Printing an Electronic W2 from Inside F&M
To print an electronic version of your W2, log in to Inside F&M and click on the My Info tab.
On the My Info page, click on Tax Forms in the Employee Resources box.
On the Tax Forms page, you can select to see your current W4 or your W-2 Wage and Tax Statement.
On the W-2 Wage and Tax Statement page, select the tax year you want to see. (If this is the first year you have worked at F&M, you will only see 2015) Click the Display button.
After choosing year 2015 and clicking the Display button, a consent box will appear if this is the first W2 you are accessing electronically.
If you click the Cancel button, you will be taken to the screen that will show you your W2 information for 2015. You can click on the Printable W-2 button near the bottom left of the screen and print your W2.

Note: when viewing your W2 on the screen, you will only see the last 4-digits of your SSN, but when you click on the Printable W-2 button and go to the next screen to print it, your whole SSN will appear and will print.

If you click the OK button, an Electronic W-2 Consent screen will appear if this is the first year you are viewing your W2 (see the next page for a view of the consent screen).
If you find you are having problems with the timesheet page, try refreshing your browser. If you are using Chrome, try using Safari or Firefox. If that doesn't solve the problem, then contact Payroll.

You can find FAQ's about Timesheet Approval at http://www.fandm.edu/erp/training-and-documentation/human-resources/electronic-timesheet-approver-faq-s

Electronic W-2 Consent

Select the check box to consent to receive your W-2 electronically, or uncheck to revoke consent.

By consenting to receive your W-2 electronically, you agree to return to this site between January 31 and October 15 of the appropriate year to print your W-2 form on-line. You may be required to print and attach your W-2 form to a Federal, State, or local income tax return.

Your consent will be valid for all subsequent tax years unless revoked by you, upon termination, or this service is not supported in a future given tax year. You may revoke your consent and receive a paper Form W-2 by accessing this site and unchecking the box to revoke consent, or providing written notification to the Human Resources or Payroll office.

A paper copy of your W-2 may be obtained by contacting the Human Resources or Payroll office. Updating of employee contact information is the responsibility of the employee by providing correct up-to-date information to the Human Resources or Payroll office.

Selection Criteria

Consent to receive W-2 electronically:

I understand the instructions provided to me for accessing and printing my electronic W-2 form.

Submit
Please read the consent screen carefully and if you consent to receiving your W2 electronically in the future, please check the My Choice box and hit the Submit button. You will then be taken to the screen that will show you your W2 information for 2015. You can click on the Printable W-2 button near the bottom left of the screen and print your W2.

If you have any questions about the process or about your W2, please email payroll@fandm.edu or call:

Denise Orrison (FPS)  
717-358-3928

Lori Bush (Students)  
717-358-4211