

Procedure for Former Employees to access Electronic W2's on Banner Self Service

Office: Business Services – Payroll Services Department
Procedure Contact: Payroll Manager, Business Services – Payroll Services Website
Related Policy or Policies:
Distribution: Campus Distribution – Procedure for Former Employees to access Electronic W2's on Banner Self Service

Revision History

Revision Number:	Change:	Date:
001	Initial Procedure Version	02-01-2013
002	Revised Version to include Inside SOU updates and changes	05-10-2017
003	Revised Version to include new template	02-15-2018
004	Revised Version to include information	04-26-2018
005	Revised Version to include 2018 Tax Year Changes	01-25-2019

A. Purpose

Inform former employees how to use Inside SOU/Banner Self Service to access employment information.

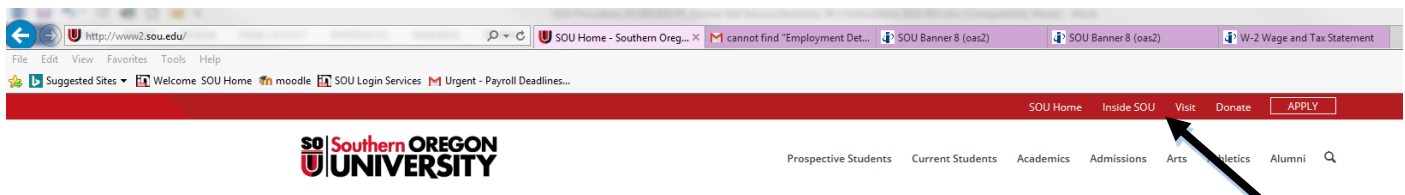
B. Definitions

C. Procedures

HOW TO ACCESS YOUR ELECTRONIC W-2 STATEMENT

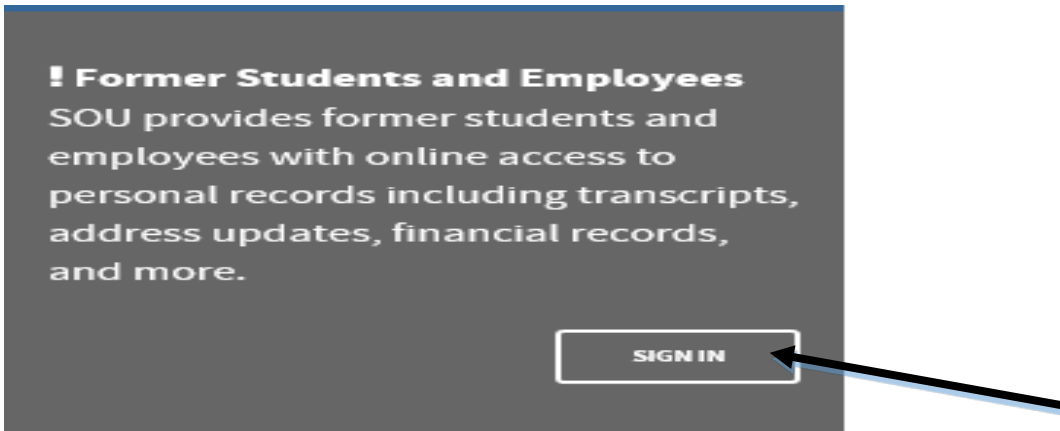
How to access your tax forms electronically with access through Banner Self-Service.

There is a link on the front page of <http://inside.sou.edu/>

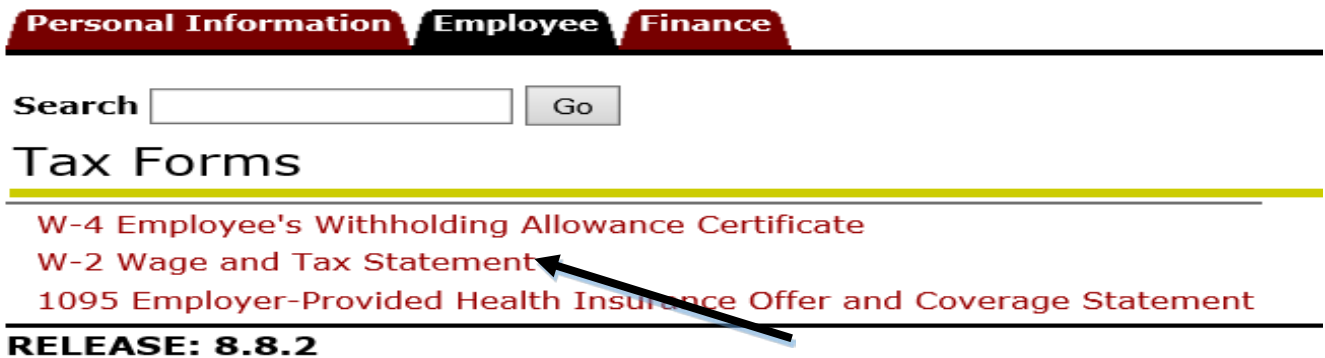
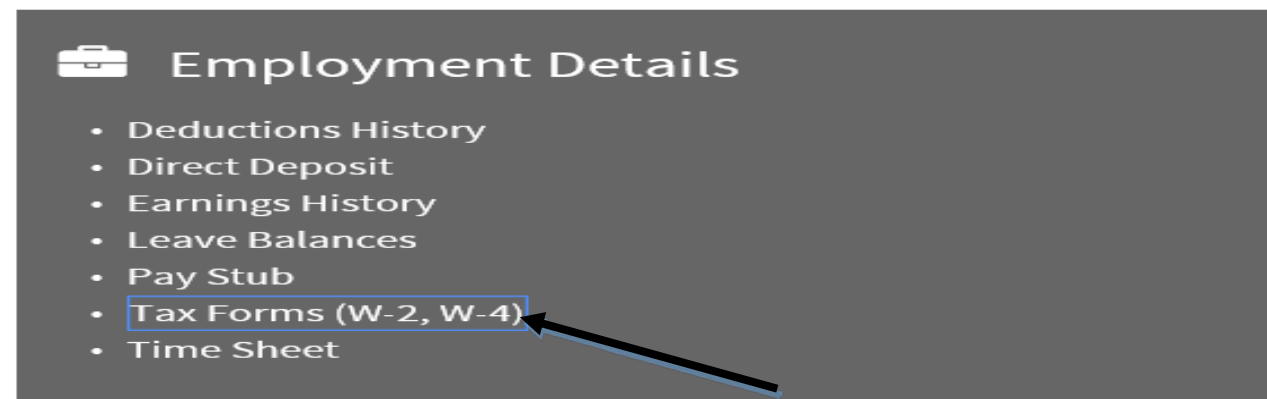


You will need to know your employee ID number and your PIN. Your default PIN is your birthdate in the format of MMDDYY. If you are unable to login please contact IT at [541-552-6900](tel:541-552-6900) so they can reset your password/PIN. We do not provide that information over email for security reasons. There is no expiration on access to Banner Self-Service.

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Once you have logged in you will click on “Employment details”, then select “•Tax Forms (W-2, W-4)”. Select “W-2 Wage and Tax Statement” this will bring you to the next screen.



Select which “Tax Year:” you would like to access or print, then select the “Employer or Institution:”, this will be “SOUTHERN OREGON UNIVERSITY” for any tax forms printed for calendar years from July 2015 forward. To print tax forms for calendar years prior to July 2015 you will need to select “Employer or Institution:” “OUS – SOU Payroll”. Then click on the radio button for “Display”.

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Personal Information **Employee** **Finance**

Search

W-2 Wage and Tax Statement

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

Tax Year: 
Employer or Institution: 

Once you have the document you wish to print and select the radio button at the bottom left of the screen for “printable W-2” this is located below your name and address.

MEDFORD OR 97501

f Employee's address and ZIP code

15 State OR	Employer's state ID number 1645578-3
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Payroll Services Department

Southern Oregon University | 1250 Siskiyou Blvd | Ashland OR 97520
Churchill Hall | Payroll Office Main Floor | Room 143
Phone: (541) 552-8506

RESPONSIBILITIES

Enter the responsibilities for each party involved here.

A. Payroll Manager

- Update with changes in Banner/Processing

B. Assistant Payroll Manager

- Update with changes in Banner/Processing

IMPORTANT INFORMATION

Summarize info here, if necessary.

.690 CONTACT INFORMATION

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Direct questions about this procedure to the following offices:

Subject	Contact
General questions from institutional personnel	Payroll Services Department
Payroll Office	Business Services - Controller's Division

This procedure may be revised at any time without notice. All revisions supersede prior procedures and are effective immediately upon approval.

D. Appendix

Replace this sentence with appropriate appendices or remove.