## **W-2 Forms for Members**

Introduction	This guide provides the procedures to view a member's W-2 or W-2c forms.				

Important	The user must have the CGADMINSUP or CGHRS role to complete this
Information	action.

Procedu	rocedures See below.						
Step	Action						
1	Click on the AD/RSV Payroll Workcenter tile.						
	AD/RSV Payroll Workcenter						
		4					
2	Select the View Member W-2s op	tion.					
	Act/RSV Pay Shortcuts						
	AvIP						
	BAH Dep Data Verification						
	Cost of Living Allowance						
	Dependent Information						
	Direct Deposit						
	Housing Allowance						
	Maintain Tax Data USA						
	MGIB Enrollments						
	Net Pay Distribution						
	Pay Calendar Results						
	Sea Time Balances						
	SGLI + FSGLI						
	TDY Data						
	View Member W-2s						
	View Open Debts / Overpayments						

Continued on next page

## W-2 Forms for Members, Continued

## Procedures,

Continued

Step	Action							
3	Enter the member's <b>Empl ID</b> , or any other search criteria, and click <b>Search</b> .							
	View Member W-2s							
	Enter any information you have and click Search. Leave fields blank for a list of all values.							
	Find an	Existing Value						
	Search C	riteria						
		Empl ID	begins with 🗸					
		Name	begins with 🖌					
		Last Name	begins with 🗸					
	Alternate C	haracter Name	begins with 🖌					
	Search	Clear Bas	ic Search 🖉 Save Sea	rch Criteria				
1	Ein d 41	ow for the	numeriata C-1	dan Vaar 1	W 2 Ecore T	Click		
4	Find the r	ow for the a for that row	ppropriate <b>Calen</b>	dar year and	w-2 Form Type.	CIICK		
	View Me	mber W-2/V	V-2c					
	Coast E Be	ar	-20					
	Review you	r available W-2 a	and W-2c forms below					
		Empl ID	Calendar Year	W-2 Form Type	View Tax Form			
	1	1234567	2024	W-2	View W2			
	2	1234567	2023	W-2	View W2			
	3	1234567	2022	W-2	View W2			
	4	1234567	2021	W-2	View W2			
	5	1234567	2020	W-2	View W2			
	6	1234567	2020	W-2c	View W2			
	7	1234567	2019	W-2	View W2			
	8	1234567	2018	W-2	View W2			
	9	1234567	2017	W-2	View W2			
	10	1234567	2016	W-2	View W2			
	11	1234567	2015	W-2	View W2			
	Return t	o Search						