VIEW PAYSTUBS, LEAVE STATEMENTS & W-2 FORMS
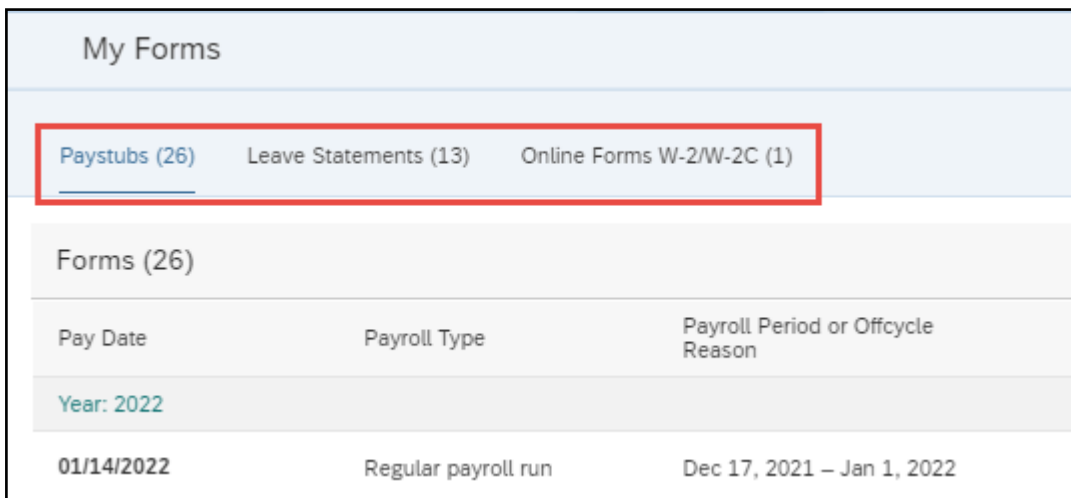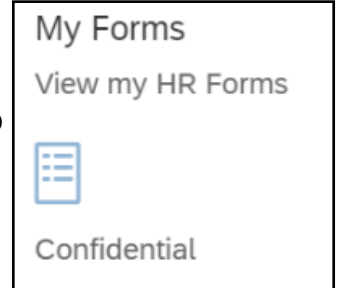
SCEIS CENTRAL

QUICK REFERENCE CARD

In the My Forms tile, employees can view, download and print paystubs, leave statements and online W-2 forms.
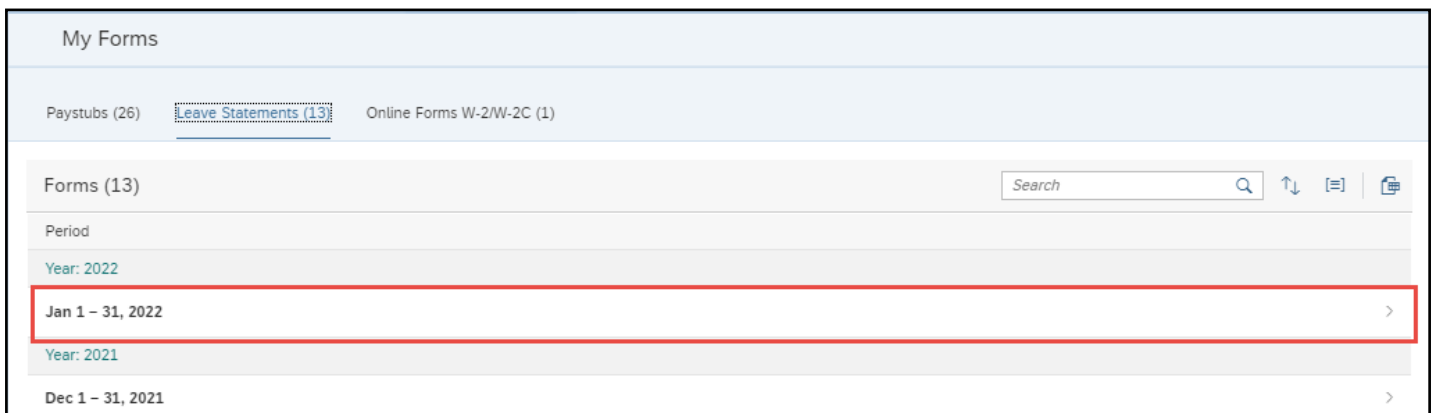
PROCESS

1. Under the Employee Self-Service section, click the **My Forms** tile.

2. At the top of the screen, **click the link** for the form you want to view:

   - **Paystubs**

   - **Leave Statements**

     ♦ Show monthly and year-to-date absences and leave balances. Any leave hours that have not yet been approved by your manager will not be reflected on the leave statement.

   - **Online Forms W-2/W-2C**

My Forms
View my HR Forms

Confidential

My Forms

| Paystubs (26) | Leave Statements (13) | Online Forms W-2/W-2C (1) |

Forms (26)

Pay Date	Payroll Type	Payroll Period or Offcycle Reason
Year: 2022		
01/14/2022	Regular payroll run	Dec 17, 2021 – Jan 1, 2022

3. To view an individual form, **click the form date or title**.

My Forms

Paystubs (26)   Leave Statements (13)   Online Forms W-2/W-2C (1)

Forms (13)   Search

Period

Year: 2022

Jan 1 – 31, 2022
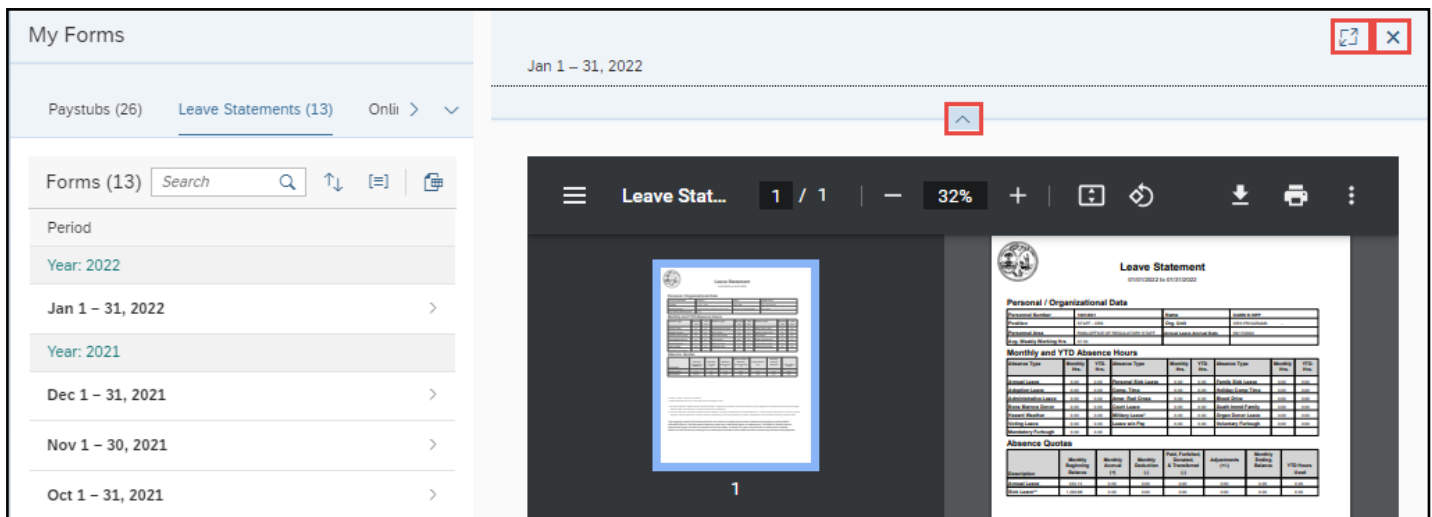
Year: 2021

Dec 1 – 31, 2021

VIEW PAYSTUBS, LEAVE STATEMENTS & W-2 FORMS

QUICK REFERENCE CARD

PROCESS

4. The form appears on the right side of the screen.

5. Click the **Enter Full Screen Mode** button ⬈ to expand the form window. Click the **Exit Full Screen Mode** button ⬋ to return to the navigation pane.

6. Click the **Close Details** button ✕ to close the form window.

7. Click the **Collapse/Expand Header** button ∧ to hide or display the header section of the form window.

8. When viewing W-2 forms, click the **Instructions for Form W-2 link** to see information and instructions on the W-2 form data. This is the same information found on the back of the printed W-2 form. Only the most current instructions are available via this link. Instructions for previous W-2 forms are not shown.

PROCESS

9. The Adobe PDF icons appear above the form.

   Click the **Zoom out** and **Zoom in** icons to zoom in and out of the form.

   Click the **Fit to page/Fit to width** icon to fit the form to the screen.

   Click the **Rotate counterclockwise** icon to rotate the form.

   Click the **Download** icon to download and save the form to your computer.
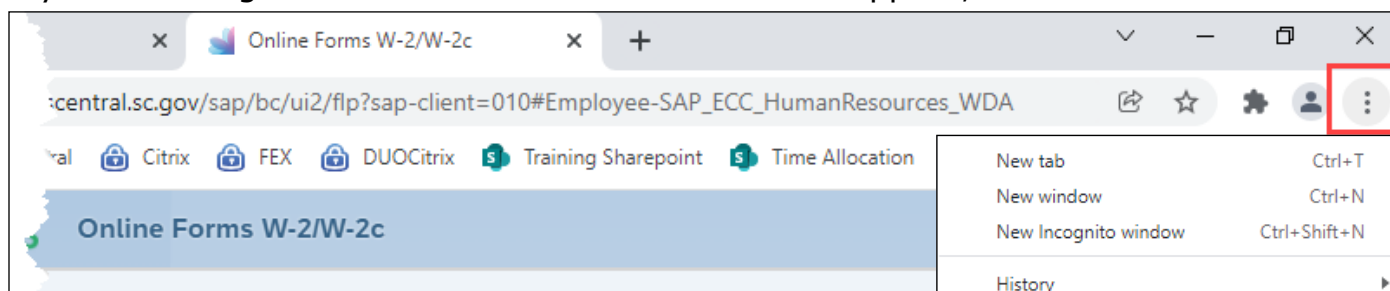
   Click the **Print file** icon to print the form.

   Click the **More actions** icon for more options in Adobe Reader.

   Note: If you are using Chrome and the PDF form does not appear, see the Troubleshooting section below.

Troubleshooting: The PDF form does not display in Chrome

If you are using Chrome and the PDF form does not appear, follow these instructions:

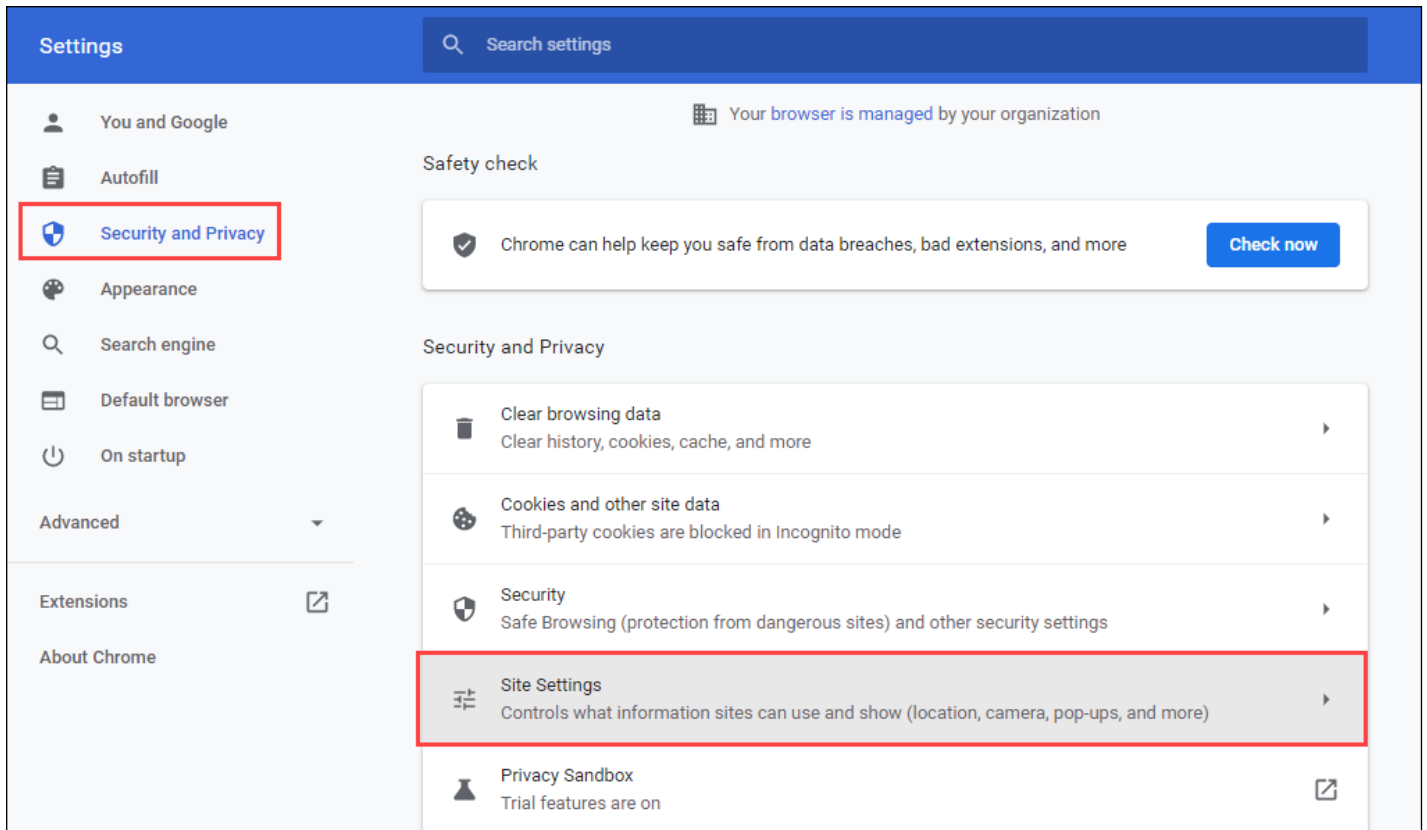1. In the upper right corner of the browser, click the **vertical three dots icon**. Then select **Settings**.
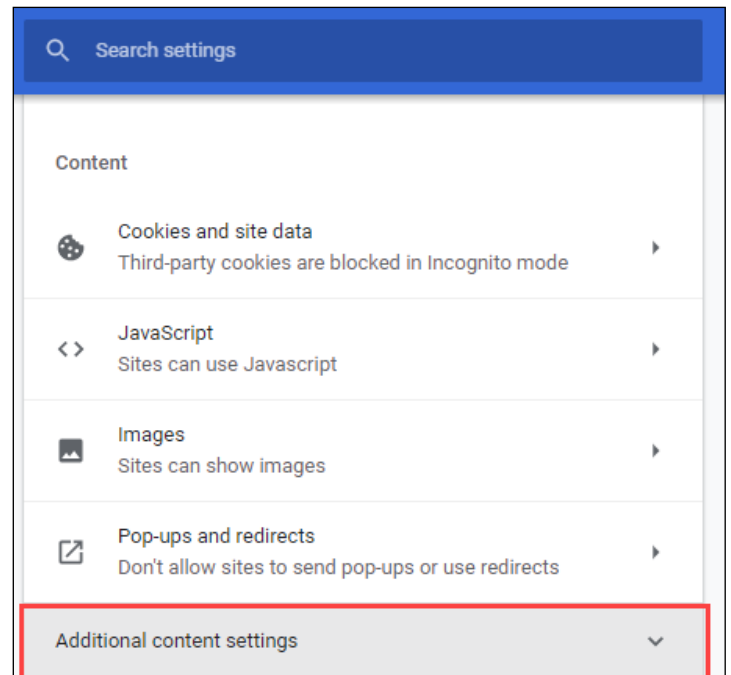
QUICK REFERENCE CARD

PROCESS

2. On the left side of the screen, click **Security and Privacy**. Then select **Site Settings**.

3. In the menu on the right, scroll to the bottom of the screen and select **Additional content settings**.
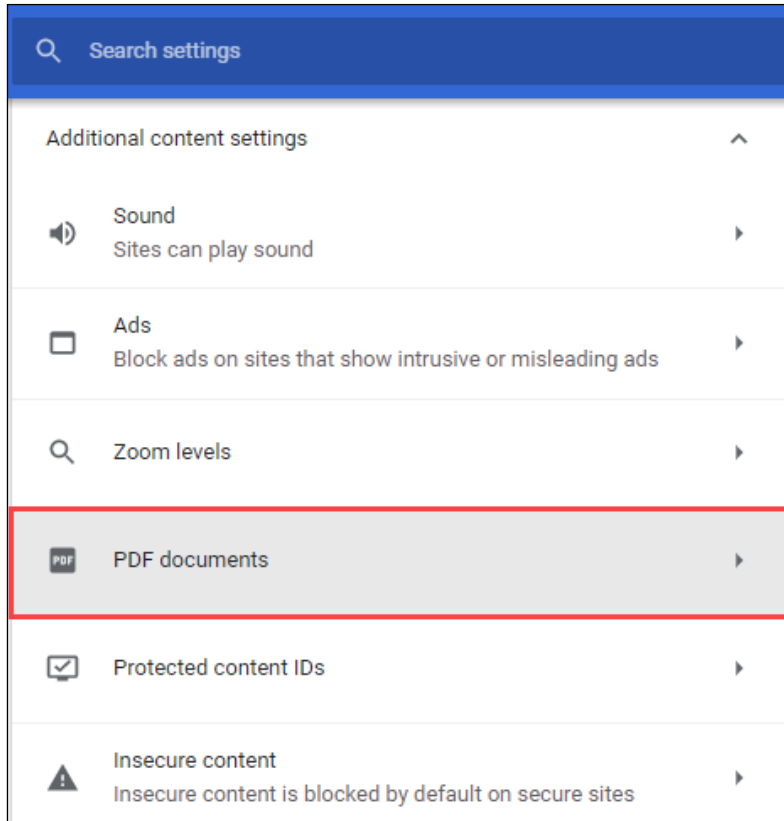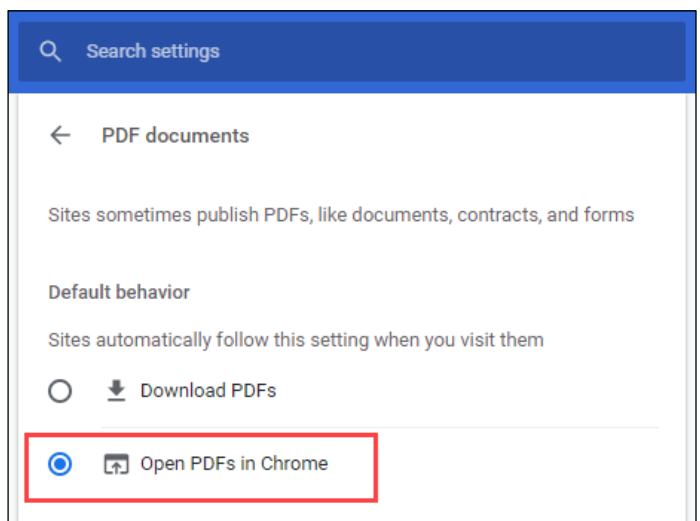
PROCESS

4. Select **PDF documents**.

5. Click the **Open PDFs in Chrome** radio button.

If you have difficulty using this procedure, contact the SCEIS Help Desk at 803-896-0001 then select option #2. **Note: SCEIS Central may appear differently than above depending on the browser and device you are using.**