



## How to Retrieve an Employee's W2

- 1) Select the employee from your list of employees in the lower right-hand corner. If you need to reprint a Form W2 for a terminated employee, you can search the name in the search bar.

**My Employees**

Employee Name	Ext	Work	Mobile	Work Email
<a href="#">Doe, Jane</a>				dianna@myhrpros.com
<a href="#">Doe, John</a>				joedon123@gmail.com
<a href="#">Doe, Jonathan</a>				
<a href="#">Fay, Tina</a>			(555) 555-5555	
<a href="#">Fitzgerald, Michael</a>				
<a href="#">Hernandez, Caleb</a>				
<a href="#">Maria, Hernandez</a>				
<a href="#">Penn, John</a>			555-555-5555	Work@email.com
<a href="#">Smith, Alfred</a>				
<a href="#">Smith II, John</a>				
<a href="#">Smith, Jane</a>				
<a href="#">Smith, Jenny</a>				
<a href="#">Smith, John</a>				
<a href="#">Smith, Kathy</a>				
<a href="#">Stevens, John</a>				

[View All >>](#)

- 2) Select the action bar

Benefits Administration Customer Support/Resource Center

HR / Change / Employee Details Company: (000100) Dashboard Demonstration

John Doe | Name | Personal | Address | Work | Pay | Tax | Deposit | Skills & Education | Property | Other

Employee

**Name & Contact**

Last Name:  Work Phone:

First Name:  Work Email:

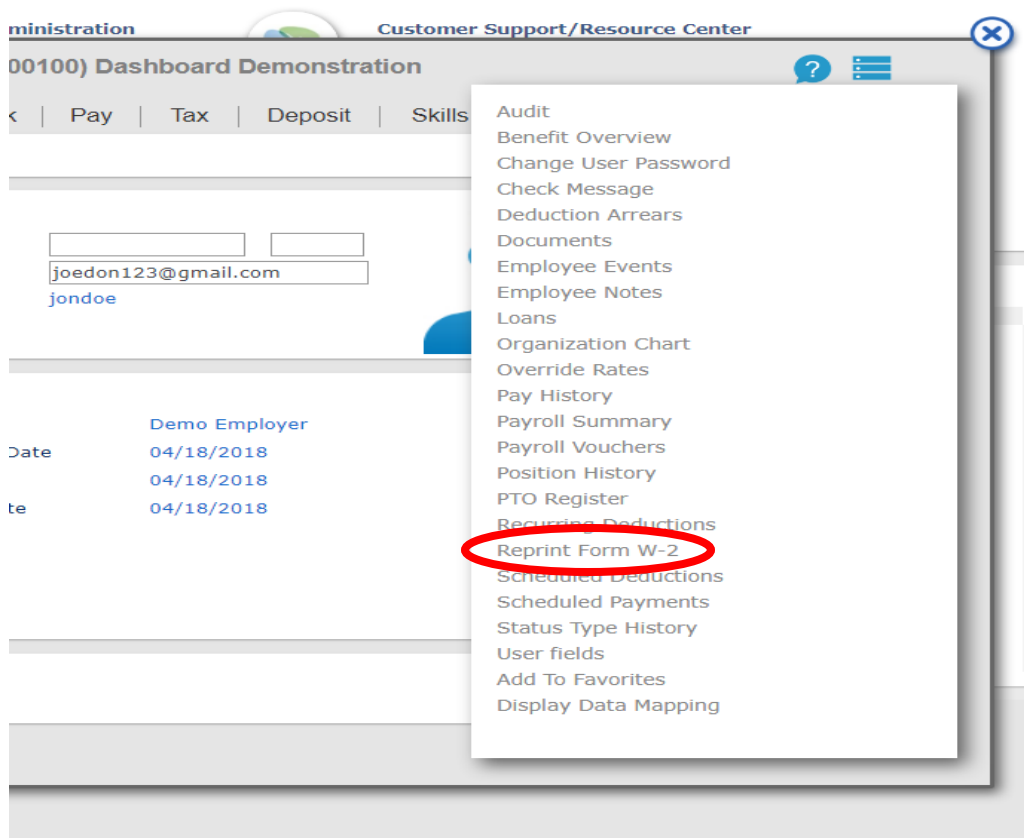
Middle Name:  ESS User Name:

Nickname:

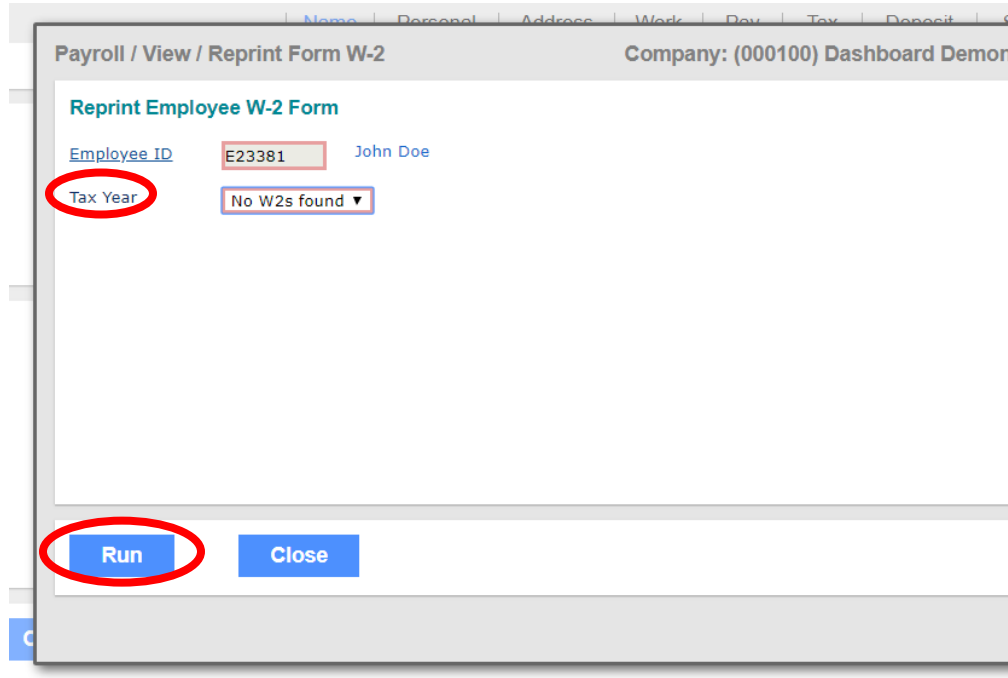
**Employment**

Employment Status	ACTIVE		Employer	Demo Employer
Status Date	10/02/2018		Employer Start Date	04/18/2018
Employment Type	FULL TIME		Last Hire Date	04/18/2018
Type Date	04/18/2018		Original Hire Date	04/18/2018
Position	Laborer			
Position EEO Code	LABOR			
FLSA Exempt	<input type="checkbox"/>			
W/C Class				

3) Select Reprint Form W-2



4) Select the desired Tax Year & Run



If you need to re-print a Form W2 for prior year that is not available in My HR Dashboard, please contact My HR Professionals at 479-474-7752 or email [receptionist@myhrpros.com](mailto:receptionist@myhrpros.com) to request for a re-print.