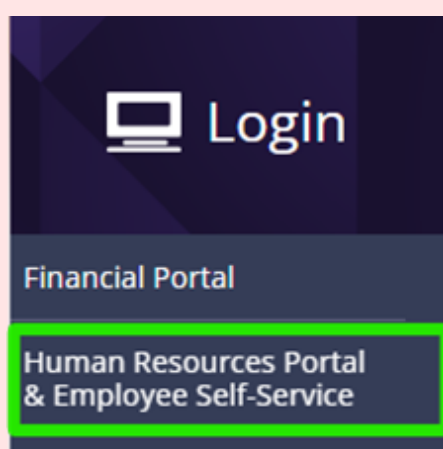


# How to View Your W-2s in ESS

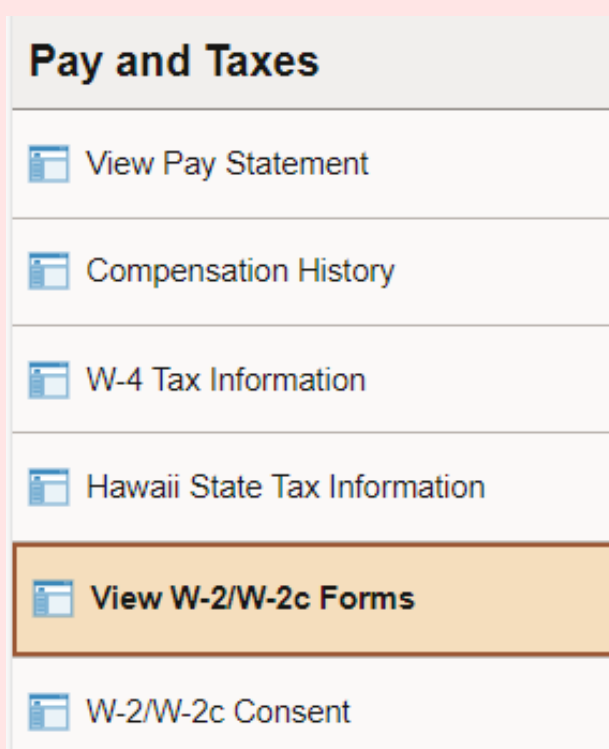
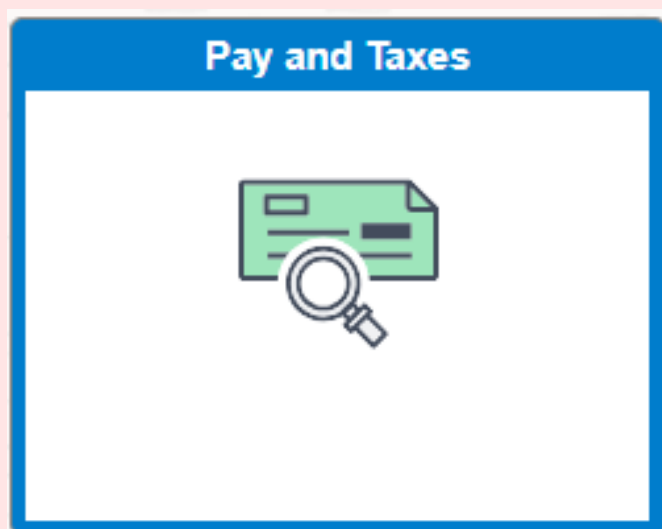
## 1) Log in to ESS

[www.rcuh.com](http://www.rcuh.com) > 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

