Chicago State University employees may elect to receive their W-2 statement online through Banner Web Employee Self-Service system.

Once consent is given, it carries forward each year and does

not need to be repeated.

The \_\_\_\_\_\_ is as follows:

1. Log on to Banner Web for Employee Self-Service: https://ssb.csu.edu/PROD/twbkwbis.P\_WWWLogin

Select





## The process to view and print the electronic W-2 is as follows:

Once you have logged into Banner Web Employee Self-Service

- 1. Select
- 2. Select
- 3. Click on
- 4. Select the appropriate

to View

- 5. Click
- 6. To create Federal and State acceptable copies of your W-2, use the Printable W-2 button at the bottom of the page.
- 7. You will be prompted to enter your PIN to display your W-2 for printing.

  Print W-2 Verification
- 8. Click button