

## Self-Service Electronic W-2 Access (post W-2 mailout)

### HOW TO ACCESS YOUR ELECTRONIC W-2 FORM

#### **From InsideSOU – Employment Details:**

- Log into <https://inside.sou.edu/>
- Scroll Down to “Employment Details”
- Click “Tax Forms” W-2; W-4

The screenshot shows two side-by-side panels. The left panel, titled 'Employment Details', contains a list of options: Deductions History, Direct Deposit, Earnings History, Leave Balances, Pay Stub, Tax Forms (W-2, W-4), and Time Sheet. A blue arrow points from the 'Tax Forms (W-2, W-4)' option to the right panel. The right panel, titled 'Tax Forms', has a yellow horizontal line above the text 'W-4 Employee's Withholding Allowance Certificate' and 'W-2 Wage and Tax Statement'. Below this is a black horizontal line, followed by the text 'RELEASE: 8.9.1.3' and '© 2022 Ellucian Company L.P. and its affiliates.'

- Select either W-4 Employee's Allowance Certificate (View Filing Status & related) OR
- Select W-2 Wage and Tax Statement (for electronic W-2)
- Toggle to choose Tax Year; and Southern Oregon University (SOU)
- Click on **Display**

The screenshot shows a form titled 'W-2 Wage and Tax Statement'. Below the title is a yellow horizontal line and a note: 'You may adjust the display size by selecting View in the menu at the top of your browser.' The form contains two dropdown menus: 'Tax Year:' with '2021' selected, and 'Employer or Institution:' with 'SOUTHERN OREGON UNIVERSITY' selected. At the bottom left of the form is a 'Display' button.

- To print, go to print box (lower left) labeled: **Printable W-2**  
Use the print button below to generate a duplicate form in IRS format.

The screenshot shows a single button labeled 'Printable W-2' inside a rectangular box.