# Instructions to display your W-2 Statement on My Web Services – SSB

- 1. Go To the district website: <u>www.wvm.edu</u>
- 2. Choose the WVM Employee Portal option
- 3. Select My Web Services SSB



### 4. Select Employee

Personal Information	Student	Financial Aid	Employee
Update addresses, contact information, review name or social security number change information; Change your PIN	Register for classes, View your academic records, Financial Aid and Pay Fees.		Time sheets, Leave Report for time off, benefits, leave and job data, paystubs, W2,W4 setting.

#### 5. Choose Tax Forms

#### 6. Select W-2 Wage and Tax Statements

sonal Information Stu	ident Financial	Aid Employee	
Time Sheet	Leave Report	Benefits and Deductions Retirement, health, flexible spending, miscellaneous, beneficiary, Benefit Statement.	<ul> <li>Pay Information Direct deposit allocation, earnings and deductions histo and pay stubs.</li> </ul>
Tax Forms W4 Federal Tax Setting, W2 Form.	▲ Jobs Summary	Leave Balances Leave Balances will be updated mid-month.	Faculty Load and Compensation
<ul> <li>W4 Tax Exemptions or Allo</li> <li>W-2c Corrected Wage and Statement</li> </ul>	wances Electronic W	-2 Consent W-2 Wage	and Tax Statement
Links Commonly used links for	•		

- 7. Use the drop menu to choose the Tax Year
- 8. Employer or Institution: West Valley-Mission CCD
- 9. Select Display



10. To Print - Go to the bottom of the page and select Printable W-2

## Congratulations, you are done!