

Teammates,

The updated 2019 W2's are now available to view and print.

Please note the following if you previously printed your W-2:

- The amounts on the previous W-2's were correct, however, the forms omitted your social security number. The updated version will have this information.
- The updated W-2's will be marked "Corrected" on the form.

We apologize again for the inconvenience. Please see the instructions below for accessing and printing your 2019 W2's.



TO: All Teammates

SUBJECT: 2019 Electronic W-2s

2019 Electronic W-2s will be AUTOMATICALLY generated in the Payroll Financial Center/EnterpriseOne (PFC/E1) system for those teammates who opted to receive an electronic version. W-2s will be available in your "View Job Status – Submitted Job Search". Teammates who did not request an electronic W-2 will have paper forms printed and distributed within their respective agencies. After January all teammates can print and access their current W-2.

Automated W-2s will be available for quick retrieval only for 30 days after notification. After that point, you will need to generate your own copy using the instructions provided below. Printed W-2's will be mailed by Friday of this week.

To locate and print your 2019 W-2, follow these instructions:

- Go to the LINK Homepage: <http://link.nebraska.gov>
- Click on Payroll & Financial Center (PFC/E1)
- If you have forgotten your User ID or password for E1, use the "Forgot Password/User ID Disabled" link on the PFC/E1 sign-in page

- **Note:** Password resets and User ID assistance have also been simplified. You can expect a prompt email response for either request. Please contact the OCIO at CIO.Help@nebraska.gov or 402-471-4636 with any questions.
- Sign in using your User ID and password.
- Click on NAVIGATOR (Compass icon next to the home icon)> STATE OF NEBRASKA > VIEW JOB STATUS
- In the JOB column, locate the row for “R07885_NIS002”.
- Next, click on the “View Output” icon located to the left in that row.
- When the new dialogue page opens at the bottom of the screen, click OPEN. This will display your 2019 W-2.
- Click the Print File icon located in the upper left corner of the opened document, or use CTRL+P, to send a copy of the W-2 to your default printer.

Once you have obtained your W-2 close out of the PDF viewer, the file download screen, and then click on the down arrow by your name in the upper right hand corner of the screen to sign out and exit the system.

To print a prior year W-2 or to reprint the current year W-2 after 30 days:

- Go to the LINK Homepage: <http://link.nebraska.gov>
- Click on Payroll & Financial Center (PFC/E1)
- Sign in using your User ID and password.
- Click on NAVIGATOR (Compass icon next to the home icon)> STATE OF NEBRASKA > SELF SERVICE > Employee Print W2
- Click the radio button for the year requested.
- Click the GREEN SELECT checkmark (√) on the top left of your screen.
- To process your W-2 PDF Print, click on the green SAVE icon on the top left of your screen.
- Click the VIEW Submitted Jobs button underneath your Radio Buttons.
- Click the Magnifying Glass icon until the Status Detail states “DONE” for job R07885.
- The Status Detail states “PROCESSING” while it creates the W-2 PDF. Please allow time for it to process.
- Next, click on the “View Output” icon located to the left in that row for “R07885_NIS001”.
- When the new dialogue page opens at the bottom of the screen, click OPEN. This will display your W-2.
- Click the Print File icon located in the upper left corner of the opened document, or use CTRL+P, to send a copy of the W-2 to your default printer.

Once you have obtained your W-2 close out of the PDF viewer, the file download screen, and then click on the down arrow by your name in the upper right hand corner of the screen to sign out and exit the system.