

Research Corporation of the University of Hawai'i

'Ahahuina Noi'i O Ke Kulanui O Hawai'i

## How to View Your W-2s in ESS

## 1) Log in to ESS

<u>www.rcuh.com</u> > Human Resources Portal & Employee Self-Service



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

Select Pay and Taxes > View W-2/W-2c Forms



**NOTE:** If you do not see this link available, you need to elect for electronic W-2s using the "W-2/W-2c

# Consent" link. After electing, W-2s will generate within the next hour.

### 3) Year End Form

Select "Year End Form" to open your W-2

 To view a previous tax year, select the "View a Different Tax Year" button

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

Review your available W-2 and W-2c forms. Select the year end form that you would like to review.

Your W-2 and W-2c forms may be viewed from any device with internet access and Adobe Acrobat reader. The internet browser's popup blocker must be disabled in order to review and print your W-2 and W-2c forms.

View a Different Tax Year

#### Select Year End Form

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Tax Year	W-2 Reporting Company	Tax Form ID	Issue Date	Year End Form	Filing Instructions
2023	RCU	W-2	01/04/2024	Year End Form	Filing Instructions

**NEED HELP?** Email us at <u>hrhelpdesk@rcuh.com</u> or call us at 808-956-8900.