

## Employee Self-Service Training Viewing Electronic W-2

### Overview:

### Understanding the Viewing Electronic W-2 or W-2c Forms Process

Once you have consented to receive your W-2 or W-2c forms online, you will be able to access, view, and print these forms from within OMNI. For more information regarding how to consent to receive your W-2 or W-2c forms online, review the "Consenting to Electronic W-2" tutorial.

### Procedure

#### Scenario:

In this topic, you will learn the steps to viewing your W-2 or W-2c forms electronically.

#### Key Information:

You must have previously consented to receive your W-2 or W-2c forms electronically before attempting to view these forms online.

The screenshot shows the OMNI web portal interface. At the top, there is a red header with the OMNI logo on the left and 'FLORIDA STATE UNIVERSITY' on the right. Below the header, there are several navigation tabs: 'Employee Central', 'OMNI FINANCIALS 9.0', 'OMNI HR 9.0', 'OMNI e-Market', 'OBI Reporting', 'FSU Budget Crisis Committee', 'FSU Help Desk', and 'Business Objects XI'. The 'Employee Central' tab is active, showing a sidebar with links for 'Financials', 'HR / Payroll', and 'Resources and Applications'. The main content area displays a grid of widgets, including 'OMNI FINANCIALS 9.0', 'OMNI HR 9.0', 'OMNI e-Market', 'OBI Reporting', 'FSU Budget Crisis Committee' (with an important notice), 'FSU Help Desk', and 'Business Objects XI'.

Step	Action
1.	Click the <a href="#">View/Print W2 Forms</a> link. <a href="#">View/Print W2 Forms</a>

**OMNI**  
 ONLINE MANAGEMENT OF NETWORKED INFORMATION  
 Welcome!

**View W-2/W-2c Forms**  
 Susie Seminole

Review your available W-2 and W-2c forms below. Select the year end form that you would like to review. If the year end form is not available to be selected, please confirm your consent status. Consent must be granted on the W-2/W-2c Consent self-service page in order for you to be able to print the W-2/W-2c form.

[View a Different Tax Year](#)

Select Year End Form						1 of 1
Tax Year	W-2 Reporting Company	Tax Form ID	Issue Date	Year End Form	Filing Instructions	
2008	FSU	W-2	03/24/2009	<a href="#">Year End Form</a>	<a href="#">Filing Instructions</a>	

View Previous 5 Year End Forms    View Next 5 Year End Forms

Step	Action
2.	Click the <a href="#">Year End Form</a> link to view this year's form. <p><b>NOTE:</b> Pop-up blockers <i>must</i> be disabled to allow your W-2 to appear.</p> <p>If no window appears after clicking this link, go to Tools on your Internet browser menu bar and select "Pop-Up Blocker," then "Turn off Pop-up Blocker" or simply hold down the Ctrl key on your keyboard while clicking this link.</p> <a href="#">Year End Form</a>

# Training Guide

## Employee Self-Service Training

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### View W-2/W-2c Forms

Susie Seminole

Review your available W-2 and W-2c forms below, like to review. If the year end form is not available to consent status. Consent must be granted on the W order for you to be able to print the W-2/W-2c form.

Select Year	End Form	W-2 Reporting Company	Tax Form ID	Issue Date
2008	FSU	W-2		03/24/2009

[View Previous 5](#)

Step	Action
3.	Use the icons along the top bar to print or save your W-2. You may also want to use the + button to maximize your view of this form.
4.	Click the <b>Close</b> button to return to the View W-2 Forms page. 

**OMNI**  
 ONLINE MANAGEMENT OF NETWORKED INFORMATION

Welcome!

**View W-2/W-2c Forms**  
 Susie Seminole

Review your available W-2 and W-2c forms below. Select the year end form that you would like to review. If the year end form is not available to be selected, please confirm your consent status. Consent must be granted on the W-2/W-2c Consent self-service page in order for you to be able to print the W-2/W-2c form.

[View a Different Tax Year](#)

Select Year End Form						1 of 1
Tax Year	W-2 Reporting Company	Tax Form ID	Issue Date	Year End Form	Filing Instructions	
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[View Previous 5 Year End Forms](#)    [View Next 5 Year End Forms](#)

Step	Action
5.	<p><b>Congratulations!</b>                      You have completed this topic.</p> <p><b>End of Procedure.</b></p>