View and/or Print W-2 Instructions

Via Online Center

1. Access the Internet using a browser (i.e. Internet Explorer)
2. Type WWW.GRCC.EDU [enter]
3. Click the link “Online Center Login”
4. Log in with your User ID (W#) and password
5. Click the [+]] next to GRCC Employee
6. Click the [+][next to Employee W-2 forms & consent
7. Click on Employee W-2 link
8. You will see two links:
9. To view the W-2 instructions, click on the Filing Instructions link.
10. To view the actual W-2, click on the link for the Year End Form.
11. You may see a Yellow Bar appear on the screen. The message varies based on the browser used, but it will contain the word “Pop-up”. If that happens, do the following:
   a. For Internet Explorer, select Click here… and then temporarily Allow Pop-ups.
   b. For Firefox, select Options and then Show...
12. The W-2 will open in a new window. You may need to click on the new window to open it.
13. To print the W-2, click the right mouse button and select print.