SaintFrancis
Health System

DISPLAY AND PRINT W-2 FORMS
with MyHR@Home

1 In **MyHR@Home**, click **Payment**.

2 Click **Display & Print W-2**.

If **Display W-2** arrow is collapsed (pointing right), click it to expand W-2 view.

> ▶ Display W-2/W-2c

Online Forms W-2/W-2c

▼ W-2 Document Aids

Display and Print W-2 Job Aid
W-2 Instructions from IRS

▼ Search Results for Online Forms W-2/W-2c

📄 Display

Tax Company Name	Year	Form Descr
Saint Francis Payroll Services, LLC	2021	W-2 - Wage
Saint Francis Payroll Services, LLC	2020	W-2 - Wage
Saint Francis Payroll Services, LLC	2019	W-2 - Wage

TIP: **Shift-click** to select **more** than one row or click 📇 to select all.

3 In **Search Results**, click ⬜ to select row.

4 Click 📄 Display (above W-2 selection rows).

To Print: Right-click on the W-2 and select **Print**. OR to locate the **Print** icon, either hover over the W-2 or press **F8**.

Display W-2/W-2c   ◀ Previous Form   ▶ Next Form   Hide

TIP: If multiple forms are selected to display, use **Previous Form/Next Form** ◀▶ to page. Only one form at a time can be printed.

Click **Hide** to quickly close the W-2 display. To restore the display, repeat **Step 4.**

5 Medicare wages and tips	6 Medicare tax withheld
	Employer use only

...re tax withheld

...r use only

...number

45-0470422
c Employer's name, address, and ZIP code

Saint Francis Payroll Services, LLC
6161 South Yale Ave
Tulsa OK 74136-1902

d Control number

45-0470422
c Employer's name, address, and ZIP code

Saint Francis Payroll Services, LLC
6161 South Yale...
Tulsa OK 74136...

To scroll down the W-2, use this inside scroll bar.