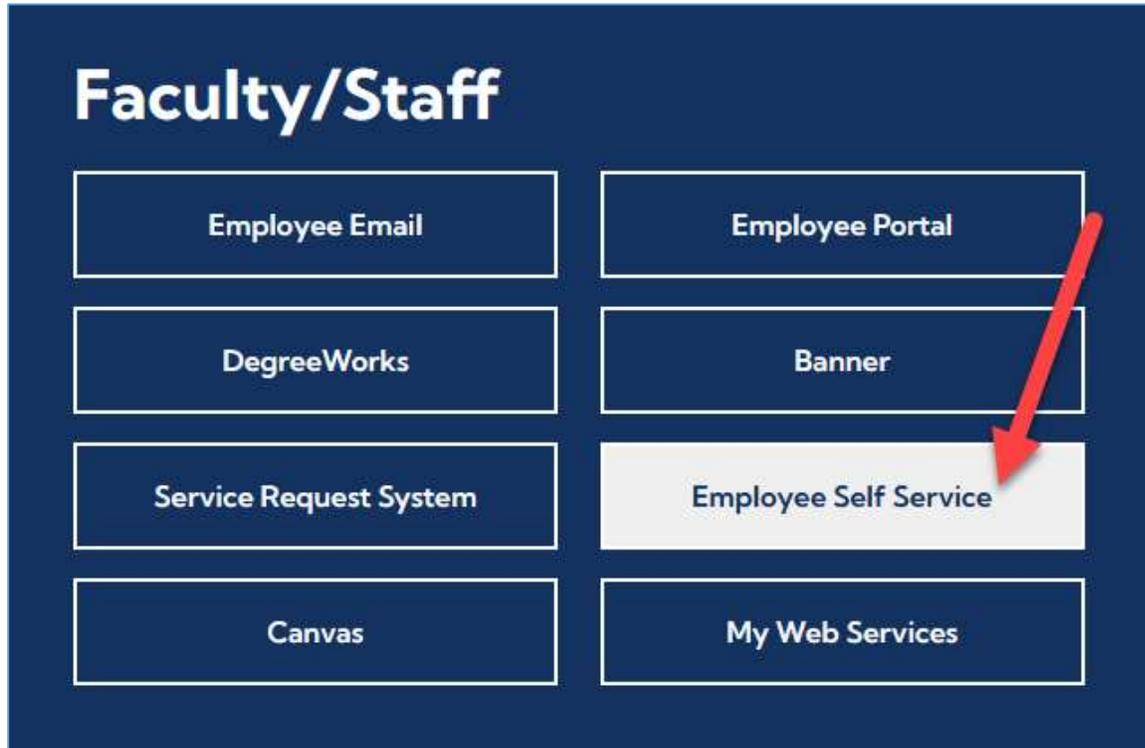


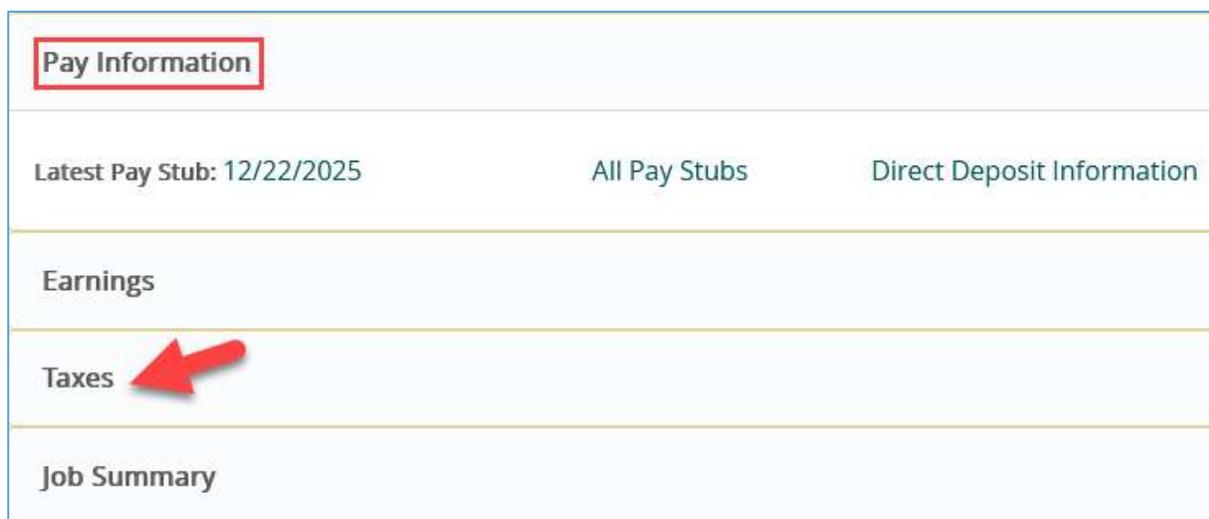
## Instructions to View and Print Your W-2 Statement

1. Log in to your **Employee Self Service**.

<https://employeeessb-prod.ec.wvm.edu/EmployeeSelfService>



2. Once on your **Employee Dashboard**, go to the **Pay Information** section and select **Taxes**.



3. Click **W-2 Wage and Tax Statement**.

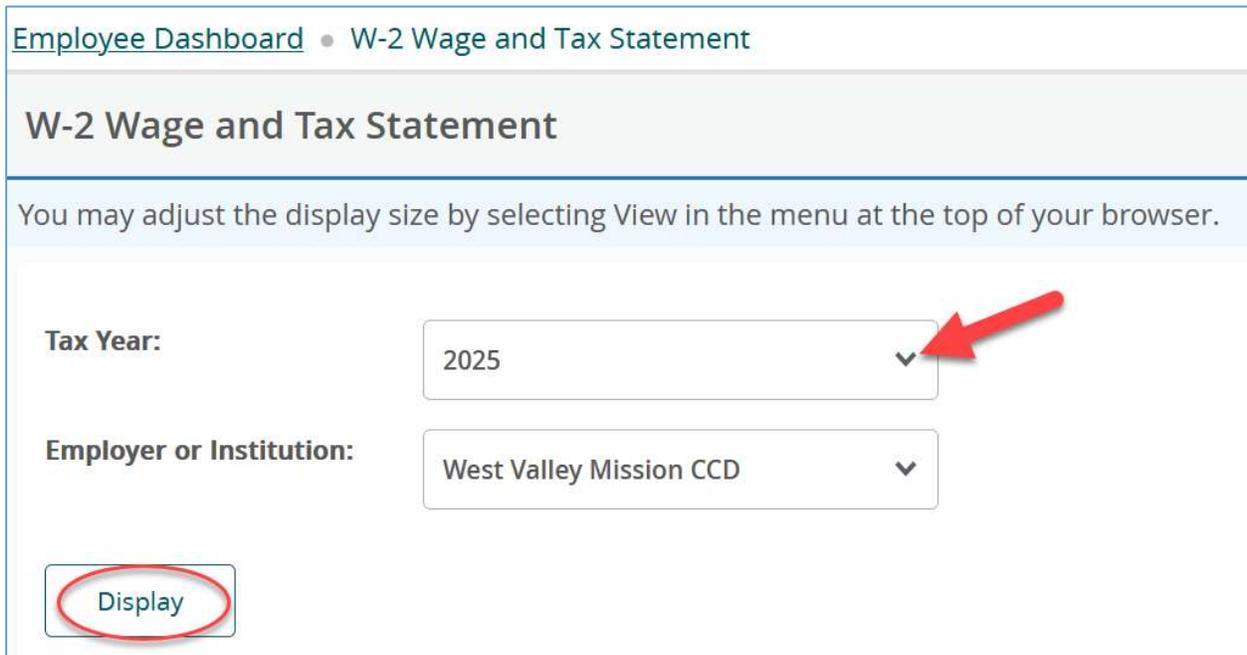


The screenshot shows a 'Taxes' dropdown menu. On the left side, there are two main categories: 'Federal Tax' and 'CA State Tax'. Under 'Federal Tax', there are links for 'W-4 Employee's Withholding Allowance Certificate' and 'Electronic Regulatory Consent'. Under 'CA State Tax', there are links for 'W-2 Wage and Tax Statement' and 'W-2c Corrected Wage and Tax Statement'. A red arrow points to the 'W-2 Wage and Tax Statement' link, which is enclosed in a red rectangular box.

4. Use the drop menu to select the **Tax Year**.

5. Confirm the **Employer or Institution** is set to **West Valley-Mission CCD**.

6. Select **Display**.



The screenshot shows the 'W-2 Wage and Tax Statement' form. At the top, there is a breadcrumb trail: 'Employee Dashboard • W-2 Wage and Tax Statement'. Below this is a header 'W-2 Wage and Tax Statement'. A message states: 'You may adjust the display size by selecting View in the menu at the top of your browser.' The form contains two dropdown menus: 'Tax Year:' with '2025' selected, and 'Employer or Institution:' with 'West Valley Mission CCD' selected. A red arrow points to the dropdown arrow of the 'Tax Year' menu. At the bottom left, there is a 'Display' button circled in red.

7. To print your W-2, scroll to the bottom of the page and select **Printable W-2**.

Employee Dashboard » W-2 Wage and Tax Statement

### W-2 Wage and Tax Statement

Select the Print button to print W-2 statement (for tax years 2013 forward.) You may need to print multiple copies for submission to federal, state, and local entities. Use this link [IRS W-2 Instructions](#) to view information about this form.

Status: Original  
As of Date: 01/26/2026

Form W-2 Wage and Tax Statement

		a Employee's social security number 123-45-6789	OMB No. 1545-0029	This information is being furnished to the Internal Revenue Service. If you are required to file a tax return, a negligence penalty or other sanction may be imposed on you if this income is taxable and you fail to report it.			
b Employer identification number (EIN) 77-0268786		1 Wages, tips, other compensation 12,345.67		2 Federal income tax withheld 1,234.56			
c Employer's name, address, and ZIP code West Valley Mission CCD 14000 Fruitvale Avenue Saratoga CA 95070		3 Social security wages 12,345.67		4 Social security tax withheld 1,234.56			
		5 Medicare wages and tips 12,345.67		6 Medicare tax withheld 1,234.56			
		7 Social security tips		8 Allocated tips			
d Control number 1365		9		10 Dependent care benefits			
e Employee's first name and initial Last name Suff. Employee Name  Employee's Address		11 Nonqualified plans		12 See instructions for box 12			
		13 Statutory employee [ ] Retirement plan [ X ] Third-party sick pay [ ]		E 456.78 G 876.54 DD 24,567.89			
		14 Other PERS/S 654.00 S(125) 1,200.00					
f Employee's address and ZIP code							
15 State CA	Employer's state ID number 804-8003-1	16 State wages, tips, etc. 12,345.67	17 State income tax 456.78	18 Local wages, tips, etc.	19 Local income tax	20 Locality name	

[Printable W-2](#)

Your W-2 is now available to view and print.