

Display W-2 in USI Self Service

8 Steps [View most recent version](#) 

Created by

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Creation Date

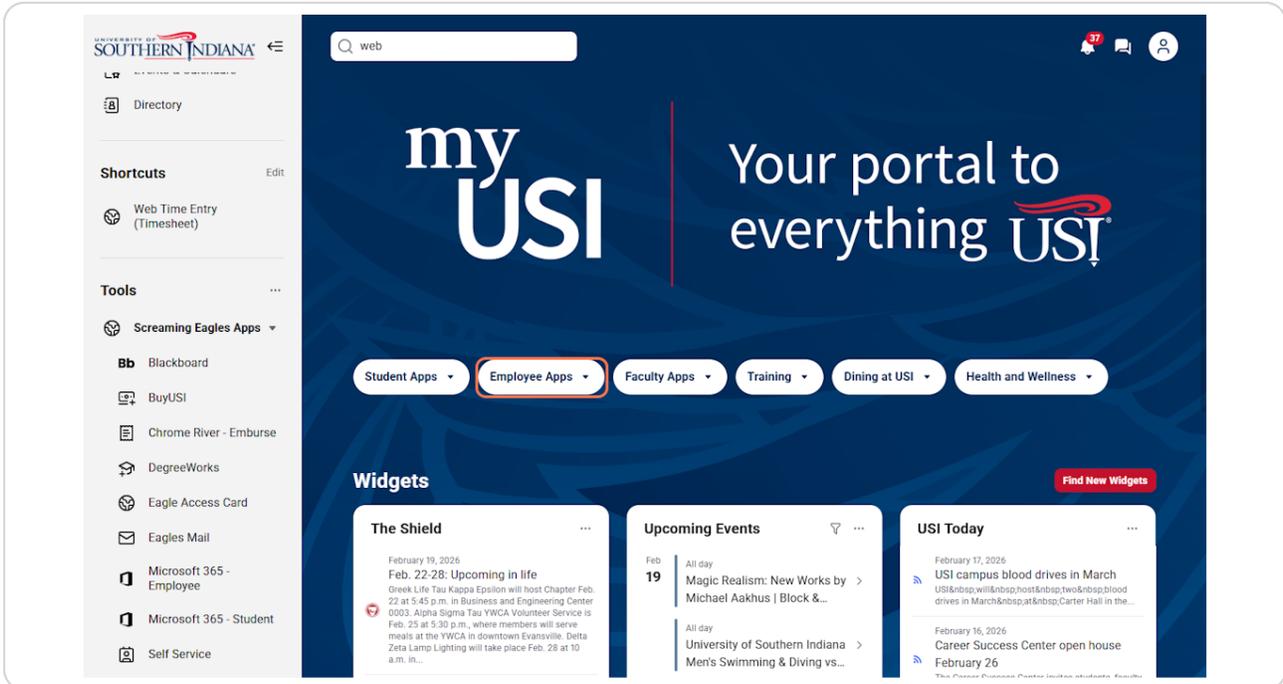
Feb 19, 2026

Last Updated

Feb 19, 2026

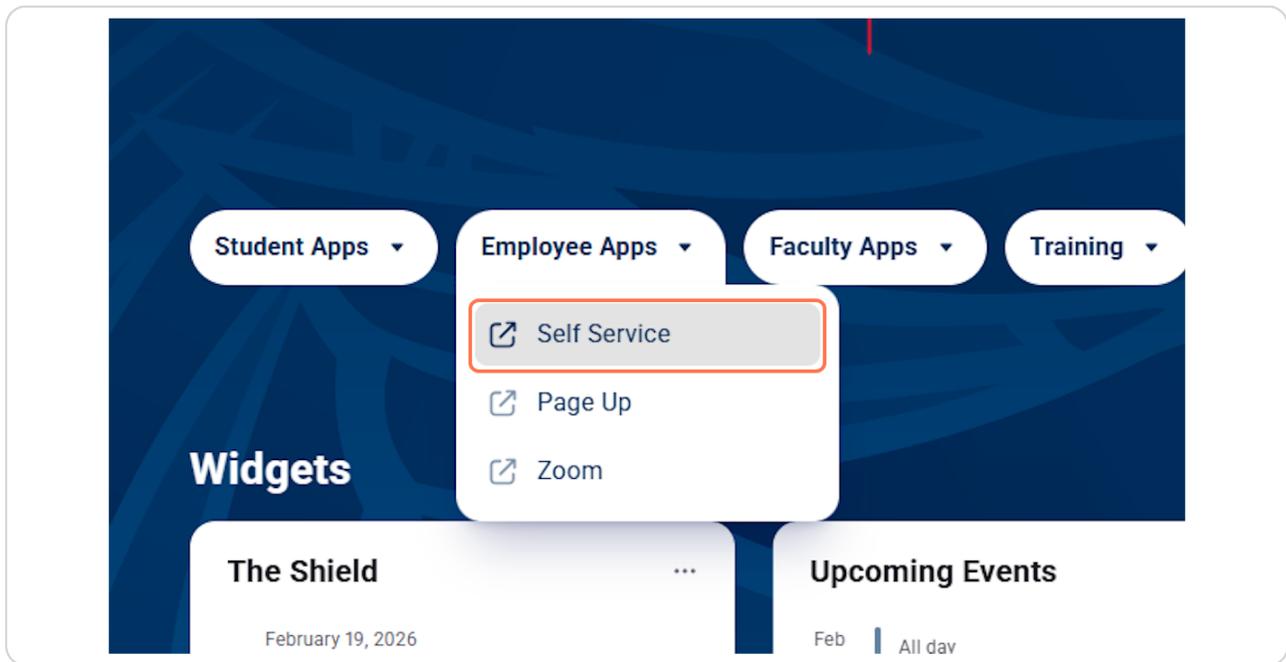
STEP 1

Click on Employee Apps



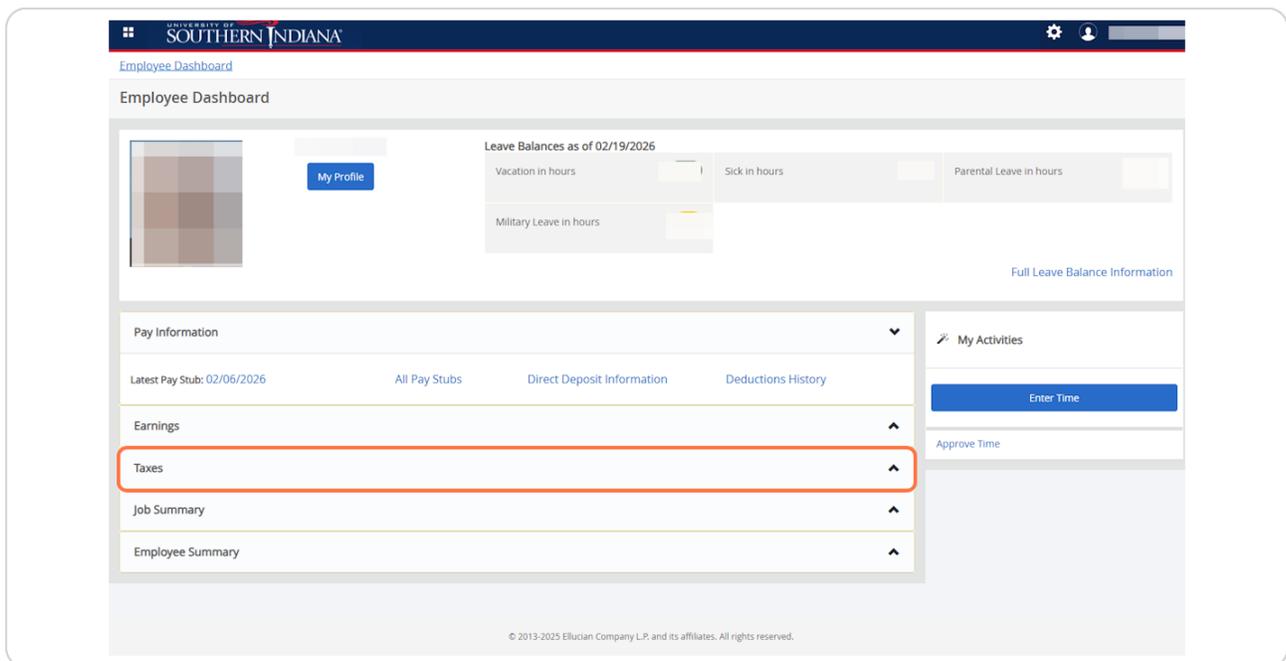
STEP 2

Click on Self Service



STEP 3

Click on Taxes



STEP 4

Click on W-2 Wage and Tax Statement

The screenshot shows a 'Pay Information' section with a dropdown menu. The menu items are 'All Pay Stubs', 'Direct Deposit Information', and 'Deductions History'. Below this, there are sections for 'Earnings' and 'Taxes'. Under 'Taxes', there are several links: 'W-4 Employee's Withholding Allowance Certificate', 'Electronic Regulatory Consent', 'W-2 Wage and Tax Statement' (highlighted with a red box), and 'W-2c Corrected Wage and Tax Statement'. There are also links for '1095-C Employer Provided Health Insurance Offer and Coverage Statement' and 'Indiana State Tax'. On the right side, there is a 'My Activities' section with a blue 'Enter Time' button and an 'Approve Time' button.

STEP 5

Click on Select

The screenshot shows the 'W-2 Wage and Tax Statement' page. At the top, there is a header for 'UNIVERSITY OF SOUTHERN INDIANA' and a navigation bar with 'Employee Dashboard' and 'W-2 Wage and Tax Statement'. Below the header, there is a section for 'W-2 Wage and Tax Statement' with a message: 'You may adjust the display size by selecting View in the menu at the top of your browser.' There are two dropdown menus: 'Tax Year' (highlighted with a red box) and 'Employer or Institution' (set to 'University of Southern Indiana'). A 'Display' button is located below the dropdowns. At the bottom, there are links for 'W-2c Corrected Wage and Tax Statement' and 'W-4 Employee's Withholding Allowance Certificate'.

STEP 6

Click on 2025

may adjust the display size by selecting View in the menu at the top of your browser.

Year:

Employer or Institution:

Display

Select

Select

2025

2024

2023

2022

Statement • W-4 Employ

STEP 7

Click on Display

Tax Year:

2025

Employer or Institution:

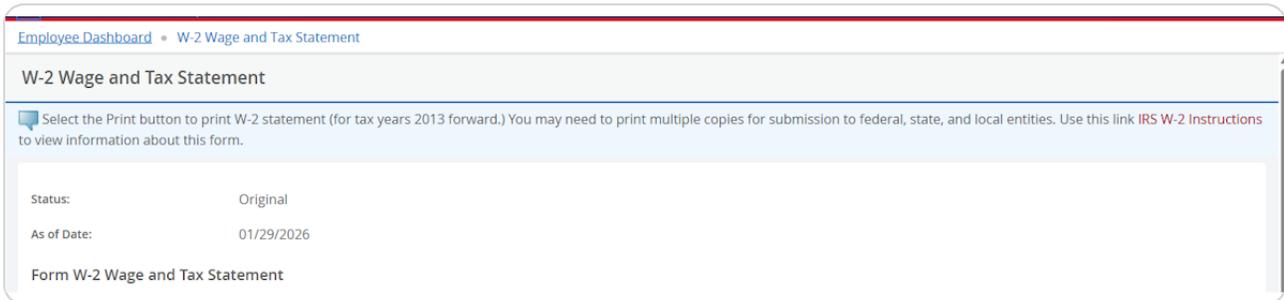
University of Southern Indiana

Display

W-2c Corrected Wage

STEP 8

W2 will appear in a new tab, you must scroll down to see it then the option to Print is at the bottom of the page.



The screenshot shows a web browser window with the following content:

- Browser tabs: [Employee Dashboard](#) • [W-2 Wage and Tax Statement](#)
- Page title: W-2 Wage and Tax Statement
- Instructional text:

Select the Print button to print W-2 statement (for tax years 2013 forward.) You may need to print multiple copies for submission to federal, state, and local entities. Use this link [IRS W-2 Instructions](#) to view information about this form.
- Form fields:
 - Status: Original
 - As of Date: 01/29/2026
- Form title: Form W-2 Wage and Tax Statement