



Online W-2 Form

A Guide to Receiving and Viewing your
Online W-2 Form

Why Consent for an Online W-2 Form?

- An easily accessible **ADVANCED** copy of your W-2
- Secure access to W-2 earlier than traditional Mailing
- Access from any Web-enabled computer any time of the day.
- Access to current and past W-2's
- Delivery delay eliminated

Additional Benefits

- Improved Security and Protection from Identity Theft.
No risk of paper being lost or stolen
- Reduces cost of Printing and Postage
- Reduces the amount of paper used, allowing us to
GO GREEN!!!

User Login

User Login - Microsoft Internet Explorer provided by St. John's University

http://149.68.26.193:7779/pprd/twbkwbis.P_WWWLogin

File Edit View Favorites Tools Help

★ Favorites User Login

HELP EXIT

User Login

St. John's Information System

Please enter your user Identification Number (ID) and your Personal Identification Number (PIN). When finished, click Login. **Your ID must be nine digits and your PIN must be six digits (no hyphens or spaces).**
If you are a new Freshmen or Transfer, please refer to your acceptance letter and deposit confirmation form which contains your student identification number (X number) and instructions.
If your ID begins with X make sure you type a capital X.

When you are finished, please Exit and close your browser to protect your privacy.

If you have forgotten your pin, please type in your User Id, then click the [Forgot PIN?](#) button.

If you are still having problems with your pin [Click Here to reset your pin.](#)

User ID: ← Enter your X number or Social Security #

PIN: ← Enter your Pin # (Your Pin # is the same Pin # as when you login to SJU Central)

After you have entered the above information, hit the Login Button

RELEASE: 7.4.1 Powered by: VeriSign

Done Internet 100%

Employee Tab

Employee Main Menu - Microsoft Internet Explorer provided by St. John's University

https://apollo.stjohns.edu/sjusis/twbkwbis.P_GenMenu?name=pmenu.P_MainMnu

File Edit View Favorites Tools Help

Employee Main Menu

Personal Information **Employee** ← **Click On Employee Tab**

Search Go RETURN TO MENU SITE MAP HELP EXIT

Employee Web Profile
View/update employee information as you want published in the official SJU web site.

Benefits and Deductions
Update or view your retirement plans, Health insurance information, Flex spending accounts, Miscellaneous deductions; Change your beneficiary information; Update/View tuition remission

Pay Information
View your Direct Deposit breakdown; View your Earnings and Deductions History; View your Pay Stubs.

Tax Forms ← **Click On Tax Forms**
Change W-4 information; View your W-2 Form or T4 Form.

Time Off Current Balances and History
View time off balances and history

Time Sheet
Enter/update time sheet

Employee Events
Register for Employee Events

PFP Summary for Supervisors

Marketing & Communication Job Tracking
(for use of the Offices of Marketing and Communication, and Printing and Distribution)

P & D Online
(Enter and track Work Orders with Printing and Distribution Services Department)

Customer Service Menu

EPCF Main Menu

Done Internet 100%

Applying for Online Consent

SCT WWW Information System - Microsoft Internet Explorer provided by St. John's University

https://apollo.stjohns.edu/sjusic/twbkwbis.P_GenMenu?name=pmenu.P_TaxMenu

File Edit View Favorites Tools Help

SCT WWW Information System

Personal Information Employee

Search Go

RETURN TO MENU SITE MAP HELP EXIT

W-4 Tax Exemptions/Allowances

W2 On-line Consent ← Click on W2 On-line Consent

W-2 Year End Earnings Statement

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Giving Consent

Electronic W-2 Consent - Microsoft Internet Explorer provided by St. John's University

https://apollo.stjohns.edu/sjusic/bwpxttxs.P_W2Consent

File Edit View Favorites Tools Help

Electronic W-2 Consent

Personal Information **Employee**

Search [RETURN TO TAX MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Electronic W-2 Consent

Select the check box to consent to receive your W-2 electronically, or uncheck to revoke consent.

By consenting to receive your W-2 electronically, you agree to return to this site between January 31 and October 15 of the appropriate year to print your W-2 form on-line. You may be required to print and attach your W-2 form to a Federal, State, or local income tax return.

Your consent will be valid for all subsequent tax years unless revoked by you, upon termination, or this service is not supported in a future given tax year. You may revoke your consent and receive a paper Form W-2 by accessing this site and unchecking the box to revoke consent, or providing written notification to the Human Resources or Payroll office.

Updating of employee contact information is the responsibility of the employee by providing correct up-to-date information to the Human Resources or Payroll office.

Selection Criteria

Consent to receive W-2 electronically: **My Choice**

I understand the instructions provided to me for accessing and printing my electronic W-2 form.

Click On Consent to Receive W-2 Electronically

Be Sure that the Green Box has a ✓ in it before Clicking Submit

When Finished Click Submit

[Return To Tax Forms Menu]

RELEASE: 7.3.2

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W2 Consent

Electronic W-2 Consent - Microsoft Internet Explorer provided by St. John's University

https://apollo.stjohns.edu/sjusic/bwplxtxs.P_W2Consent

File Edit View Favorites Tools Help

Electronic W-2 Consent

Personal Information **Employee**

Search [RETURN TO TAX MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)



Electronic W-2 Consent

Select the check box to consent to receive your W-2 electronically, or uncheck to revoke consent.

By consenting to receive your W-2 electronically, you agree to return to this site between January 31 and October 15 of the appropriate year to print your W-2 form on-line. You may be required to print and attach your W-2 form to a Federal, State, or local income tax return.

Your consent will be valid for all subsequent tax years unless revoked by you, upon termination, or this service is not supported in a future given tax year. You may revoke your consent and receive a paper Form W-2 by accessing this site and unchecking the box to revoke consent, or providing written notification to the Human Resources or Payroll office.

Updating of employee contact information is the responsibility of the employee by providing correct up-to-date information to the Human Resources or Payroll office.


Selection Criteria  **There will not be a change in the page indicating that your W-2 consent has been received.** 

My Choice

Consent to receive W-2 electronically:

I understand the instructions provided to me for accessing and printing my electronic W-2 form.

[\[Return To Tax Forms Menu \]](#) ← **When finished, click on Return to Tax Forms Menu**

RELEASE: 7.3.2 Powered by: 

Internet 100%

Viewing Your W-2 Form

SCT WWW Information System - Microsoft Internet Explorer provided by St. John's University

https://apollo.stjohns.edu/sjusus/twbkwbis.P_GenMenu?name=pmenu.P_TaxMenu

File Edit View Favorites Tools Help

SCT WWW Information System

Personal Information Employee

Search Go

RETURN TO MENU SITE MAP HELP EXIT

W-4 Tax Exemptions/Allowances

W2 On-line Consent

W-2 Year End Earnings Statement ← **Click On W-2 Year End Earnings Statement**

RELEASE: 7.3.3

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Done Internet 100%

Choosing The Appropriate Tax Year and Institution

The screenshot shows a Microsoft Internet Explorer browser window with the address bar displaying https://apollo.stjohns.edu/sjusic/bwpkxtxs.P_ChooseW2Key. The page title is "Select W-2 - Microsoft Internet Explorer provided by St. John's University". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The address bar contains a search box with "Live Search" and a search icon. The page content includes a navigation bar with "Personal Information" and "Employee" tabs. Below the navigation bar is a search box with a "Go" button and links for "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT". The main heading is "Select W-2". A message icon indicates: "Please choose the Tax Year and Employer/Institution for the W-2 you wish to view and click the View W-2 button." The form contains two dropdown menus: "Tax Year:" with "2009" selected, and "Employer or Institution:" with "St. John's University" selected. A "Display" button is located below the form. Red annotations with arrows point to the "2009" dropdown, the "St. John's University" dropdown, and the "Display" button. The text "Select The Appropriate Tax Year" points to the "2009" dropdown. The text "Select St. John's University as the Institution" points to the "St. John's University" dropdown. The text "Then Click Display" points to the "Display" button. At the bottom of the page, there is a "RELEASE: 7.3.2" notice, a link for "[W-4 Tax Exemptions/Allowances]", and a "Powered by: VeriSign" logo. The browser's status bar at the bottom shows "Done", "Internet", and "100%".

An Online W-2 Form

View W-2 - Microsoft Internet Explorer provided by St. John's University
 https://apollo.stjohns.edu/sjusic/bwpxttxs.P_ViewW2

File Edit View Favorites Tools Help

View W-2

Form W-2 Wage and Tax Statement

a Employee's social security number
123-45-6789

OMB No. 0000-0000

This information is being furnished to the Internal Revenue Service. If you are required to file a tax return, a negligence penalty or other sanction may be imposed on you if this income is taxable and you fail to report it.

b Employer identification number (EIN) 12-3456789	1 Wages, tips, other compensation 0.00	2 Federal income tax withheld 0.00
c Employer's name, address, and ZIP code St. John's University 8000 UTOPIA PARKWAY JAMAICA NY 11439	3 Social security wages 0.00	4 Social security tax withheld 0.00
d Control number 0000	5 Medicare wages and tips 0.00	6 Medicare tax withheld 0.00
e Employee's first name and initial Last name Suff. John N. Doe	7 Social security tips	8 Allocated tips
12-34 Somewhere Avenue Nowhere Village NY 12345	9 Advance EIC payment	10 Dependent care benefits
f Employee's address and ZIP code	11 Nonqualified plans	12 See Instructions for box 12
15 State number NY	13 Statutory employee [] Retirement plan [] Third-party sick pay []	
Employer's state ID number 123456789	14 Other	
16 State wages, tips, etc. 0.00	17 State income tax 0.00	18 Local wages, tips, etc. 0.00
		19 Local income tax 0.00
		20 Locality name NYC Res

[Print](#) ← **For a Printable Version, Click Print**

RELEASE: 7.3.2 [Select the tax year and employer/institution for W-2] Powered by: VeriSign

Internet 100%

Print Using Web Browser for Official Copy

Microsoft Internet Explorer provided by St. John's University

https://apollo.stjohns.edu/sjusic/bwpxttxs.P_Print_Preview

In order to print this version, click the print button.

a Employee's social security number 123-45-6789		OMB No.		This information is being furnished to the Internal Revenue Service. If you are required to file a tax return, a negligence penalty or other sanction may be imposed on you if this income is taxable and you fail to report it.			
b Employer identification number (EIN)		1 Wages, tips, other compensation		2 Federal income tax withheld			
c Employer's name, address, and ZIP code St. John's University 8000 UTOPIA PARKWAY JAMAICA NY 11439		3 Social security wages		4 Social security tax withheld			
		5 Medicare wages and tips		6 Medicare tax withheld			
		7 Social security tips		8 Allocated tips			
d Control number 0000		9 Advance EIC payment		10 Dependent care benefits			
e Employee's first name and initial John N.		Last name Doe		11 Nonqualified plans		12 See Instructions for box 12	
		13 Statutory employee plan Third-party sick pay [] [] []					
f Employee's address and ZIP code		14 Other					
15 State NY	Employer's state ID number	16 State wages, tips, etc.	17 State income tax	18 Local wages, tips, etc.	19 Local income tax	20 Locality name NYC Res	

Form W-2 Wage and Tax Statement

Department of Treasury - Internal Revenue Service

[Go Back](#)

Internet 100%