

Employees may follow these steps to view, save, or print their electronic W-2 forms

Step 1

Sign-on to Core-CT:

<https://corect.ct.gov/psp/PEPRD/?cmd=login>



[Core-CT Home Page](#) | [Core-CT Agency Security Liaisons Support Website](#) | [Contact Core-CT](#) | [HELP!](#)

Log Into Core-CT

User Id

Password

[I Forgot My Password!](#)

[I Cannot Log In.](#)

Welcome to the home page for Core-CT, Connecticut's state government integrated human resources, payroll, financial and reporting system. Once you have logged into Core-CT, use the links in the portal to navigate to the pages based on your security.

Hours of System Operation:

Monday - Sunday 4:00am - 8:00pm
HRMS Confirm Thursday 4:00am - 2:00pm



You are accessing a computer owned by the State of Connecticut. This system contains Government information that is restricted to authorized users ONLY. Unauthorized access or misuse of the data contained herein is prohibited and may subject the individual to criminal and civil penalties.

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Enter your User ID and Password and click Sign In.

For User ID and Password assistance please contact your

Agency Security Coordinator via the following URL:

http://www.core-ct.state.ct.us/security/hrms_liaison_list.asp

Step 2

Navigate to: **View W-2/W-2c Forms** (which is found directly under View Paycheck Information on your Core-CT home page as pictured in the screen shot on the next page)

Employee Self Service ePay View/Save/Print eW-2



The screenshot shows the Core-CT Employee Self Service ePay main menu. The 'Payroll' link under the 'Time and Labor' section is circled in red.

The W-2 for the most recent calendar year processed for the employee will appear first as pictured in the below screenshot:

The screenshot shows the Core-CT 'View W-2/W-2c Forms' page. The 'Year End Form' link is circled in red.

Tax Year	W-2 Reporting Company	Tax Form ID	Issue Date	Year End Form	Filing Instructions
2014	CT	W-2	04/15/2015	Year End Form	Filing Instructions

Step 3

To view or print the current W-2 year, **click on Year End Form** (pictured above inside highlighted oval).

The **Tax Year** is the year of the W-2 you are viewing and the **Issue Date** is the day the comptroller's office made the W-2 available to view electronically.

Step 4

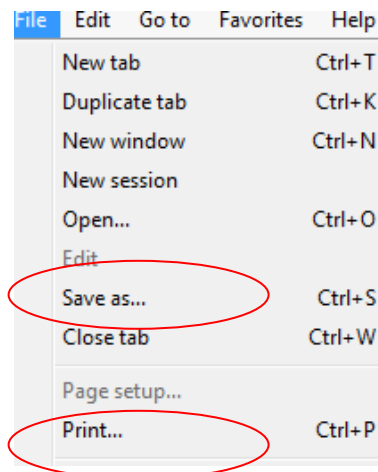
A new window will open and the W-2 will be displayed (as pictured on the next page). The W-2 may be saved or printed to the location of your choice.

Click File > Save as to save W-2 pdf file to the location of your choice.

Or

Click File > Print to print the W-2 pdf file.

Please remember that an employee's identification information is included on each W2 and this information should only be saved or printed on trusted locations.



Core-CT

Form W-2 Wage and Tax Statement 2014		7 Social security type		8a Social security wages		8b Social security tax withheld	
C Employer's name, address, and ZIP code STATE OF CONNECTICUT OFFICE OF THE STATE COMPTROLLER 55 BLM STREET HARTFORD CT 06106		9 Allocation type		9a Medicare wages and tips		9b Medicare tax withheld	
10 Employer's name, address, and ZIP code John L. Smithy 23 State St Hartford CT 06106		11 Allocation type		11a Medicare wages and tips		11b Medicare tax withheld	
12 State income tax number OSC15000 OSC064049 333444		13 State income tax type		13a State income tax		13b State income tax withheld	
14 State income tax type		15 State income tax		15a State income tax		15b State income tax withheld	
16 State income tax type		17 State income tax		17a State income tax		17b State income tax withheld	
18 Local income tax		19 Local income tax		19a Local income tax		19b Local income tax withheld	
20 Local income tax		21 Local income tax		21a Local income tax		21b Local income tax withheld	
22 Local income tax		23 Local income tax		23a Local income tax		23b Local income tax withheld	
24 Local income tax		25 Local income tax		25a Local income tax		25b Local income tax withheld	
26 Local income tax		27 Local income tax		27a Local income tax		27b Local income tax withheld	
28 Local income tax		29 Local income tax		29a Local income tax		29b Local income tax withheld	
29 Local income tax		30 Local income tax		30a Local income tax		30b Local income tax withheld	
30 Local income tax		31 Local income tax		31a Local income tax		31b Local income tax withheld	
31 Local income tax		32 Local income tax		32a Local income tax		32b Local income tax withheld	
32 Local income tax		33 Local income tax		33a Local income tax		33b Local income tax withheld	
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75 Local income tax		76 Local income tax		76a Local income tax		76b Local income tax withheld	
76 Local income tax		77 Local income tax		77a Local income tax		77b Local income tax withheld	
7							

Form W-2 Wage and Tax Statement 2014 a Employer's name, address, and ZIP code STATE OF CONNECTICUT OFFICE OF THE STATE COMPTROLLER 15 HUNTINGTON AVENUE HARTFORD, CT 06103-0477		7 Social security tips 8 Allocated tips	1 Wage, tip, other compensation 4,068.96 3 Social security wages 4,152.00	2 Federal income tax withheld 25.37 4 Social security tax withheld 257.42
c Employer's name, address, and ZIP code John L. Smithy 23 State St Hartford CT 06106 OSC15000 OSC064049 333444 CT0502633-002		9 10 Total tips (do not include 8)	5 Medicare wages and tips 4,152.00 6 Medicare tax withheld 248.70 7 Nonqualified plan income 0.00	11 Social Security number 123-45-6789 12 State income tax withheld 0.00
13 Allocation of employer's share of Social Security tax a Employee's social security number 123-45-6789 b Employer's social security number		14 Other 15 Other	16a 16b 16c 16d 16e 16f 16g 16h 16i 16j 16k 16l 16m 16n 16o 16p 16q 16r 16s 16t 16u 16v 16w 16x 16y 16z	
17 State income tax 0.00		18 Local wages, tip, etc. 0.00	19 Local income tax 0.00	20 Locality name 0.00

Form W-2 Wage and Tax Statement 2014		7 Social security type		1 Wage, tips, other compensation 406.96		2 Federal income tax withheld 25.37	
c Employer's name, address, and ZIP code STATE OF CONNECTICUT OFFICE OF THE STATE COMPTROLLER DEPT. OF REVENUE 121 MAIN ST., 3RD FL. HARTFORD, CT 06103-0076		8 Allocated type		3 Social security wages 4152.00		4 Social security tax withheld 257.42	
e Employee's name, address, and ZIP code John L. Smithy 23 State St Hartford CT 06106		9 1 a Department or organization		5 Medium wage and tips 4152.00		6 Medium tax withheld 60.20	
		13 1 a Department or organization		14 Other		15b 1 a Social security tax withheld	
		b Employer's identification number (EIN) 06-000799		14 Other W.D. U4		15c 1 a Social security tax withheld	
		a Employer's social security number		16 State wage, tips, etc.		17 State income tax	
OSC15000 OSC064049 333444 Hartford CT 06106				18 Local wage, tips, etc.		19 Local income tax	
15 State Employee's state ID number CT0502633-002		16 State wage, tips, etc.		17 State income tax		20 Locality name	

Copy 2 to be Filed With Employee's State, City, or Local Income Tax Return

OMB No. 1545-0045

Dept. of the Treasury - IRS

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Employee Self Service ePay View/Save/Print eW-2



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Favorites ▾ Main Menu ▾ > Core-CT HRMS ▾ > Self Service ▾ > Payroll and Compensation ▾ > View W-2/W-2c Forms

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My Links Select One:

Help | Personalize Page

View W-2/W-2c Forms

John L. Smithy

Review your available W-2 and W-2c forms. Select the year end form that you would like to review.

[View a Different Tax Year](#)

Select Year End Form					Personalize 1 of 1
Tax Year	W-2 Reporting Company	Tax Form ID	Issue Date	Year End Form	Filing Instructions
2014	CT	W-2	04/15/2015	Year End Form	Filing Instructions

A new window will open and the W-2 instructions will be displayed (as pictured on the next page). The W-2 instructions may be saved or printed to the location of your choice

Click File > Save as to save the W-2 instructions pdf file to the location of your choice.

Or

Click File > Print to print the W-2 instructions.

Employee Self Service ePay View/Save/Print eW-2



File Edit Go to Favorites Help

- New tab Ctrl+T
- Duplicate tab Ctrl+K
- New window Ctrl+N
- New session
- Open... Ctrl+O
- Edit
- Save as... Ctrl+S**
- Close tab Ctrl+W
- Page setup...
- Print... Ctrl+P**
- Send
- Import and export...
- Properties
- Work offline
- Exit

Instructions for Employee

Box 1. Enter this amount on the wages line of your tax return.

Box 2. Enter this amount on the federal income tax withheld line of your tax return.

Box 3. You may be required to report this amount on Form 8959, Additional Medicare Tax. See Form 1040 instructions to determine if you are required to complete Form 8959.

Box 4. This amount includes the 1.45% Medicare Tax withheld on all Medicare wages and tips shown in Box 5, as well as the 0.9% Additional Medicare Tax on any of those Medicare wages and tips above \$200,000.

Box 5. This amount is **not** included in boxes 1, 3, 5, or 7. For information on how to report tips on your tax return, see your Form 1040 instructions.

Box 6. You must file Form 4137, Social Security and Medicare Tax on Unreported Tip Income, with your income tax return to report at least the allocated tip amount unless you can prove that you received a smaller amount. If you have records that show the actual amount of tips you received, report that amount even if it is more or less than the allocated tips. On Form 4137 you will calculate the social security and Medicare tax owed on the allocated tips shown on your Form(s) W-2 that you must report as income and on other tips you did not report to your employer. By filing Form 4137, your social security tips will be credited to your social security record (used to figure your benefits).

Box 7. This amount includes the total dependent care benefits that your employer paid to you or incurred on your behalf (including amounts from a section 125 (cafeteria) plan). Any amount over \$5,000 is also included in box 1. Complete Form 2441, Child and Dependent Care Expenses, to compute any taxable and nontaxable amounts.

Box 8. This amount is (a) reported in box 1 if it is a distribution made to you from a nonqualified deferred compensation or nongovernmental section 457(b) plan or (b) included in box 3 and/or 5 if it is a prior year deferral under a nonqualified or section 457(b) plan that became taxable for social security and Medicare taxes this year because there is no longer a substantial risk of forfeiture of your right to the deferred amount. This box should not be used if you had a deferral and a distribution in the same calendar year. If you made a deferral and received a distribution in the same calendar year, and you are or will be age 62 by the end of the calendar year, your employer should file Form SSA-131, Employer Report of Special Wage Payments, with the Social Security Administration and give you a copy.

Box 9. The following list explains the codes shown in box 12. You may need this information to complete your tax return. Elective deferrals (codes D, E, F, and S) and designated Roth contributions (codes AA, BB, and EE) under all plans are generally limited to a total of \$17,500 (\$12,000 if you only have SIMPLE plans; \$20,500 for section 403(b) plans if you qualify for the 15-year rule explained in Pub. 571). Deferrals under code G are limited to \$17,500. Deferrals under code H are limited to \$7,000.

However, if you were at least age 50 in 2014, your employer may have allowed an additional deferral of up to \$5,500 (\$2,500 for section 401(k)(11) and 408(p) SIMPLE plans). This additional deferral amount is not subject to the overall limit on elective deferrals. For code G, the limit on elective deferrals may be higher for the last 3 years before you reach retirement age. Contact your plan administrator for more information. Amounts in excess of the overall elective deferral limit must be included in income. See the "Wages, Salaries, Tips, etc." line instructions for Form 1040.

(Instructions for Employee continued on the back of Copy C.)

R—Employer contributions to your Archer MSA. Report on Form 8853, Archer MSAs and Long-Term Care Insurance Contracts.

S—Employee salary reduction contributions under a section 408(p) SIMPLE plan (not included in box 1).

T—Adoption benefits (not included in box 1). Complete Form 8839, Qualified Adoption Expenses, to compute any taxable and nontaxable amounts.

V—Income from exercise of nonstatutory stock option(s) (included in boxes 1, 3 (up to social security wage base), and 5). See Pub. 525 and instructions for Schedule D (Form 1040) for reporting requirements.

W—Employer contributions (including amounts the employee elected to contribute using a section 125 (cafeteria) plan) to your health savings account. Report on Form 8889, Health Savings Accounts (HSAs).

Y—Deferrals under a section 409A nonqualified deferred compensation plan.

Z—Income under a nonqualified deferred compensation plan that fails to satisfy section 409A. This amount is also included in box 1. It is subject to an additional 20% tax plus interest. See "Other Taxes" in the Form 1040 instructions.

AA—Designated Roth contributions under a section 401(k) plan.

BB—Designated Roth contributions under a section 403(b) plan.

DD—Cost of employer-sponsored health coverage. **The amount reported with Code DD is not taxable.**

EE—Designated Roth contributions under a governmental section 457(b) plan. This amount does not apply to contributions under a tax-exempt organization section 457(b) plan.

Box 13. If the "Retirement plan" box is checked, special limits may apply to the amount of traditional IRA contributions you may deduct. See Pub. 590, Individual Retirement Arrangements (IRAs).

Box 14. Employers may use this box to report information such as state disability insurance taxes withheld, union dues, uniform payments, health insurance premiums deducted, nontaxable income, educational assistance payments, or a member of the clergy's parsonage allowance and utilities. Railroad employers use this box to report railroad retirement (RRTA) compensation, Tier 1 tax, Tier 2 tax, Medicare tax and Additional Medicare Tax. Include tips reported by the employee to the employer in railroad retirement (RRTA) compensation.

Note. Keep Copy C of Form W-2 for at least 3 years after the due date for filing your income tax return. However, to help protect your social security benefits, keep Copy C until you begin receiving social security benefits, just in case there is a question about your work record and/or earnings in a particular year.

(Also see Notice to Employee, on back of Copy B.)

Information only. The amount reported with code DD is not taxable.

Credit for excess taxes. If you had more than one employer in 2014 and more than \$7,254 in social security and/or Tier 1 railroad retirement (RRTA) taxes were withheld, you may be able to claim a credit for the excess against your federal income tax. If you had more than one railroad employer and more than \$3,828 in Tier 2 RRTA tax was withheld, you also may be able to claim a credit. See your Form 1040 or Form 1040A instructions and Pub. 505, Tax Withholding and Estimated Tax.

Instructions (continued from the back of Copy B.)

Note. If a year follows code D through H, S, Y, AA, BB, or EE, you made a make-up pension contribution for a prior year(s) when you were in military service. To figure whether you made excess deferrals, consider these amounts for the year shown, not the current year. If no year is shown, the contributions are for the current year.

A—Uncollected social security or RRTA tax on tips. Include this tax on Form 1040. See "Other Taxes" in the Form 1040 instructions.

B—Uncollected Medicare tax on tips. Include this tax on Form 1040. See "Other Taxes" in the Form 1040 instructions.

C—Taxable cost of group-term life insurance over \$50,000 (included in boxes 1, 3 (up to social security wage base), and 5).

D—Elective deferrals to a section 401(k) cash or deferred arrangement. Also includes deferrals under a SIMPLE retirement account that is part of a section 401(k) arrangement.

E—Elective deferrals under a section 403(b) salary reduction agreement.

F—Elective deferrals under a section 408(k)(6) salary reduction SEP.

G—Elective deferrals and employer contributions (including nonelective deferrals) to a section 457(b) deferred compensation plan.

H—Elective deferrals to a section 501(c)(18)(D) tax-exempt organization plan. See "Adjusted Gross Income" in the Form 1040 instructions for how to deduct.

J—Nontaxable sick pay (information only, not included in boxes 1, 3, or 5).

K—20% excise tax on excess golden parachute payments. See "Other Taxes" in the Form 1040 instructions.

L—Substantiated employee business expense reimbursements (nontaxable).

M—Uncollected social security or RRTA tax on taxable cost of group-term life insurance over \$50,000 (former employees only). See "Other Taxes" in the Form 1040 instructions.

N—Uncollected Medicare tax on taxable cost of group-term life insurance over \$50,000 (former employees only). See "Other Taxes" in the Form 1040 instructions.

P—Excludable moving expense reimbursements paid directly to employee (not included in boxes 1, 3, or 5).

Q—Nontaxable combat pay. See the instructions for Form 1040 or Form 1040A for details on reporting this amount.

- Tax years **2011 – 2017 are available for viewing and printing** (where applicable to each employee). All future tax years will also be available for viewing and printing.

To view other tax years, click the "View a Different Tax Year" (as pictured on the next page in the highlighted oval)

Employee Self Service ePay View/Save/Print eW-2



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View W-2/W-2c Forms

John L. Smithy

Review your available W-2 and W-2c forms. Select the year end form that you would like to review.

Select Year End Form					
				Personalize Print	1 of 1
Tax Year	W-2 Reporting Company	Tax Form ID	Issue Date	Year End Form	Filing Instructions
2014	CT	W-2	04/15/2015	Year End Form	Filing Instructions

All of the tax years available that are applicable to each employee will be displayed (as pictured below). Each tax year may be viewed/saved or printed (as outlined above in previous steps)

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View W-2/W-2c Forms

Select the tax year that you would like to review.

Select Tax Year	
Tax Year	Company
2016	State of Connecticut
2015	State of Connecticut
2014	State of Connecticut
2013	State of Connecticut
2012	State of Connecticut
2011	State of Connecticut

[Return to Year End Form Selection](#)

For Employees who have received W-2 C's (W-2 Corrections), please review the View_Print_eW2C_job_aid.