

How to access your W-2

Step 1- Log in to the [Portal](#)

The screenshot shows the Florida Southwestern State College Portal. At the top right, the user is identified as Maria Cathleen Navaro with a 'Sign Out' link. The navigation bar includes 'Home', 'Employee Services', 'College Resources', and 'Document Manager'. The main content area is divided into several sections: 'FSW Quicklinks' with icons for the FSW Website, Search FSW, Directory, FSW Calendars, Buc Card, Executive Offices, Personal Information, and Accreditation; 'Additional Links' with icons for Athletics, Dining, Library, News & Events, and a Veteran's Deferment Form; 'Announcements' which currently shows no announcements; 'Outlook Web App' with links to Outlook Mail, Outlook Calendar, and a 'Need Email Help?' link; 'Technology Help Desk' with options to 'Submit Support Ticket', 'Help Desk', and 'Contact Help Desk'; and 'Apps for Employees' with links to Office 365, Google Docs, Google Talk, Google Calendar, LinkedIn Learning, and Degree Evaluation (CAPP).

Step 2- Click on the Employee Services tab

The screenshot shows the Florida Southwestern State College Portal. At the top left is the logo for Florida Southwestern State College. The navigation bar includes 'Home', 'Employee Services', 'College Resources', and 'Document Manager'. The 'Employee Services' tab is highlighted, and a red arrow points to it. The user's name, Maria Cathleen Navarro, and a 'Sign Out' link are in the top right corner.

The main content area is divided into several sections:

- FSW Quicklinks:** A grid of icons for FSW Website, Search FSW, Directory, FSW Calendars, Buc Card, Executive Offices, Personal Information, and Accreditation.
- Announcements:** A section with a dropdown menu set to 'All' and the text 'You currently have no announcements.' with a 'Show Hidden' checkbox.
- Technology Help Desk:** A section with icons for 'Submit Support Ticket', 'Help Desk', and 'Contact Help Desk', and a 'More' button.
- Outlook Web App:** A section with icons for 'Outlook Mail', 'Outlook Calendar', and 'Need Email Help?'.
- Additional Links:** A section with icons for Athletics, Dining, Library, News & Events, and a 'Veteran's Deferment Form'.
- Apps for Employees:** A section with icons for Office 365, Google Docs, Google Talk, Google Calendar, LinkedIn Learning, and Degree Evaluation (CAPP).

Step 3- Click on the Pay, Benefits, Tax, and Time Off icon

The screenshot displays the Florida Southwestern State College Portal interface. At the top left is the college logo. The top right shows the user name 'Maria Cathleen Navarro' and a 'Sign Out' link. A purple navigation bar contains 'Home', 'Employee Services', 'College Resources', and 'Document Manager'. The main content area is divided into several sections:

- Worklist:** A sidebar on the left with a refresh icon and a '0 of 0' indicator.
- Employee Web Banner Services:** A central grid of icons including:
 - Banner Web (Online Services)
 - Online Workflow Forms
 - Banner INB/SSB
 - View/Update Personal Information
 - Pay, Benefits, Tax, and Time Off** (highlighted with a red arrow)
 - Travel and Expense
- Employee Weblinks:** A grid of links including:
 - Current Internal Jobs Listings at FSW
 - Early Alert Form
 - Tutor Recommendation Form
 - Training at FSW
 - Student of Concern (SOC)
 - FLAC Training
 - Organizational Development & Learning
- Professional Development:** A section at the bottom left with a calendar icon and the text 'Professional Development Training Calendar'.

Step 4- Click on the down arrow next to the Taxes option

The screenshot displays an Employee Dashboard with a teal header bar. On the right side of the header, there are icons for settings and a user profile labeled "Maria C. Navar". Below the header, the page title "Employee Dashboard" is visible. The main content area is divided into several sections:

- Profile Section:** Includes a placeholder for a profile picture, a redacted name, and two buttons: "My Profile" and "My Team".
- Leave Balances Section:** Titled "Leave Balances as of 01/22/2020", it contains a table with the following data:

Vacation Leave in hours	48.00	Sick Leave in hours	32.00	Personal Leave in hours	32.00
Converted Sick Leave in hours	0.00				
- Pay Information Section:** Features a header with an up arrow and a sub-section with links for "Latest Pay Stub: 01/15/2020", "All Pay Stubs", "Direct Deposit Information", and "Deductions History".
- Navigation Menu:** A vertical list of options: "Earnings", "Benefits", "Taxes", "Job Summary", and "Employee Summary". Each item has a downward arrow. The "Taxes" option is circled in red, and a red arrow points to its downward arrow.
- My Activities Section:** Includes a "My Activities" header, an "Enter Time" button, and a "Time Sheet" link.

At the bottom right of the main content area, there is a link for "Full Leave Balance Information".

Step 5- Click on W-2 Wage and Tax Statement

Taxes 

Federal Tax

Filing Status: Married

Number of Allowances: 4

Additional Withholding:

Dependent Amount:

Other Income:

Deductions:

[W-4 Employee's Withholding Allowance Certificate](#)

[Electronic Regulatory Consent](#)

[1095-C Employer Provided Health Insurance Offer and Coverage Statement](#)

[W-2 Wage and Tax Statement](#)

[W-2c Corrected Wage and Tax Statement](#)

Job Summary 

Employee Summary 

Step 6- Click on down arrow next to select tax year

Step 7- Click on Display button



Personal Information Employee Finance Online Forms

Select W-2

 Please choose the tax year you wish to view and click the "Display" button.

If you are no longer an active employee your W-2 will be mailed out no later than the last business day of January. If you have changed your address since your employment, please contact payroll at payroll@fsw.edu.

Tax Year:

Select ▼

Employer or Institution:

Florida SouthWestern State Col ▼

Display

Note: To print your W-2 you will need to enter your PIN.
The pin is fsw followed by the last 6 of your Social Security Number

Example: fsw123456

Print W-2 Verification

Enter your PIN ("fsw" (lower case) followed by last 6 digits of your Social Security number) and select Submit to obtain a printable form W-2.

PIN:

Submit