

W2 Viewing Instructions

We are providing step by step instructions to view your W2 as easy as possible. Please call the Payroll Office if you require assistance at extension 3299.

Part 1: From the St. Olaf home page, select **"Faculty/Staff"** in the upper right hand corner. Then select **"Employee Self Service"** under the Administrative Tools heading on left side of the page, about half way down.

Part 2: On the left hand side under the gray **"Pay"** bar, select **"Employee and Tax Documents."** Log in using your regular St. Olaf username and password. The system will prompt you to select your St. Olaf email account.

The screenshot shows the St. Olaf College website's Employee Self-Service interface. At the top, there is a navigation bar with links for CURRENT STUDENTS, FACULTY/STAFF, PARENTS, VISITORS, and ALUMNI. Below this is a secondary navigation bar with links for DIRECTORIES, A TO Z, CALENDARS, and a search box. The main navigation bar includes links for HOME, ABOUT, ACADEMICS, ADMISSIONS, THE ARTS, ATHLETICS, OUTCOMES, GIVING, and STREAMING. On the left side, there is a vertical menu with categories: Employee Self-Service, Benefits, Employment, Pay, Employee and Tax Documents, Pay Checks, Pay Rate History, Tax Withholding, Payment Modeling, Savings Plan Modeling, Year To Date, Personal Information, and Log out. The 'Pay' category is highlighted in orange, and the 'Employee and Tax Documents' sub-item is also highlighted. Two red arrows point to these two items. To the right of the menu, there is a 'Welcome to Employee Self-Service' message with instructions on how to use the site and a link for 'Tax Documents'.

Part 3: Under View My Documents select My W2.

The screenshot shows the 'St. Olaf College Employees Self-Service Documents' page. The page header includes the MHC SOFTWARE, INC. logo and the text 'St. Olaf College Employees Self-Service Documents'. There is a 'Logout weber5' link in the top right corner. The main content area is titled 'Welcome' and contains a message from St. Olaf College regarding document delivery settings. On the left side, there is a vertical menu with the following items: Home, My Delivery Settings, 1095-C (Authorized), 1098t (Authorized), W2 (Authorized), Faculty Employee Documents (web), Staff Employee Documents (web), View My Documents, My 1095-C, My 1098t, My W2, My Faculty Employee Documents, My Staff Employee Documents, Logout, and Goto Administrative Tasks. A red arrow points to the 'My W2' item in the 'View My Documents' section. The footer of the page includes the MHC SOFTWARE, INC. logo and the text '© 2018 MHC Software, Inc.'.

W2 Viewing Instructions

Part 4: For the applicable year you will click the magnifying glass on the right.

MHC SOFTWARE, INC. St. Olaf College Employees Self-Service Documents

Logout weber5

Welcome Amanda Weber!

Home

My Delivery Settings

- 1095-C
- ✓ Authorized
- 1098t
- ✓ Authorized
- W2
- ✓ Authorized

Faculty Employee Documents

- ✓ web

Staff Employee Documents

- ✓ web

View My Documents

- My 1095-C
- My 1098t
- My W2
- My Faculty Employee Documents
- My Staff Employee Documents

Logout

Goto Administrative Tasks

Document Self-Service powered by:

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My W2 Documents

Please click the View icon for the appropriate year to view your W-2 and/or W-2c. [Home > My W2 Documents](#)

[Delivery Options](#)

Filter By Year: [Show All]

Tax Year	Doc Type	View
2017	W-2	
2016	W-2	
2015	W-2	

Part 5: Note a pop-up blocker may stop you. You will need to allow pop-ups for this site. Sample for Chrome is below.

Secure | https://nessie.stolaf.edu/user/view_user_documents.aspx?dgid=GYZrGa4%2F5RM%3d&typeid=GYZrGa4%2F5RM%3d

MHC SOFTWARE, INC. St. Olaf College Employees Self-Service Documents

Logout weber5

Welcome Amanda Weber!

Home

My Delivery Settings

- 1095-C
- ✓ Authorized
- 1098t
- ✓ Authorized
- W2
- ✓ Authorized

Faculty Employee Documents

- ✓ web

Staff Employee Documents

- ✓ web

View My Documents

- My 1095-C
- My 1098t
- My W2
- My Faculty Employee Documents
- My Staff Employee Documents

Logout

Goto Administrative Tasks

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My W2 Documents

Please click the View icon for the appropriate year to view your W-2 and/or W-2c. [Home > My W2 Documents](#)

[Delivery Options](#)

Filter By Year: [Show All]

Tax Year	Doc Type	View
2016	W-2	
2015	W-2	

The following pop-ups were blocked on this page:

- <https://nessie.stolaf.edu/document/viewDocument.aspx?documentid=/gCT7t6zrFA=>

Always allow pop-ups from <https://nessie.stolaf.edu>

Continue blocking pop-ups

[Manage pop-up blocking...](#) Done

Part 6: Once you click the magnifying glass again your W-2 will open in a new tab.