**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.
assistance with 1098-T issues, contact Student Financial Services at 656-5592 or e-mail studentbillquestions@clemson.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@clemson.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.