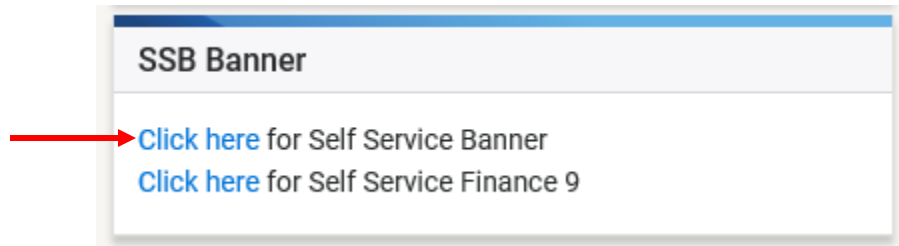


HOW TO ACCESS YOUR ELECTRONIC W-2 FORM

Stockton University – Payroll Office

- 1) Log in to the Stockton Portal and click on the Employee tab
- 2) Locate the SSB Banner section on the left-hand side and click on the link for Self Service Banner



- 3) Click on the Employee tab, then click on Tax Forms

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[Time Sheet](#)
[Benefits and Deductions](#)
Update or view your retirement plans, Health insurance information, Flex spending accounts, miscellaneous deductions; Change your beneficiary information; Access open enrollment.
[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.
[Current Jobs](#)
[Time Off Current Balances and History](#)
[Current and Past Workflows](#)
View information on past or current workflows that you have initiated or administer.
[Effort Certification](#)
Allows faculty and staff to certify their own effort and administrative staff to review and certify effort for others.
[Employment and Contract Information](#)
View information on employment dates and if applicable, contract information.

- 4) Click on W-2 Wage and Tax Statement

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Tax Forms


[W-4 Employee's Withholding Allowance Certificate](#)
[Electronic W-2 Consent](#)
[W-2 Wage and Tax Statement](#)
[W-2c Corrected Wage and Tax Statement](#)
[1095 Employer-Provided Health Insurance Offer and Coverage Statement](#)


- 5) Select the tax year you would like to access from the drop-down menu and click on Display (*NOTE: W-2s for a given calendar year will be available by January 31st of the following year*)

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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: 

Employer or Institution:
