Firefly

W-2 Wage and Tax Statement Available in Firefly

If you elected to receive your W-2 Wage and Tax Statement exclusively online*, it is now available through the Firefly website where you can view, save and print your **2016** W-2 information. You will be able to access online W-2's from 2012 through 2016 **if you had enrolled for online delivery for all those years.**

*If you did not elect to receive your W-2 online, you will be receiving a paper copy and will not have access to the online version in Firefly at any time.

To access your W-2, log into Firefly and click the *Employee Self Service* option. Under the *Payment* section, select the *W-2 Wage and Tax Statement* option.

Payment
Paycheck Inquiry
Bank Information (On campus network)
Tax Withholding (W-4)
Enroll for 2017 Tax Year W-2 Online Delivery
W-2 Wage and Tax Statement
Annual Salary Notification
Total Compensation Statement
Recurring Payments/Deductions

Note: Once you click on W-2 Wage and Tax Statement, a security verification pop-up window will appear. Please enter your last four digits of your social security number.

Firefly Security Verification
Security Verification
Enter the last four digits of your Social Security Number. XXX-XX-
Submit

Contact your campus **Payroll Office** if you have questions about your W-2 or need a copy of a previous year's information.

IANR	(402) 472-2870	financeandpersonnel@unl.edu	UNMC	(402) 559-5875	unmcpayroll@unmc.edu
UNK	(308) 865-8426	payroll@unk.edu	UNCA	(402) 472-5272	kstoa@nebraska.edu
UNL	(402) 472-2010	payroll@unl.edu		(402) 472-7671	dsouza@nebraska.edu
UNO	(402) 554-2325	unopayroll@unomaha.edu			

Hints & Tips

- You must have Adobe Reader installed on your machine to view your W-2. If you have the Reader installed, but still can't view your W-2, validate you do not have any pending updates as these updates may inhibit your ability to view your W-2. To check for updates, open your Adobe Reader and select *Help > Check for Updates*. Please restart your computer after you installed the updates.

- To print your W-2, click the print icon within the PDF viewer.
  - Depending on the version of Adobe Reader installed on your machine, you may not see the print icon. To print, either:

    ➢ Right click on the W-2 form and select the Print option.
    ➢ Hover over the PDF and a menu will appear. Click the 🖨 icon to print or click the Adobe icon 📄 to display the full toolbar.

Frequently Asked Questions (FAQs) for W-2's
W-2 Wage and Tax Statement help document

Contact your Campus Helpdesk for assistance.