

Employees may follow these steps to view, save, or print their electronic W-2 forms

Step 1

Sign-on to Core-CT:

<https://corect.ct.gov/psp/PEPRD/?cmd=login>



[Core-CT Home Page](#) | [Core-CT Agency Security Liaisons Support Website](#) | [Contact Core-CT](#) | [HELP!](#)

Log Into Core-CT

User Id


Password

[I Forgot My Password!](#)
[I Cannot Log In.](#)

Welcome to the home page for Core-CT, Connecticut's state government integrated human resources, payroll, financial and reporting system. Once you have logged into Core-CT, use the links in the portal to navigate to the pages based on your security.

Hours of System Operation:

Monday - Sunday	4:00am - 8:00pm
HRMS Confirm Thursday	4:00am - 2:00pm





You are accessing a computer owned by the State of Connecticut. This system contains Government information that is restricted to authorized users ONLY. Unauthorized access or misuse of the data contained herein is prohibited and may subject the individual to criminal and civil penalties.

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Enter your User ID and Password and click Sign In.

For User ID and Password assistance please contact your **Agency Security Coordinator via the following URL:**
http://www.core-ct.state.ct.us/security/hrms_liaison_list.asp

Step 2

Navigate to: **View W-2/W-2c Forms** (which is found directly under View Paycheck Information on your Core-CT home page as pictured in the screen shot on the next page)

Employee Self Service ePay View/Save/Print eW-2



The screenshot shows the Core-CT Employee Self Service ePay dashboard. The 'Payroll' section is highlighted with a red circle, showing the following links:

- Payroll
- Review current and prior paychecks.
- View Paycheck Information
- View W-2/W-2c Forms** (highlighted with a red circle)
- W-2/W-2c Consent

The W-2 for the most recent calendar year processed for the employee will appear first as pictured in the below screenshot:

The screenshot shows the 'View W-2/W-2c Forms' page for John L. Smithy. The page displays a table of available forms:

Tax Year	W-2 Reporting Company	Tax Form ID	Issue Date	Year End Form	Filing Instructions
2014	CT	W-2	04/15/2015	Year End Form (highlighted with a red circle)	Filing Instructions

Step 3

To view or print the current W-2 year, **click on Year End Form** (pictured above inside highlighted oval).

The **Tax Year** is the year of the W-2 you are viewing and the **Issue Date** is the day the comptroller's office made the W-2 available to view electronically.

Step 4

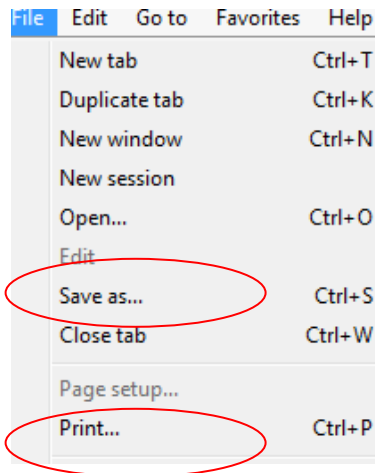
A new window will open and the W-2 will be displayed (as pictured on the next page). The W-2 may be saved or printed to the location of your choice.

Click File > Save as to save W-2 pdf file to the location of your choice.

Or

Click File > Print to print the W-2 pdf file.

Please remember that an employee's identification information is included on each W2 and this information should only be saved or printed on trusted locations.



Employee Self Service ePay
View/Save/Print eW-2



Form **W-2 Wage and Tax Statement** 2014

7 Social security tips 1 Wages, tips, other compensation 2 Federal income tax withheld
4.068.96 4,068.96 25.37

8 Allocated tips 3 Social security wages 4 Social security tax withheld
4,152.00 4,152.00 257.42

9 Medicare wages and tips 5 Medicare wages and tips 6 Medicare tax withheld
4,152.00 4,152.00 60.20

10 Dependent care benefits 11 Nonqualified plans 12a See instructions for box 12
4,152.00 4,152.00 60.20

13a Health, dental, vision 13b Other 13c Other
X 4,141 U.S. U4 12c
06-6000798 12d
a Employee's social security number 12e

15 State 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
CT CT0502633-002

Copy D To Be Filed With Employee's FEDERAL Tax Return OMB No. 1545-0048 Dept. of the Treasury - IRS
Visit the IRS website at www.irs.gov/efile

Form **W-2 Wage and Tax Statement** 2014

7 Social security tips 1 Wages, tips, other compensation 2 Federal income tax withheld
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CT CT0502633-002

Copy C-For EMPLOYEE'S RECORDS (See Notice to Employee on the back of Copy B.) OMB No. 1545-0048 Dept. of the Treasury - IRS
Visit the IRS website at www.irs.gov/efile

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Copy 2-To Be Filed With Employee's State, City, or Local Income Tax Return OMB No. 1545-0048 Dept. of the Treasury - IRS

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Step 5

To view or print the W-2 Instructions, click on the Filing Instructions (pictured on the next page inside highlighted oval)

Employee Self Service ePay View/Save/Print eW-2



Core-CT Home | HRMS Worklist | FIN Worklist | Add to My Links | Sign

Favorites ▾ Main Menu ▾ > Core-CT HRMS ▾ > Self Service ▾ > Payroll and Compensation ▾ > View W-2/W-2c Forms

My HR | Finance | Core-CT Help My Links Select One:


[Help](#) | [Personalize Page](#)

View W-2/W-2c Forms

John L. Smithy

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

[View a Different Tax Year](#)

Select Year End Form						Personalize  1 of 1
Tax Year	W-2 Reporting Company	Tax Form ID	Issue Date	Year End Form	Filing Instructions	
2014	CT	W-2	04/15/2015	Year End Form	Filing Instructions	

A new window will open and the W-2 instructions will be displayed (as pictured on the next page). The W-2 instructions may be saved or printed to the location of your choice

Click File > Save as to save the W-2 instructions pdf file to the location of your choice.

Or

Click File > Print to print the W-2 instructions.

Employee Self Service ePay View/Save/Print eW-2



The screenshot shows a web browser window. On the left, a menu is open with several options. Two options, 'Save as...' and 'Print...', are circled in red. The main content area displays 'Instructions for Employee' with various boxes of text. The text includes instructions for reporting wages, taxes, and deferrals, as well as a list of codes (A through Q) and their meanings. A red circle highlights the 'Print...' option in the menu.

- Tax years **2011 thru current year** are available for viewing and printing (where applicable to each employee). All future tax years will also be available for viewing and printing.

To view other tax years, click the “View a Different Tax Year” (as pictured on the next page in the highlighted oval)

Employee Self Service ePay View/Save/Print eW-2



Core-CT Home HRMS Worklist FIN Worklist Add to My Links Sign out

Favorites Main Menu > View W-2/W-2c Forms

My HR Finance Core-CT Help My Links Select One: Help Personalize Page

View W-2/W-2c Forms

John L. Smithy

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

[View a Different Tax Year](#)

Select Year End Form						Personalize	1 of 1
Tax Year	W-2 Reporting Company	Tax Form ID	Issue Date	Year End Form	Filing Instructions		
2014	CT	W-2	04/15/2015	Year End Form	Filing Instructions		

All of the tax years available that are applicable to each employee will be displayed (as pictured below). Each tax year may be viewed/saved or printed (as outlined above in previous steps)

Core-CT Home HRMS Worklist FIN Worklist Add to My Links Sign out

Favorites Main Menu > Self Service > Payroll > View W-2/W-2c Forms

My HR Core CT Help My Links Select One: Help Personalize Page

View W-2/W-2c Forms

Select the tax year that you would like to review.

Select Tax Year	
Tax Year	Company
2016	State of Connecticut
2015	State of Connecticut
2014	State of Connecticut
2013	State of Connecticut
2012	State of Connecticut
2011	State of Connecticut

[Return to Year End Form Selection](#)

For Employees who have received W-2 C's (W-2 Corrections), please review the View_Print_eW2C_job_aid.