How to Access and Print your Electronic W2

1.	Access LeoOnline via ODU's login page: <u>https://leoonline.odu.edu</u> . <u>PLEASE NOTE</u> : If logging in from the ODU Portal Page, select Login, enter your Midas ID and Password, complete Two-Factor Authentication, and select the LeoOnline App from the optic list on the left side of the screen. Then follow steps 5-11 below.	← → C @ O A ≠ Intpl://teonline.ddu.dlg/http://teon
	Select "Enter Leo Online News and Secure Area" from the of options.	List Important Information Resparating LeaOnline and Monarch-Key Login. (Formerly Shibbolch Single Sign-On) Okapar 19, 2012, Labodie als la knowner and no far House hey was Legit system what have nor House and You was a subject of the House hey was Legit system what have nor House the Unit is togged out of every wave.
	Scroll to the bottom of this page and select the Key Icon – "Enter Secure Area." Enter Secure Area	Campus Directory Campu
2.	Enter your Midas Credentials (Midas ID and Password) and select Login . After completing two-factor authentication, you will be redirected to the LeoOnline Portal, specifically the Employee Self Service Main Menu.	Main Menu Personal Information Update Addresses or Contact Information; Review Name or Social Security Number Change Information; Change PIN; View MIDAS Use Admissions, Registration, Student Records, Graduation Information Check Admissions Application Status and Transfer Credit Evaluation; View Holds; Register for Classes; Display Class Schedule; Review Financial Add
	From this list, select Employee from the options list.	Appry for Financia Aid; kevew the status of your financial aid applications; Check status of document requirements; Review loans. Employee Benefits, Leave or Job Data; Pay Stubs, W2 and W4 data. Finance Create or Review Financial Documents, Budget Information, and Approvals. Proxy Access Assion and maintain access for others to view your information.
	Employee Self Service Then select Employee Self Service to be redirected to the Employee	Make a payment on account, sign up for e-Refunds and/or sign up for a Payment Plan You will be redirected to a secure site to make your payment or set up an electronic refund. Alternate Searchable Schedule Return to Homepage

3. Scroll to the bottom of the Employee Dashboard page and select **Taxes Tab**, then select **W2 Wage and Tax Statement** from the list options.

	Taxes			*
		W-4 Employ	vee's Withholding Allowance Certificate	W-2 Wage and Tax Statement
		Electronic R	egulatory Consent	W-2c Corrected Wage and Tax Statement
		1095-C Emp	oloyer Provided Health Insurance Offer and Coverage Statement	
You may adjust the	display size by selecting View in the menu at the top of y	our browser.		
Tax Year:	Select	~	You will be redirected to the W2 Wage a	and Tax Statement Menu. On this page,
Employer or Institut	fion: Old Dominion University	~	select the Tax Year desired from the dro	pdown menu. Click Display to view selected Tax Year. This will allow you to
OSpay	W-2c Corrected Wa	ge and Tax Statement	view, print, or save this tax information.	pr Institution" selection. no need to change this data.

4. Finally, click on the **Printable W2** button at the bottom of this page to print a copy of your W2 Wage and Tax Statement.

For detailed information explaining all items and details listed on your W2, you may select "Employee Instructions" and "Notice to Employees" at the top of the W2 Wage and Tax Statement Page.

b Employe	r identification number (EIN)		1 Wages, tips,
c Employer	r's name, address, and ZIP code		3 Social securi
Old Domi	inion University		
Hampton	Boulevard		5 Medicare wa
Norfolk V	A 23529		
			7 Social securi
d Control r	number		9
_			18 Statutory
			13 Statutory of Retirement of
	_		13 Statutory of Retirement p Third-party s
f Employee	e's address and ZIP code		13 Statutory (Retirement p Third-party s 14 Other
f Employee	e's address and ZIP code Employer's state ID pymber	16 State wages, tips, etc.	13 Statutory Retirement p Third-party s 14 Other 17 State income

Dashboard.