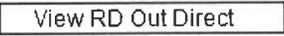


Viewing & Printing Your W-2 Lesson

Step	Action
1.	First go to LINK.NE.GOV and click the Payroll & Financial Center button or link.
2.	Enter your User ID in the User ID field.
3.	Click in the Password: field. <input type="text"/>
4.	Enter your password in the Password field.
5.	Click the Sign In button. <input type="button" value="Sign In"/>
6.	Click the State of Nebraska link. <input type="button" value="State of Nebraska"/>
7.	Click the Self Service link. <input type="button" value="Self Service"/>
8.	Click the Employee Print W2 link. <input type="button" value="Employee Print W2"/>
9.	Select the Tax Year by clicking the radio button next to it.
10.	Click the Select button. <input checked="" type="checkbox"/>
11.	Click the OK button. <input type="button" value="OK"/>
12.	Click the View Submitted Jobs button. <input type="button" value="View Submitted Jobs"/>
13.	Make sure the Description field says " DONE " for the " R07885 " job (look in the Job Details column to make sure). If it does not say " DONE " click the Find button until it does.
14.	Click the check box of the " R07885 " job (look in the Job Details column to make sure). Note: If it is the most recent job you ran it should be the top row. <input type="checkbox"/>
15.	Click the Row button. <input type="button" value="Row"/>

Step	Action
16.	Click the View RD Out Direct menu. Note: If the Description field does not say "DONE" you will not see the View RD Out Direct button. 
17.	Click the Open button. 
18.	Your W-2 for the tax year you selected will be displayed.
19.	To print the W-2 click the File menu. 
20.	Click Print . 
21.	Make sure your local printer is selected and then click the OK button. 
22.	Your W-2 will now print at the printer you selected.
23.	Click the Close (red X in the upper right hand corner) button to close the W-2. 
24.	Click the Close button. 
25.	Click the Close button. 
26.	You have successfully completed this lesson. End of Procedure.

Why is my gross wages different from my W-2?

Health insurance, vision insurance, dental insurance, medical reimbursement and parking are taken out prior to Social Security, Medicare and federal income tax. Retirement is taken out prior to federal income tax.

Ex.

Final paystub

Deduction Description	Current Amount	YTD Gross Amount
GROSS WAGES	3999.94	47,999.28
FEDERAL INCOME TAX	203.12	2437.44
FEDERAL SOC SEC WITHHELD	211.59	2,539.08
FEDERAL MEDICARE WITHHELD	49.49	593.88
NEBRASKA STATE INCOME TAX	84.86	1018.32
RETIREMENT	192	1,537.74
MEDICAL REIMBURSEMENT	100	1,200.00
HEALTH INS	344.02	4,128.24
OPTIONAL LIFE INS.	11.83	140.64
DEPENDENT LIFE INS	3	36
DENTAL INS	82.12	985.44
LONG TERM DISABILITY	12.14	145.68
VISION INS	21	252
PARKING	40	480

W-2

1. Wages, tips, other compensation 42,491.34	2. Federal income tax withheld 2437.44
3. Social Security wages 40,953.60	4. Social security tax withheld 2539.08
5. Medicare wages and tips 40,953.60	6. Medicare tax withheld 593.88

Gross Wages	47,999.28
-Med Reimb	1,200.00
-Health Ins	4,128.24
-Dental Ins	985.44
-Vision Ins	252.00
-Parking	480.00
<u>S.S./Medicare Wages</u>	<u>40,953.60</u>

Gross Wages	47,999.28
-Med Reimb	1,200.00
-Health Ins	4,128.24
-Dental Ins	985.44
-Vision Ins	252.00
-Parking	480.00
-Retirement	1,537.74
<u>Wages, Tips</u>	<u>42,491.34</u>