**What On-line W-2’s Mean To You?** 

Technology is advancing more and more every day. In an effort to keep up, we are now offering employees the ability to view their W-2’s on-line.

***Benefits to the Employee/College:***

* **Reduced costs to the college** – On-line W-2’s will lower printing costs for the College. With this new online tool, staff will be able to access, print and view their W-2 from any computer with an internet connection. This will help save taxpayer dollars as well as help the College to become more Earth friendly.
* **Immediate access** – W-2’s for the current year will always be available to view by January 31st of each year. Please note that January 31 is the legal deadline for distribution of W-2’s. However, the Payroll usually issues the W-2’s by mid-January.
* **Income Verification** -Employees will be able to print copies of their W-2 from a computer with an internet connection, allowing for faster income verification.
* **Historical Income Information** – All W-2’s from 2010 through the current year will be available for viewing.

Understandably, there are many questions that need to be answered. We have compiled a list of the most ***Frequently Asked Questions***:

* **Will I still receive a paper copy of my W-2 each year?** – No. This will help in the “green” initiative and allow the college to lower their costs.
* **How Do I Sign up?** –
	+ Access **myClackamas**
	+ Login using your email address and password
	+ Within the **myCougarTrax** tab
	+ Click on **Employee Information**
	+ Click on **W-2 Electronic Consent**
* **When will I be able to view my W-2?** – You will be able to view your W-2 in January of the following year.
* **Will I be able to view W-2’s from previous years?** Yes. You will be able to view W-2’s starting with calendar year 2010.
* **How do I view and print my W-2?** Follow these easy steps:
	+ Access **myClackamas**
	+ Login using your email address and password
	+ Within the **myCougarTrax** tab
	+ Click on **Employee Information**
	+ Click on **Available** **W-2’s**
	+ Click on the year (i.e. 2007) you would like to view
	+ Select **File** and **Print**

**Questions: Please contact Vicki Hedges at 503.594.3087, Michelle Dodgion at 503.594.3092.**