.edu.