



W-2 Forms for Members

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

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

Procedures See below.

Step	Action
1	<p>Click on the AD/RSV Payroll Workcenter tile.</p> 
2	<p>Select the View Member W-2s option.</p> 

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W-2 Forms for Members, Continued

Procedures,
Continued

Step	Action																																																												
3	<p>Enter the member's Empl ID, or any other search criteria, and click Search.</p> <div data-bbox="327 495 1129 943" style="border: 1px solid blue; padding: 5px;"> <p>View Member W-2s</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>▼ Search Criteria</p> <p>Empl ID begins with ▼ <input style="border: 1px solid red;" type="text"/></p> <p>Name begins with ▼ <input type="text"/></p> <p>Last Name begins with ▼ <input type="text"/></p> <p>Alternate Character Name begins with ▼ <input type="text"/></p> <p><input style="border: 1px solid red;" type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search Save Search Criteria</p> </div>																																																												
4	<p>Find the row for the appropriate Calendar Year and W-2 Form Type. Click View W2 for that row.</p> <div data-bbox="327 1032 1257 1944" style="border: 1px solid blue; padding: 5px;"> <p>View Member W-2/W-2c</p> <p>Coast E Bear</p> <p>Review your available W-2 and W-2c forms below</p> <table border="1" data-bbox="343 1153 1241 1870"> <thead> <tr> <th></th> <th>Empl ID</th> <th>Calendar Year</th> <th>W-2 Form Type</th> <th>View Tax Form</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1234567</td> <td style="border: 1px solid red;">2024</td> <td style="border: 1px solid red;">W-2</td> <td style="border: 1px solid red;">View W2</td> </tr> <tr> <td>2</td> <td>1234567</td> <td>2023</td> <td>W-2</td> <td>View W2</td> </tr> <tr> <td>3</td> <td>1234567</td> <td>2022</td> <td>W-2</td> <td>View W2</td> </tr> <tr> <td>4</td> <td>1234567</td> <td>2021</td> <td>W-2</td> <td>View W2</td> </tr> <tr> <td>5</td> <td>1234567</td> <td>2020</td> <td>W-2</td> <td>View W2</td> </tr> <tr> <td>6</td> <td>1234567</td> <td>2020</td> <td>W-2c</td> <td>View W2</td> </tr> <tr> <td>7</td> <td>1234567</td> <td>2019</td> <td>W-2</td> <td>View W2</td> </tr> <tr> <td>8</td> <td>1234567</td> <td>2018</td> <td>W-2</td> <td>View W2</td> </tr> <tr> <td>9</td> <td>1234567</td> <td>2017</td> <td>W-2</td> <td>View W2</td> </tr> <tr> <td>10</td> <td>1234567</td> <td>2016</td> <td>W-2</td> <td>View W2</td> </tr> <tr> <td>11</td> <td>1234567</td> <td>2015</td> <td>W-2</td> <td>View W2</td> </tr> </tbody> </table> <p>Return to Search</p> </div>		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
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