The instructions to get to your W2 via SSB are as follows;

1. Login into SSB.
2. Click on the Employee Tab.
3. Click on the Tax Forms Box.
4. Click on the W2 Year End Earnings Statement link.

5. Enter Tax Year. Select the desired tax year by clicking on the drop down menu to the right of Tax Year.
6. Enter Employer. Ball State University should default, if not, click on the drop down menu to the right of Employer or Institution and select Ball State University.
7. Click on Display button.

8. A new form will open up and display the W2 information. If an employee needs to print a copy of their W2, they should click on the Printable W2 button, and then print from the new view of the W2.

Only in situations where the employee is no longer employed at the university and no longer have access to SSB, will we re-print the W2. A re-print may take up to three business days.