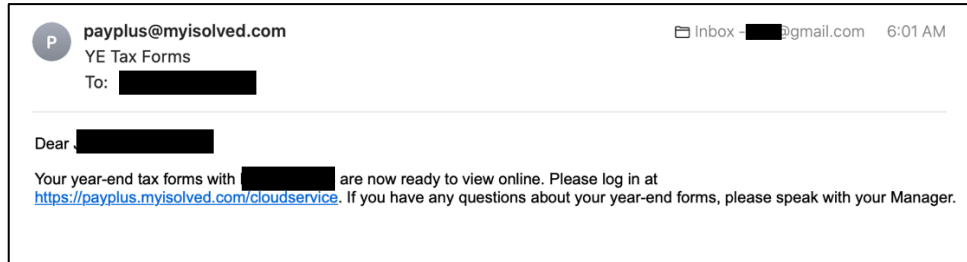
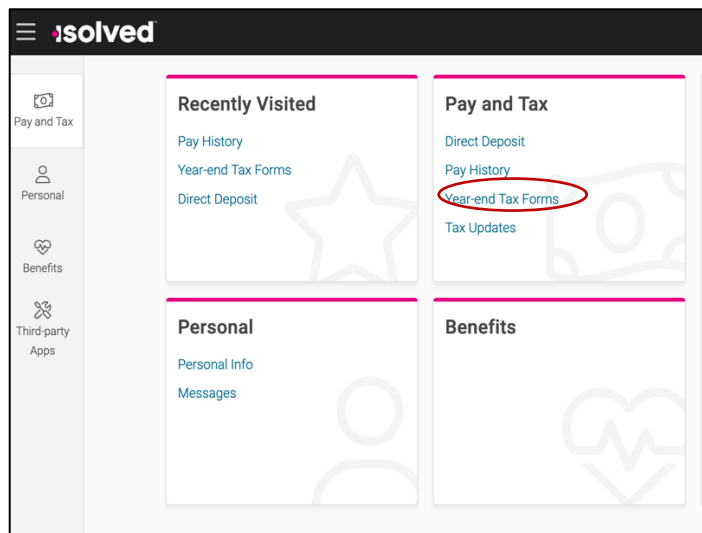


## Viewing W2s and 1099s in Employee Self Service

When the year-end forms are processed, your employees will receive an email with a link to log into their ESS account. They can view and download these forms at any time.



The year-end tax form(s) are under Year-end Tax Forms.



To view the W2 or 1099, click the name of the form. To view the instructions for the form, click View. (This example shows the rare employee who receives both a W2 and a 1099. Most employees will receive just one form or the other.)

