

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, <https://ess.luc.edu>, 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

The screenshot displays the Loyola University Chicago Employee Self-Service Portal. The main navigation area includes sections for Employee Information (Change of Address, Dependents, Leave Balances), Benefits (Beneficiary), and a prominent 'Year End Documents' section. The 'Year End Documents' section contains three links: 'W-2/1095-C', 'Electronic W-2 Information', and 'Understanding Your W-2'. The 'W-2/1095-C' link is circled in red. Other sections include a Welcome message, Support information, and Additional Resources (Pay & Holiday Calendar, Paid Time Off Policies, Human Resources Website, Payroll Services Website). A payroll contact number is also provided.

Loyola University Chicago Employee Self-Service Portal

Employee Information

- [Change of Address](#)
- [Dependents](#)
- [Leave Balances](#)

Benefits

- [Beneficiary](#)

Year End Documents

- [W-2/1095-C](#)
- [Electronic W-2 Information](#)
- [Understanding Your W-2](#)

Support

Please contact the ITS Service Desk for additional assistance with Employee Self-Service. By logging an [incident](#), via email at its servicedesk@LUC or via phone at 773-508-4487.

Additional Resources

- [Pay & Holiday Calendar](#)
- [Paid Time Off Policies](#)
- [Human Resources Website](#)
- [Payroll Services Website](#)

Federal Tax Withholding

- [Year to Date](#)
- [Understanding Your Paystub](#)

Payroll questions? Contact Payroll Services at kronoshelpdesk@LUC.edu or 312.915.7444

Year End Documents

- [W-2/1095-C](#)
- [Electronic W-2 Information](#)
- [Understanding Your W-2](#)

- 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

Timothy

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

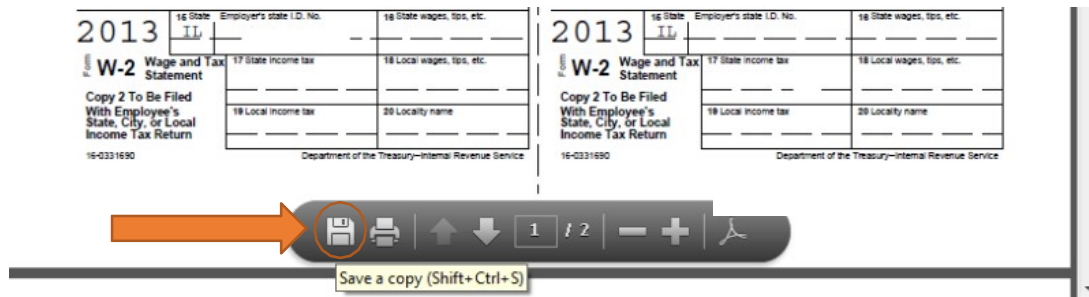
You can choose any of the delivery settings displayed on the side menu. Click on "My Delivery Settings" or a specific group to select your personal delivery settings at any time. Your personal settings will be indicated with a green checkmark on the side menu.

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

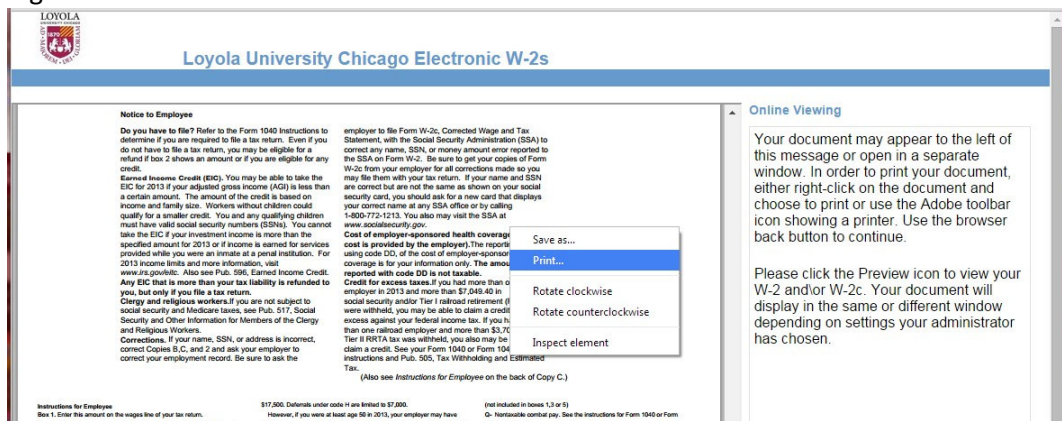
Remember to set your delivery options by January 18th to receive your W-2 electronically!

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.*



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



- 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.*

