

W-2 Online Instructions

Getting Started – Click on the following [Sign-on link](#) to access UIS.

Click on the **Employee** Tab and **Tax Forms**. Consent to view online and follow the links to view your W2.

[Personal Information](#) **Employee** [Finance](#)

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Employee Toolbox

Information for new employees; Enter/update Emergency Contact; Enter/update Address; Enter/update W4; Enter/update Direct Deposit; Confidentiality Agreement; Online forms

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

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

Click on the **W2 On-line Consent** Tab and **Tax Form**

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W-4 Employee's Withholding Certificate

W2 On-line Consent

W-2 Year End Earnings Statement

RELEASE: 8.9.1

Click on **Consent to receive W-2 electronically** then click **Submit**

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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.

A check mark in the consent box will confirm your request to receive your W2 electronically. After you have made your choice, please click Submit and Exit.

Selection Criteria

	My Choice
Consent to receive W-2 electronically:	<input checked="" type="checkbox"/>
Consent to receive 1095-C electronically:	<input type="checkbox"/>

I understand the instructions provided to me for accessing and printing my electronic tax forms.

You will be able to return to the Tax Form site and view your W2.

Select your appropriate tax year and click **Display**:

Personal Information Alumni and Friends Student Financial Aid **Employee**

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Select W-2

Please choose the Tax Year and Employer/Institution for the W-2 you wish to view and click the View W-2 button.

Tax Year: 2012

Employer or Institution: St. John's University

[W-4 Tax Exemptions/Allowances]

RELEASE: 8.6.1

The W-2 Year End Statement which appears below is a representation of the actual form. Click on the PRINT button below for your official W2-form. Use Web browser to print official copy. Submit the official copy with your tax return. You may print as many copies as you need.

Click on **HELP**, to view Notice to Employee and Instructions.

Status: Original

As of Date: Jan 23, 2020

Form W-2 Wage and Tax Statement 2019

a Employee's social security number *****		OMB No. 1545-0008		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) 11-1630830		1 Wages, tips, other compensation 4.58		2 Federal income tax withheld 4.00			
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			
		5 Medicare wages and tips		6 Medicare tax withheld			
		7 Social security tips		8 Allocated tips			
d Control number 3605		9		10 Dependent care benefits			
e Employee's first name and initial Last name Suff. .		11 Nonqualified plans		12 See Instructions for box 12			
		13 Statutory employee [] Retirement plan [] Third-party sick pay []		C 500.52 E BB .02 DD .48			
		14 Other STDIsb 30.00					
f Employee's address and ZIP code							
15 State NY	Employer's state ID number 111630830	16 State wages, tips, etc. 4.58	17 State income tax 9.66	18 Local wages, tips, etc.	19 Local income tax	20 Locality name	

Printable W-2

The official printable version seen below, can be printed from your web browser (hold CTRL and "P" keys)

Microsoft Internet Explorer provided by St. John's University

https://apollo.stjohns.edu/sjosis/bwpkxtxs.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		Suff.		11 Nonqualified plans		12 See Instructions for box 12			
		13 Statutory employee		Retirement plan		Third-party sick pay					
		14 Other									
f Employee's address and ZIP code		16 State wages, tips, etc.		17 State income tax		18 Local wages, tips, etc.		19 Local income tax		20 Locality name NYC Res	
15 State NY		Employer's state ID number									

Form W-2 Wage and Tax Statement Department of Treasury - Internal Revenue Service

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Click on **HELP** at the top of the W2 web page to view **Notice to Employee and Instructions**, regarding W2.

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W-2 Year End Earnings Statement

The W-2 Year End Statement which appears below is a representation of the actual form. Click on the PRINT button below for your official W2-form. Use Web browser to print official copy. Submit the official copy with your tax return. You may print as many copies as you need.

Click on **HELP**, to view Notice to Employee and Instructions.