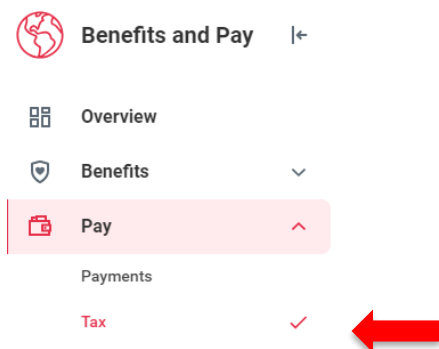


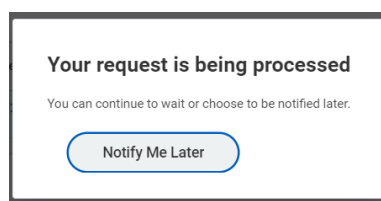
1. Click the **Menu** → **Benefits and Pay** application and select **Tax** under the **Pay** sub-menu.



2. Select the **View/Print** button for the tax year you selected.

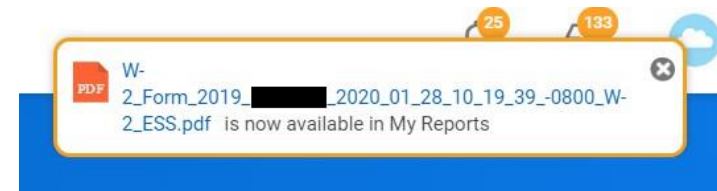
Tax Year	Company Name	Tax Form	Issued Date	Employee Copy
2019	President and Board of Trustees of Santa Clara College	W-2	01/27/2020	View/Print

You may receive the following message.

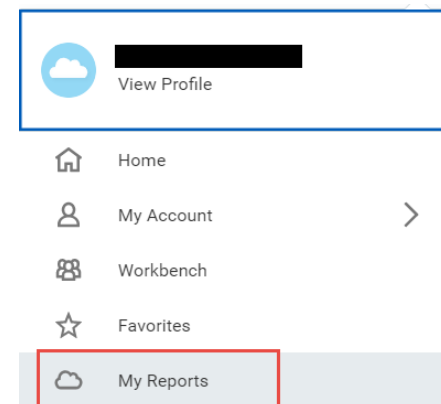


Option 1: You can wait a few seconds for the W-2 to generate
OR

Option 2: Select the “Notify Me Later” button and retrieve your W-2 by selecting the link when the Notification pops up at the top right corner




OR select the Worker Profile (cloud) and click on “**My Reports**”



Select the “W-2_Form_2019” file link to open and/or **View/Print**.

My Reports

1 Item

File Name	Type
 W-2_Form_2019_2020_01_28_10_19_39_0800_W-2_ESS.pdf	Business Form (PDF)

3. Here’s a sample view of what the W-2 should look like.

Copy B – To Be Filed With Employee's FEDERAL Tax Return.

OMB No. 1545-0008

a Employee's soc. sec. no.

1 Wages, tips, other comp.

2 Federal income tax withheld

b Employer (ID number) (EIN)

3 Social security wages

4 Social security tax withheld

c Employer's name, address, and ZIP code

President and Board of Trustees of Santa Clara College

500 El Camino Real

Santa Clara, CA 95053

d Control number

e Employer's name, address, and ZIP code

7 Social security tips

8 Allocated tips

9

10 Dependent care benefits

11 Nonqualified plans

12a Code See inst. for box 12

13 Statutory employee

14 Other

15 Retirement plan

16 State income tax

17 State income tax

18 Local wages, tips, etc.

19 Local income tax

20 Locality name

CA 91004192

87174.60

4932.37

Form W-2 Wage and Tax Statement

2019

Dept. of the Treasury - IRS

Copy 2 – To Be Filed With Employee's State, City, or Local Income Tax Return

OMB No. 1545-0008

a Employee's soc. sec. no.

1 Wages, tips, other comp.

2 Federal income tax withheld

b Employer (ID number) (EIN)

3 Social security wages

4 Social security tax withheld

c Employer's name, address, and ZIP code

President and Board of Trustees of Santa Clara College

500 El Camino Real

Santa Clara, CA 95053

d Control number

e Employer's name, address, and ZIP code

7 Social security tips

8 Allocated tips

9

10 Dependent care benefits

11 Nonqualified plans

12a Code See inst. for box 12

13 Statutory employee

14 Other

15 Retirement plan

16 State income tax

17 State income tax

18 Local wages, tips, etc.

19 Local income tax

20 Locality name

CA 91004192

87174.60

4932.37

Form W-2 Wage and Tax Statement

2019

Dept. of the Treasury - IRS

workday

EDUCATION

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