Access W2 Forms

- 1. Login to the myUK ESS portal at myuk.uky.edu. If you need assistance, visit this guide first.
- 2. To access the W-2 feature, first click on the "Benefits and Payment" menu item.



3. Locate the Payment Section and click "View Online W-2.

Back	e Services Area
- Carrie	
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m	Benefits
S	Benefits
-	Display the plans in which you are currently enrolled, enroll in new benefit plans and download an enrollment form.
6.00	Payment
চার্ট	Pay Statement
-	You can view your most recent salary statement here.
	Total Compensation Statement
	You can view your most recent total compensation statement here.
	W-4 Tax Withholding
	You can create, change, and display the information included on the W-4 form here.
	Election for Online W-2
	Elect to receive your W-2 securely online.
	View Online W-2
	View your W-2 online. For copies of W-2's prior to 2013, contact the payroll office at 257-3946.

4. The current year W-2 will default, click on the drop-down menu to select a prior year: after you choose the yearyou need to hit search

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5. Under the Search Results for Online W-2/W-2c header, click the row to highlight the "W-2 Wage and Tax Statement."

Online Forms W-2	/W-2	с								
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University of Kentucky 2019 W-2 - Wage and Tax Statement 01/15/2020										

6. Click "Display" directly above the highlighted entry.

۲	Search Results for Online Forms W-2/W-2c										
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Ē	Tax Company Name Year Form Description Created On										
	University of Kentucky	2019	W-2 - Wage and Tax Statement	01/15/2020							

7. Use both scroll bars located to the right of the Online Forms W-2/W-2c screen and the W-2 window to view the entire W-2 form.

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16 State wag	es, tips, etc. 43	3826.40	19 Local income tax	1192.08	16 State wa	iges, tips, etc.	43826.40	19 Local income tax	1192.08
17 State inco	me tax 2	2000.00	20 Locality name Lexing Occupatn		17 State inc	come tax	2000.00	20 Locality name Lexing Occupatn	
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8. Employees may have more than one page due to paying multiple tax authorities. To see the additional W-2s, click on the "Next Form" icon.

•	Display W-2/W-2c	Previous Form	▶ Next Form	Hide

9. To print, in Firefox and Chrome click on the print icon on the toolbar.



10. Click the "Back" button to return to the Employee Services menu.

Launch Pa	Employee Self Service	Student Services	Student Administration	Financial Aid View of Student	Enterprise Services	Approver	myUK	Faculty Services	myReports	IRIS Team Logon Pad	SLCM Testers	Basis			
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If you have questions or need assistance, please contact Payroll Services by clicking the link below.