

W-2 Information for Employees



To check your W-2 election status:

1. Go to www.link.nebraska.gov and sign on to Employee Work Center.
2. You should be taken to the All About Me page. If you are not, click on the menu button  in the upper left hand corner and click on All About Me.
3. Click on the Benefits icon
4. Click on Benefit Elections under the View heading
5. If the W-2 Elections – State of Nebraska W-2 Elections options says YES under the coverage column, it means you will receive your W-2 electronically and can print it out. You will NOT receive a paper form in the mail. If the coverage column says NO, you will receive a printed W-2 in the mail.

If you would like to change your W-2 election status:

1. Go to www.link.nebraska.gov and sign on to Employee Work Center.
2. You should be taken to the All About Me page. If you are not, click on the menu button  in the upper left hand corner and click on All About Me.
3. Click on the Benefits icon
4. Click on Benefits under the Change heading
5. Under Benefit Event Type, choose W-2 Electronic Election
6. Use the current date as your benefit event date
7. Click Submit
8. Click Open
9. Check Elect under the elect/waive column (you cannot waive receipt of a W-2)
10. For Coverage, choose YES if you want an electronic W-2 only or choose NO if you want to receive a paper form in the mail.
11. Click continue
12. Check the box next to I Agree
13. Click Submit
14. Click Done

You must make sure your mailing address is up-to-date if you are choosing to receive a paper W-2. To update your address, follow the directions available here:

<http://dhhs.ne.gov/Documents/EmployeeSelfService-ContactInformation.pdf>

To View and Print your current and prior year W-2 forms:

1. Go to www.link.nebraska.gov and sign on to the Payroll & Financial Center (W-2's are not available in Employee Work Center)
2. Click on State of Nebraska
3. Click on Self Service
4. Click on Employee Print W-2
5. Click the radio button next to the year you want to print

6. Click on the Select button
7. Click OK on the printer selection window (disregard the printer name – it will print to an internal job queue NOT to an actual printer. The actual printing will happen in step 14.)
8. Click on the View Submitted Jobs button. This button is located directly below your list of available tax years
9. Check the button on the left of the job labeled R07885 (look in the job details column). It should be the top item listed. Make sure the description on the row says DONE. If it says WAITING or PROCESSING, click on the Find button until it says DONE. You will not be able to view your W-2 until it says done.
10. Click the Row button
11. Click the View RD Out Direct menu
12. Click Open
13. Your W-2 will be displayed
14. Click the Print icon on the PDF document (or go to File > Print)
15. Click OK to print the document. The document is 2 pages so you may want to print it double sided.
16. Click the X in the upper right hand corner to close the document.
17. Click Close on the File Download screen
18. Click Sign Out in the upper right hand corner to exit the Payroll & Financial Center
19. Click OK if a Message from Webpage dialogue box opens up