

Print My W2

Step	Action
1.	Go to www.holycross.edu , at the top of the page (in the gray area) choose either Current Students or Faculty & Staff, whichever applies to you. Scroll until you find Employee Resources on the left hand side of the page, then choose Human Resources (HR) Self Service
2.	Login using your Holy Cross ID and password
3.	Click on Payroll & Compensation
4.	Select W-2/W-2c and View W-2/W-2c Forms
4.	You will be prompted to enter the last four of your Social Security number.
4.	The most recent W-2 issued will show, click on year end forms. Click view form and a PDF of your W-2 will open which you can print and use for tax filing purposes.
5.	If you need a different year you can select from the drop down menu of Tax Year.
5.	Congratulations! You have successfully printed your W2 form. End of Procedure