

W-2 Information

The 2018 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 1/31/2019 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.

To access your W-2 information online you will need:

1. Duo two-factor authentication. If you have not yet set up Duo, [click here](#) for instructions.
2. Your HR PIN number. If you do not know your HR PIN number, [click here](#) to reset it. (This step requires Duo.)
3. Please ensure pop-up blockers are turned off.

Steps to access your online W-2:

1. Click [here](#) to access W-2 form.
2. Enter your log-in credentials and authenticate with Duo.
3. Enter your HR PIN.
4. Click on "Year End Form" to view your W-2.
5. Click on "Filing Instructions" to view/print IRS Notice to Employee and Instructions for Employee.

Important notes:

- A secure PDF of your W-2 is generated when you click on "Year End Form." You may experience a slight delay while your W-2 loads.
- Only active employees may access their W-2s online. If you separate from Clemson University, you will no longer have access to the online system.
- If you have trouble accessing your W-2 online, please make sure that your browser allows pop-ups. For further assistance, contact ithelp@clemson.edu.

Request a Reprint

We will begin reprinting W-2s on Thursday 2/14/19 for any requests received through Wednesday 2/13/19. Reprints will be processed weekly on Tuesday and Thursday afternoons up to 4/5/19 and daily after that through 4/15/19, which is the 2019 deadline for submitting 2018 tax returns without an extension. To request a reprint, click [here](#).

Frequently Asked Questions:

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 2018 to your 2018 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 think that this box was marked in error, please submit a ticket using [Ask-HR](#).

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 or e-mail studentbillquestions@clemsont.edu.

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@clemsont.edu or 864-656-5591, [Ask-HR](#), 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.

If you have a W-2 question not addressed above, please submit a ticket using [Ask-HR](#).