## Instructions to Print W-2 Form

Login to **WPConnect**



**Click on Employees Tab**
Under MY HR Profile Click on **Employee Dashboard**

| My HR Profile | |
|---|---|
| <mark>Employee Dashboard</mark> | 👤 |
| My HR Record/Leave Balance | ℹ |
| View/Update My Address Info | ℹ |
| View/Update Home Phone & Cell Phone | ℹ |
| View/Update My Emergency Contact Info | ℹ |
| Emergency Notification Setup | ℹ |
| My Training | ℹ |
| My Vision Care Reimbursements | ℹ |
| Faculty Load & Compensation - Adjunct/Overload Contract | ℹ |

Click on **Taxes**

Pay Information

Latest Pay Stub: 12/27/2019

Earnings

Taxes

Job Summary

Employee Summary

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

W-2 Wage and Tax Statement

W-2c Corrected Wage and Tax 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:** [ Select ▾ ]
**Employer or Institution:** [ William Paterson University ▾ ]

[ Display ]

**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.

🖻 Print Preview

🖨 📄 📄 ⚙ ☐ ☰ ☷ [ 1 Page View ▾ ] [ 125% ▾ ]
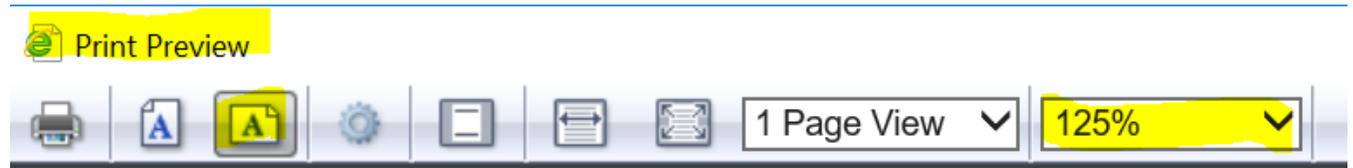
If your browser is **Chrome,** from the Print menu change the Layout to Landscape and under More settings change the Scale to 125.

**Please contact the Office of Payroll and Employee Benefits at 973-720-2885 for questions and assistance.**