

W-2 Information

The 2017 W-2s are available on-line for active employees. W-2s for inactive employees and those who did not consent to an on-line form were mailed on 1/31/2018 to the last known address on file. Once received, please safeguard your hard copy, as there is a \$10 charge for reprints.

Active employees can now access the online form. *Please ensure pop-up blockers are turned off.*

- Click [here](#) to login to Clemson Employment and Benefits, then click on 'HR SELF SERVICE' and input your Clemson ID and password on the ORACLE screen. You will also need to be registered for DUO and possess your HR-Pin number.
- Instructions for DUO can be found here: <https://2fa.app.clemson.edu/>
- If you need assistance with your username, password, or HR-Pin, please contact ithelp@clemson.edu.
- Click on "Payroll and Compensation"
- Click on "View W-2/W-2c Forms". You will be prompted to enter your HR Pin.
- Click on "Year End Form" to view your W-2.
- Click on "Filing Instructions" to view/print IRS Notice to Employee and Instructions for Employee.

Important to know:

- When you click on the Year End Form, please be aware there is a delay before the W-2 loads. For security reasons, the .pdf form is created at the time you actually view the W-2.
- Ability to view your W-2 on-line is only applicable if you are an active employee. If you terminate from Clemson University, you will no longer have access to the on-line system.
- If you have trouble viewing your W-2 on-line, please ensure your browser allows pop-ups or contact IThelp@clemson.edu for further assistance.

Request a Reprint

We will begin reprinting W-2's on Thursday 2/8/18 for any requests received through Wednesday 2/7/18. Reprints will be processed weekly on Tuesday and Thursday afternoons up to 4/6/18 and daily after that through 4/17/18, which is the 2018 deadline for submitting 2017 tax returns without an extension. To request a reprint, click [here](#).

If you have any questions about payroll or W-2 processing, please go to Ask-HR ([Employees / Visitors](#)).

FAQ's:

Q. When trying to access my W-2 I receive the "File not found or file received has length zero" error. Why can't I view my W-2?

A. This error is due to a security setting in Internet Explorer. Please follow these [instructions for correcting this error](#).

Q. None of the earnings on my W-2 match my annual rate. Why is that?

A. The W-2 form reports "taxable gross", not actual earnings. Taxable Gross is Actual Gross less pre-tax deductions. For a detailed explanation of how to tie your last paystub in 2017 to your 2017 W-2, please see [TIPS for Understanding Your W-2](#).

Q. I waived the right to participate in Retirement. Why is the Retirement Plan box marked on my W-2?

A. Participation is determined based on eligibility, whether one elected or waived the right to participate. For more information see [Employees Covered by A Retirement Plan](#). If you feel this box was marked in error, please go to Ask-HR ([Employees](#) / [Visitors](#)).

Q. Where can I get my statement about tuition?

A. Students who pay tuition receive a 1098-T. This can be accessed on-line via iROAR. For assistance with 1098-T issues, contact Student Financial Services at 656-5592.

Q. I was paid as a vendor. Where is my 1099?

A. Please contact Elizabeth Brewer at 656-5594.

Q. As a student employee with more than one job, will I get separate W-2s?

A. No, W-2s are issued as one document from one employer, so all jobs for that employer are on one form.

Q. I had an international tax treaty, where is my tax statement?

A. For treaty exempt amounts paid to you during the calendar year, you will receive a 1042S. If you exceeded your treaty limit, you will receive both a 1042S and a W-2. For 1042S questions, contact Pablo Unda at punda@clemsun.edu or 864-656-5591, Ask-HR ([Employees](#) / [Visitors](#)), or call 864-656-2000.

Q. Why do I have an amount in box 12 code DD on my W-2?

A. The Affordable Care Act Tax Provision requires employers to report the cost of employer-sponsored health coverage in box 12 as code DD. **The amount reported with code DD is not taxable.** For more information from the IRS, go to [Reporting of Employer-Sponsored Health Coverage](#).

Q. Do you have to show my entire SSN on my W-2?

A. Yes. Per the IRS, Social Security Numbers are required on Forms W-2 and cannot be truncated.