



Employee Self-Service Job Aid

ESS How to View and Print a W-2

ESS How to View and Print a W-2

The purpose of this Job Aid is to walk through the process of viewing and printing W-2 documents through Employee Self-Service.

NOTE: Please review the following information before proceeding to Step 1 of this Job Aid:

- W-2s will display on a mobile phone.
- Use one of the preferred browsers: Google Chrome or Microsoft Edge.
- Turn off pop-up blockers as this may prevent the file from opening.

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Revision History

Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
2/18/2025	Baseline.



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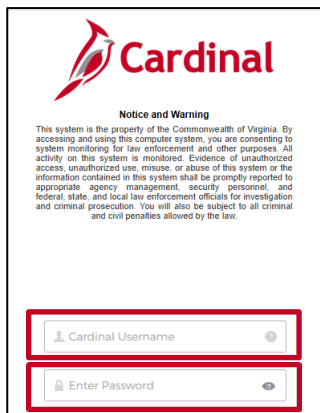
Viewing and Printing W-2 Documents

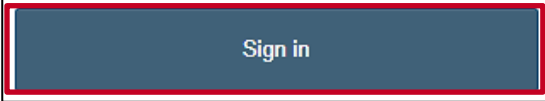
Step	Action
1.	Log into Cardinal (my.cardinal.virginia.gov).
	For more information about Cardinal registration, see the Job Aid titled Cardinal System Access Guide . This Job Aid is located on the Cardinal website in Job Aids under Learning .

The **Cardinal Homepage** displays.

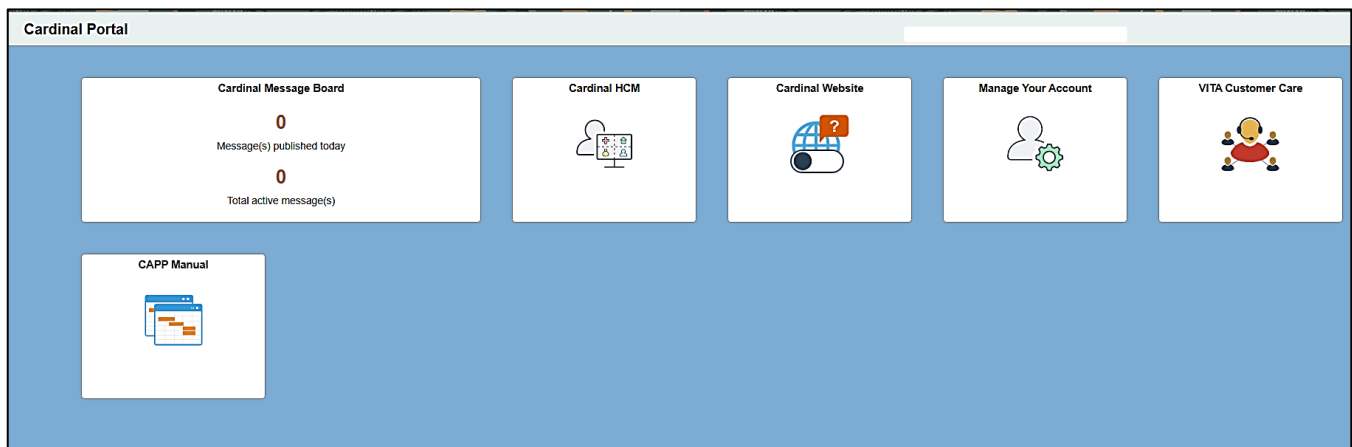


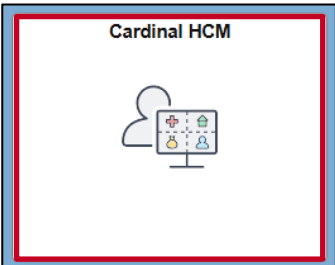
2. Enter your Cardinal Username and Password in the **Cardinal Username** and **Enter Password** fields.



Step	Action
3.	Click the Sign In button. 
	Users may receive a message to additional verification.

The **Cardinal Portal** page displays.



4.	Click the Cardinal HCM tile. 
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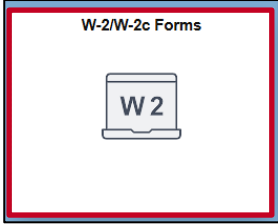
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Step	Action												
	The Cardinal HCM Homepage displays.												
	The tiles displayed on the Cardinal HCM Homepage for each user will vary based upon individual preferences and security settings.												
5.	Click the Payroll tile.												
	The Payroll page displays. <table><thead><tr><th colspan="2">Paychecks</th></tr></thead><tbody><tr><td>Pay Date</td><td>12/31/2025</td></tr><tr><td>Net Pay</td><td>\$2,280.47</td></tr><tr><td>Taxes</td><td>\$545.03</td></tr><tr><td>Deductions</td><td>\$174.50</td></tr><tr><td>Total Gross</td><td>\$3,000.00</td></tr></tbody></table> 1 Account Updated 03/21/2025	Paychecks		Pay Date	12/31/2025	Net Pay	\$2,280.47	Taxes	\$545.03	Deductions	\$174.50	Total Gross	\$3,000.00
Paychecks													
Pay Date	12/31/2025												
Net Pay	\$2,280.47												
Taxes	\$545.03												
Deductions	\$174.50												
Total Gross	\$3,000.00												



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Step	Action
6.	Click the W-2/W-2c Forms tile. 

The **View W-2/W-2c Forms** page displays.

View W-2/W-2c Forms

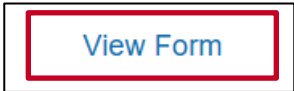
Tax Year 2024

Department of State Police

Tax Form	Issue Date	Year End Form	Filing Instructions
W-2	01/24/2025	View Form	i



The current year displays by default.

7.	Click the View Form button to view the current form. 
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The selected W-2 displays.

Form W-2 Wage and Tax Statement 2024

c Employer's name, address, and ZIP code

e Employee's name, address, and ZIP code

7 Social security tips

8 Allocated tips

9

10 Dependent care benefits

13 Statutory employee Retirement plan Third-party sick pay

b Employer identification number (EIN) 54-6001710

a Employee's social security no.

1 Wages, tips, other comp.

2 Federal income tax withheld

3 Social security wages

4 Social security tax withheld

5 Medicare wages and tips

6 Medicare tax withheld

11 Nonqualified plans

12a See instructions for box 12

12b

12c

12d

15 State Employer's state ID no. VA

16 State wages, tips, etc.

17 State income tax

18 Local wages, tips, etc.

19 Local income tax

20 Locality name

Copy B To Be Filed With Employee's FEDERAL Tax Return

This information is being furnished to the Internal Revenue Service. OMB No. 1545-0008

Dept. of the Treasury - IRS Visit the IRS Web Site at www.irs.gov/efile

8.	Download and save or print the document as needed using the options in the top left menu of the PDF file.
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Step	Action
	
	If you need to view and/or print a previous year W-2, go to the Viewing and Printing Prior Year W-2 Documents section of this Job Aid.



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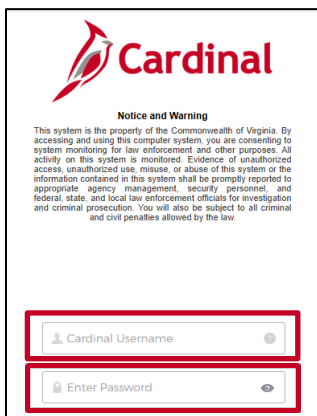
Viewing and Printing Prior Year W-2 Documents

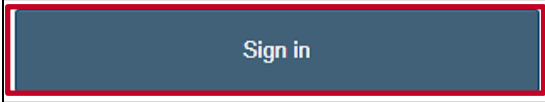
Step	Action
1.	Log into Cardinal (my.cardinal.virginia.gov).
	For more information about Cardinal registration, see the Job Aid titled Cardinal Registration Quick Start Guide . This Job Aid is located on the Cardinal website in Job Aids under Learning .

The **Cardinal Homepage** displays.

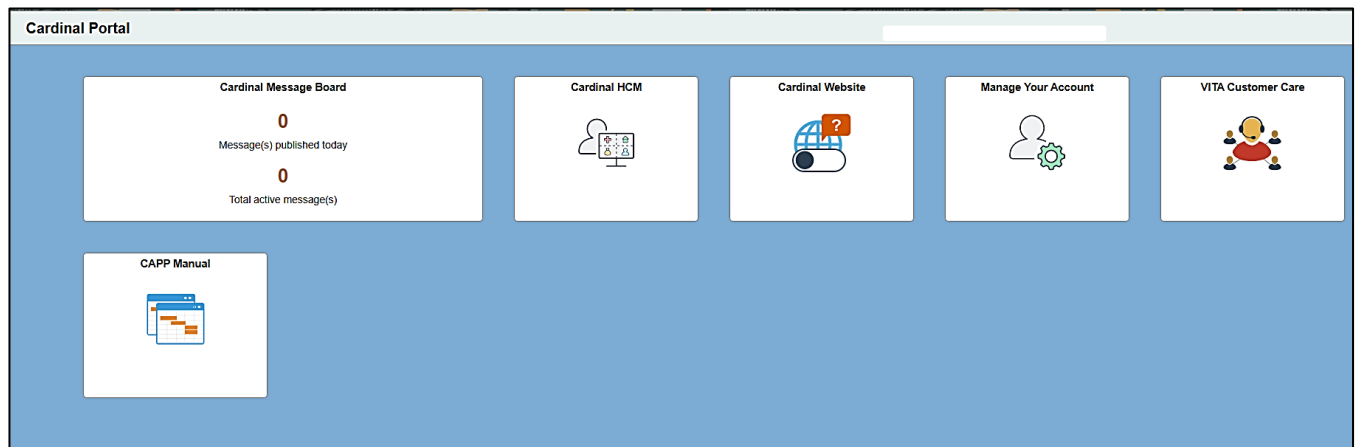


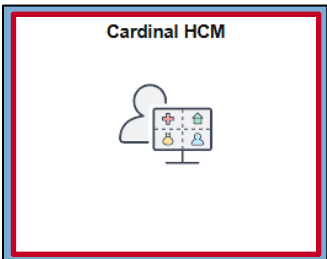
- Enter your Cardinal Username and Password in the **Cardinal Username** and **Enter Password** fields.



Step	Action
3.	Click the Sign In button. 
	Users may receive a message to additional verification.

The **Cardinal Portal** page displays.



4.	Click the Cardinal HCM tile. 
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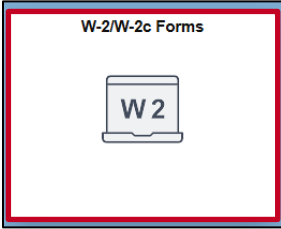
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Step	Action
	The Cardinal HCM Homepage displays.
	The tiles displayed on the Cardinal HCM Homepage for each user will vary based upon individual preferences and security settings.
5.	Click the Payroll tile.
	The Payroll page displays.
6.	Click the W-2/W-2c Forms tile.

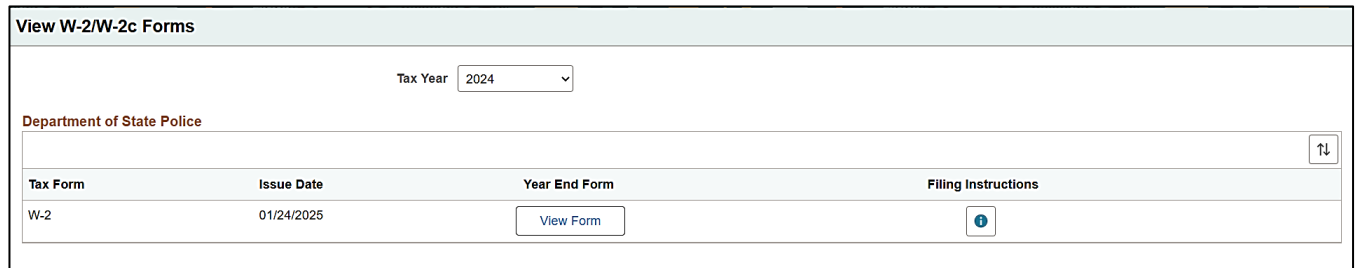


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Step	Action
	

The **View W-2/W-2c Forms** page displays.



View W-2/W-2c Forms			
Tax Year 2024			
Department of State Police			
Tax Form	Issue Date	Year End Form	Filing Instructions
W-2	01/24/2025	View Form	Filing Instructions



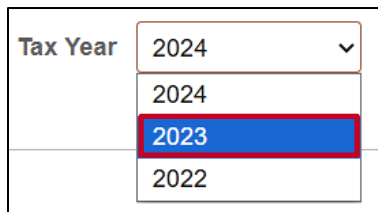
The current year displays by default.

7. Click the **Tax Year** dropdown button.



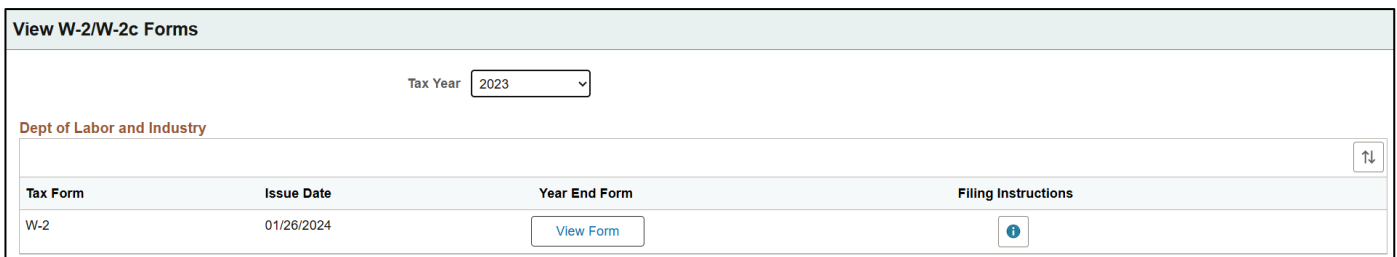
Tax Year	2024	▼
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8. Select the year for the prior W-2 that you want to view/print.



Tax Year	2024	▼
	2024	
	2023	
	2022	

The page refreshes with the selected year's W-2 information displayed.



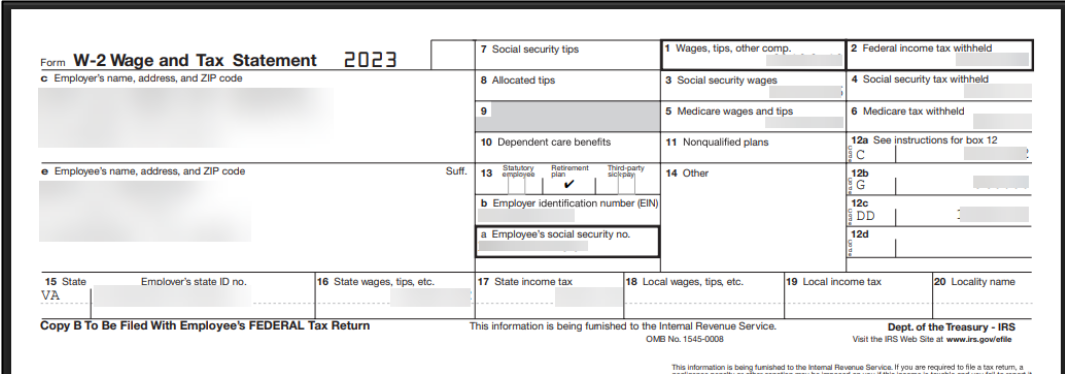
View W-2/W-2c Forms			
Tax Year 2023			
Dept of Labor and Industry			
Tax Form	Issue Date	Year End Form	Filing Instructions
W-2	01/26/2024	View Form	Filing Instructions

9. Click the **View Form** button.



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Step	Action
	View Form
	The selected prior year W-2 form displays. 
10.	Download and save or print the document as needed using the options in the top left menu of the PDF file.   