Instructions to View/Print Electronic W-2's

- If you have received an email notification that a W-2 form is available or if you are trying to access an existing W-2 form, follow the instructions below to view/print the document.
- Log into the Employee Self Service Portal web page, <u>https://ess.luc.edu</u>, using your Loyola email address and password.
- In the lower right hand corner in the box "Year End Documents", click on the "W-2/1095C" link

Loyola University Chicago Employee Self-Service Portal	Employee Information	
	Change of Address Dependents Leave Balances	
1870	Benefits	
	Beneficiary	
Year	End Documents	
Welcome		
Welcome to Loyola University Chicago's Employee Self-Service portal. Use the Velcek important information such as benefits, pay, leave balances, and more.	V-2/1095-C	
Support	Inderstanding Your W-2	
Please contact the ITS Service Desk for additional assistance with Employee Sen-Service. By logging an <u>incident</u> , via email at <u>itsservicedesk@LUC</u> or via phone at 773-508-4487.	Eederal Tax Withholding Year to Date Understanding Your Paystub	
Additional Resources	Payroll questions? Contact Payroll Services at <u>kronoshelpdesk@LUC.edu</u> or 312.915.7444	
Pay & Holiday Calendar		
Pald Time Off Policies Human Resources Website	Year End Documents	
Payroll Services Website	W.2/1095-C Electronic W-2 Information Understanding Your W-2	
		i

• A new tab will open Loyola University Chicago's Document Self-Service page. Find and click on the corresponding W-2 tax year. Your W-2 should populate in a new tab where you can save or print it at your convenience. Please be sure to have your pop-up blocker turned off for this page.



Loyola University Chicago Electronic Tax Forms

Timoth

My Documents 🕶 My Delivery Settings

Recent Documents	Welcome to Loyola University Chicago's Document Self-Service!
1095-Cs 2019 2018	Loyola University Chicago is giving you the opportunity to receive your Tax Forms electronically via the web. When you choose 'web' as a delivery setting, you will receive emails notifying you of when new information is available on our website.
W-2s 2019 2018	You can choose any of the delivery settings displayed on the side menu. Click on "My Delivery Settings" or a specific group to select your personal delivery settings at any time. Your personal settings will be indicated with a green checkmark on the side menu.
	After choosing your delivery settings, you can view any of the documents within the groups

After choosing your delivery settings, you can view any of the documents within the groups displayed on the side menu. Click on "View My Documents" and/or specific group. Then click on the document title to view the document.

Remember to set your delivery options by January 18th to receive your W-2 electronically!

Thanks for using Document Self-Service!

• To save your W-2, use the Adobe toolbar icon. *Note: You may need to pull down the browser scrolling bar on the far right-hand side to the bottom of the page in order to get the toolbar to appear.*

W-2 Wage and Ta Statement	x 17 State income tax	18 Local wages, tips, etc.	W-2 Wage and Tax	17 State income tax	18 Local wages, tips, etc.
opy 2 To Be Filed With Employee's tate, City, or Local scome Tax Return	19 Local Income tax	20 Locality name	Copy 2 To Be Filed With Employee's State, City, or Local Income Tax Return	19 Local Income tax	20 Locality name
5-0331690	Department	t of the Treasury-Internal Revenue Servic	te 16-0331690	Department	of the Treasury-Internal Revenue Service

- To print your W-2, you have two options:
 - Right-click on the document and choose 'Print'

Notice to Employee			
			 Online Viewing
De yeu laver to file? Fielder to the Form 1040 Instructions determined by our am equivalent to the late series. Event if y refurned to a the series of the late series and the series of the refurned to a theore an amount of if you are signaled or credit. The series of the series of the series of the series of the EC for 2013 grant adjusted grass increase (Ad) is lates to a certain amount. The amount of the certain is abased on quality for a smaller credit. You and you adjusted final series of the series of the series of the series of the multi have wild accell accellance ymathing (Staffac). You can all the series of the series of the series of the series of the multi have wild accell accellance ymathing (Staffac). You can	bio employer to Bio From Wock, Connected Waye and U. Statement, with the Social Security Administration (or other any name, SSN) or money amount encore protections made the SSA of Encore Wock. Be use to go an any file films with your target any to post name any site films with your target any to post name an exclution and a site or an eve cent that if your content and any SSA offilms and a site of a site of the SSA of SSA	far SSA) to Sorted to Of form to you SSA SSA SSA SSA SSA SSA SSA SSA SSA SS	Your document may appear to the left of this message or open in a separate window. In order to print your document, either right-click on the document and choose to print or use the Adobe toolbar icon showing a printer. Use the browser
specified amount for 2013 or if income is earned for servi provided while you were an immate at a penal institution.	cost of employer-sponsored neath coverage cost is provided by the employer). The reporting or using code DD, of the cost of employer-sponsor	Save as	back button to continue.
2013 income limits and more information, visit	coverage is for your information only. The amou	Print	Disease slight the Draview ison to view your
And See Public See Public See Public See Public See Annot See Public See Public See Annot See Public See Publi	 reported with code JD is not taxable. Credit for excess taxes. If you had more than o employer in 2013 and more than \$7,049.40 in social security and/or Tirr Latinad reliement (if 	Rotate clockwise	W-2 and/or W-2c. Your document will
social security and Medicare taxes, see Pub. 517, Social Security and Other Information for Members of the Clergy	were withheld, you may be able to claim a credit excess against your federal income tax. If you h	Rotate counterclockwise	display in the same or different window depending on settings your administrator
Corrections. If your name, SSN, or address is incorrect,	Tier II RRTA tax was withheld, you also may be dealine credit. See your Form 1040 or Form 104	Inspect element	has chosen.
you, but only if you file a tax return. Clergy and religious workers. If you are not subject to social security and Medicare taxes, see Pub. 517. Social Security and Other Information for Members of the Clergy and Religious Workers.	employer in 2013 and more than \$7,049.40 in social security and/or Tier I rainoad retirement (I were withheld, you may be able to claim a credit excess against your federal income tax. If you h than one rainoad employer and more than \$3,70	Rotate clockwise Rotate counterclockwise	W-2 and/or W-2c. Your document will display in the same or different window depending on settings your administrato

• **OR** use the Adobe toolbar icon. *Note: You may need to pull down the browser scrolling bar on the far right-hand side to the bottom of the page in order to get the toolbar to appear.*

