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

Step 1
Sign-on to Core-CT:
https://corect.gov/psp/PEPRD/?cmd=login

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

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

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**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.

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**Step 4**

Last Updated: November 19, 2015
Self Service ePay: View/Save/Print eW-2

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.

Caution: 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.
Step 5

To view or print the W-2 Instructions, click on the Filing Instructions (pictured on the next page inside highlighted oval)
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.
Tax years 2011 – 2014 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)

Last Updated: November 19, 2015
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)

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