

SELF-SERVICE INSTRUCTIONS TO VIEW AND PRINT W-2 FORM COPIES

To view and print copies of your W-2 Forms, follow these directions.

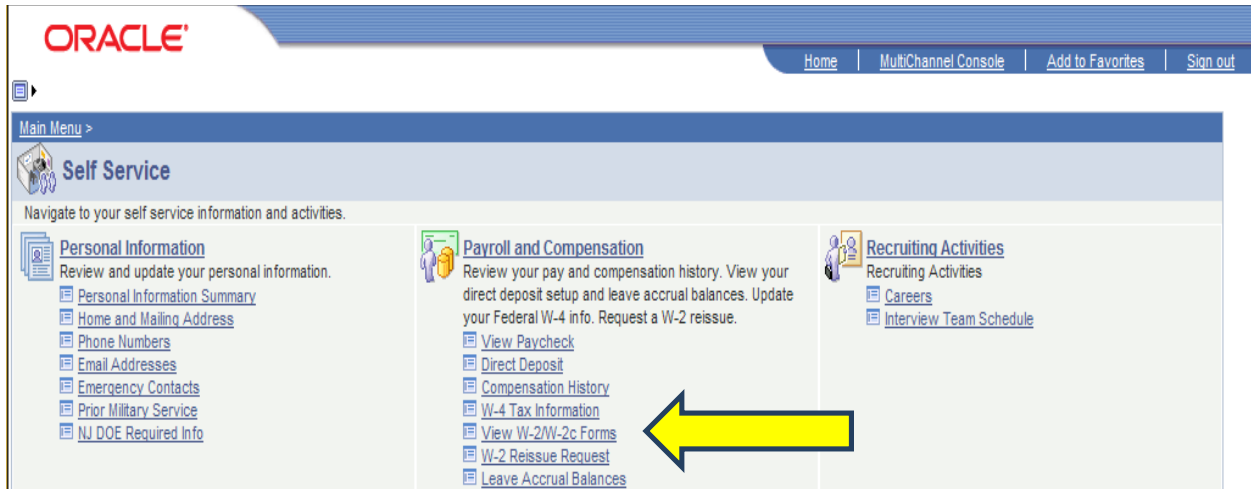
1. You can gain access to Employee Self Service from the Newark Public Schools main website at www.nps.k12.nj.us. On the main page click on the tab labeled Employees. Select from the drop down list Employees.

The screenshot shows the Newark Public Schools homepage. The navigation bar is dark red with white text. The 'Employees' tab is highlighted, and its dropdown menu is open, showing a list of links. A yellow arrow points to the 'Employees' link in the dropdown menu. Below the navigation bar, there is a search bar, a 'Site Shortcuts' section with a list of links, and a video player showing an interview with the Superintendent. At the bottom, there is an 'Announcements' section with a red background and white text.

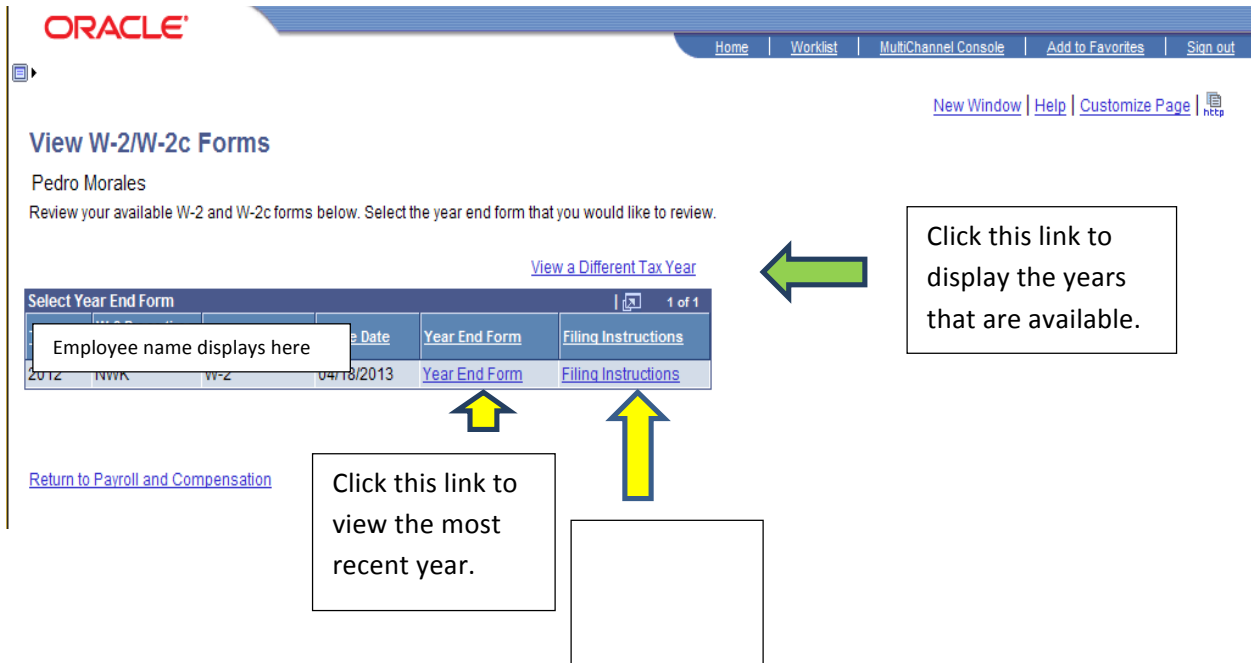
2. On the Employee Screen Select Click Here to log into employee self-service. If you do not have access to self-service you can reach out to the Information department at 973-733-8700.

The screenshot shows the Newark Public Schools Employee Self Service page. The navigation bar is dark red with white text. The 'Employees' tab is selected, and the page displays the 'Employee Self Service' section. A yellow arrow points to the text 'Please click here to log into ESS.' The page also includes a 'Sign in to' link in the top right corner, a breadcrumb trail 'Home > Employees > Employees', and a list of links for 'Employee Self Service' and 'Employee Manuals'. The main content area contains text explaining the PeopleSoft application and providing instructions for logging in, including a link to a 'HOW-TO-GUIDE' and contact information for the ISD Customer Support Group.

- In the Self-Service page, under Payroll and Compensation, click the link for “View W-2/W-2c Forms.” Note that you may see different menu options based on your access rights.



- The View W-2/W-2c Forms page will display.



Select the tax year **that you would like to review.**

Select Tax Year	
Tax Year	Company
2012	Newark Public Schools
2011	Newark Public Schools
2010	Newark Public Schools
2009	Newark Public Schools
2008	Newark Public Schools
2007	Newark Public Schools

5. When your W-2 Form displays, follow the normal instruction to print the form: **File>Print**, or click on the **Print icon**, if available (Actual form is not displayed here due to confidentiality concerns).