

# How To View Your W-2 Online



*the* FRIENDLIEST CAMPUS *in the* SOUTH

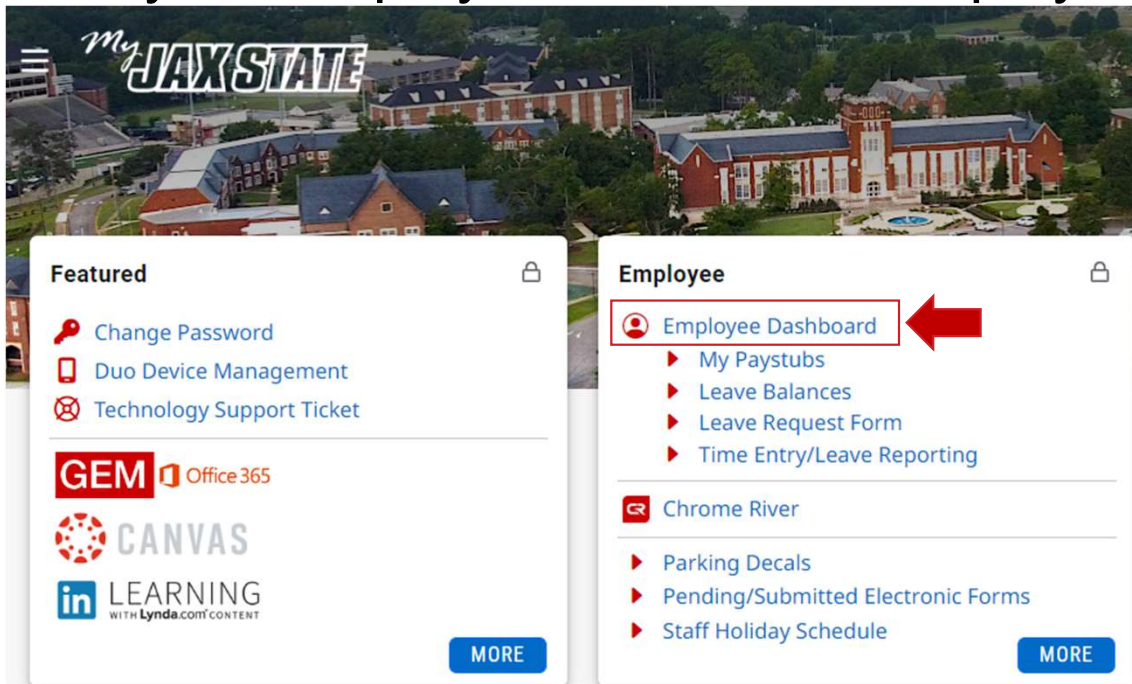
# To view your W-2 online, you must meet the following criteria:

- Be a current JSU employee
- Previously consented to receive your W-2 electronically
- If you do not meet the above criteria, your W-2 will be mailed to you.
- If you have not received your W-2 by mail, please email [Payroll@jsu.edu](mailto:Payroll@jsu.edu) with the following information:
  - Name
  - JSU ID (if known)
  - Current Mailing Address
  - Phone Number



# How To View Your W-2

- Login to MyJaxState
- On your Employee Card, click Employee Dashboard



# How To View Your W-2

- Click the arrow next to Taxes

The screenshot displays the JAXSTATE Employee Dashboard. At the top, there is a red header with the JAXSTATE logo and navigation icons. Below the header, the page title is "Employee Dashboard". The main content area is divided into several sections. On the left, there is a profile section with a placeholder for a photo, the text "Last name, First name", and a "My Profile" button. To the right of the profile, there is a section for "Leave Balances as of 01/29/2024" with three cards for "Annual Leave in hours", "Sick Leave in hours", and "Tornado Leave in hours". Below this, there is a "Full Leave Balance Information" link. The main dashboard area is split into two columns. The left column contains a list of menu items: "Pay Information", "Latest Pay Stub: 01/02/2024", "Earnings", "Benefits", "Taxes", and "Employee Summary". The "Taxes" item is highlighted with a red box and a red arrow pointing to it. The right column contains a "My Activities" section with a red "Enter Time" button and a list of activity options: "Approve Time", "Pay Stub Administrator", "Benefits Administrator", "1094 Tax Receipt ID Entry", and "Request Leave".

# How To View Your W-2

- Click W-2 Wage and Tax Statement

Taxes ▼

<b>Federal Tax</b>	W-4 Employee's Withholding Allowance Certificate		W-2 Wage and Tax Statement
Filing Status:	Electronic Regulatory Consent		W-2c Corrected Wage and Tax Statement
Status:	1095-C Employer Provided Health Insurance Offer and Coverage Statement		
Additional Withholding:			
Dependent Amount:			
Dependents under 17:			
Other Dependents:			
Other Income:			
Deductions:			
<b>Alabama State Tax</b>			
Filing Status:			
Status:			
# Emp:			
Additional withholdings:			

# How To View Your W-2

- Select the Tax Year you need for your W-2 and then click Display

The screenshot shows the JAX STATE Employee Dashboard interface. At the top, there is a red header with the JAX STATE logo and navigation icons. Below the header, the breadcrumb trail reads "Employee Dashboard > W-2 Wage and Tax Statement". The main content area is titled "W-2 Wage and Tax Statement" and includes a note: "You may adjust the display size by selecting View in the menu at the top of your browser." The form contains two input fields: "Tax Year:" and "Employer or Institution:". The "Tax Year:" field is a dropdown menu currently showing "Select" with a list of years (2022, 2021, 2020, etc.) open. A red arrow points to the upward arrow icon at the top of the dropdown. Another red arrow points to the "Display" button. A text box on the right says "Click here and then select the year from the drop-down box".

Tax Year:  ^

Employer or Institution:

2022

2021

2020

...

W-2 Wage and Tax Statement

W-2c Corrected Wage and Tax Statement

# How To View Your W-2

- Click Printable W-2 to print as many copies as you need

**JAX STATE**  
Jacksonville State University

Employee Dashboard » W-2 Wage and Tax Statement

### W-2 Wage and Tax Statement

Select the Print button to print W-2 statement (for tax years 2015 forward.) You may need to print multiple copies for submission to federal, state, and local entities. Use this link [IRS W-2 Instructions](#) to view information about this form.

Status: Original  
As of Date: 01/30/2023

Form W-2 Wage and Tax Statement 2022

a Employee's social security number		OMB No. 1545-0008		This information is being furnished to the Internal Revenue Service. If you are required to file a tax return, a negligence penalty or other sanction may be imposed on you if this income is taxable and you fail to report it.									
b Employer identification number (EIN)		1 Wages, tips, other compensation		2 Federal income tax withheld									
c Employer's name, address, and ZIP code Jacksonville State University 700 Pelham Road North Jacksonville AL 36265		3 Social security wages		4 Social security tax withheld									
		5 Medicare wages and tips		6 Medicare tax withheld									
d Control number		7 Social security tips		8 Allocated tips									
		9		10 Dependent care benefits									
e Employee's first name and initial Last name Suffix		11 Nonqualified plans		12 See Instructions for box 12									
		13 Statutory employee [ ]											
		Retirement plan [ X ]											
		Third-party sick pay [ ]											
f Employee's address and ZIP code		14 Other											
		15 State		16 State wages, tips, etc.		17 State income tax		18 Local wages, tips, etc.		19 Local income tax		20 Locality name	
		Employer's state ID number											

Printable W-2



# Thank you!

Please email [Payroll@jsu.edu](mailto:Payroll@jsu.edu) if you have any questions

