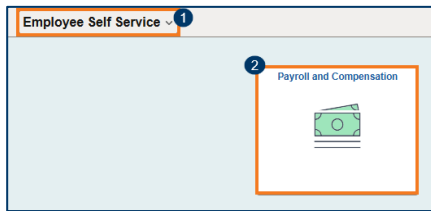


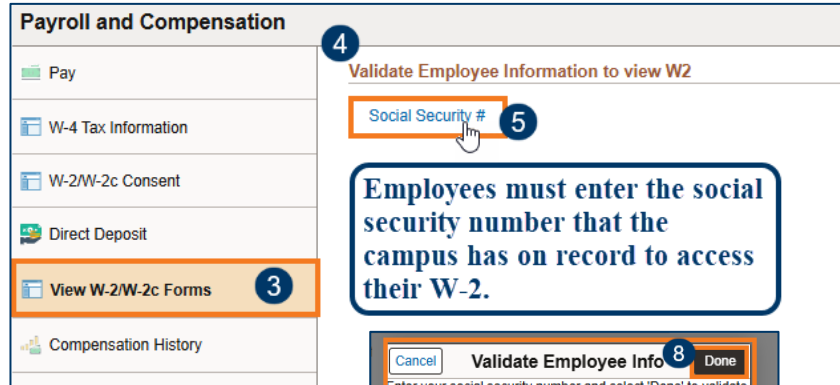
# ESS Personal Details Social Security Number Verification



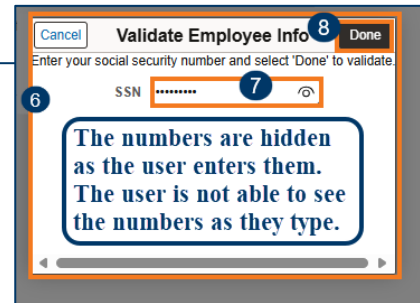
1. Open the PeopleSoft Employee Self Service landing page.
2. Click on the Payroll and Compensation tile.

**Note:** Employees must enter the social security number that the campus has on file to access their W-2 details.

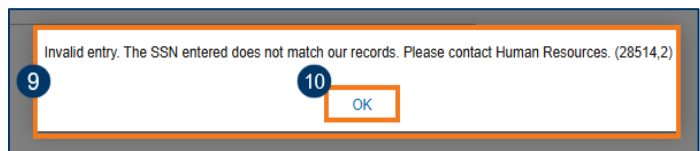
3. Payroll and Compensation collections of pages open, click the View W-2/W-2c Forms link.
4. This opens the Validate Employee Information to view W2 page.
5. Click on the Social Security # button.



6. The Validate Employee Info pop-up window opens.
7. The employee enters their social security number (SSN). Each number displays as a dot.
8. Click the Done button to validate the number and close the pop-up window.

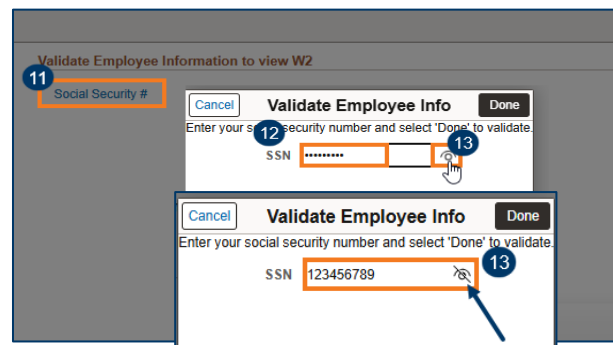


9. If the wrong SSN is entered, the message pops up to notify the employee.
10. Click the OK button to close the message.



**Note:** If the "Invalid entry" message appears, before contacting Human Resources, follow steps 11 – 14 to verify the SSN that was entered is correct.

11. Click the Social Security # button to reopen the Validate Employee Info pop-up window.
12. Enter the social security number (SSN).
13. To verify the number that was entered, click on the icon that appears at the end of the SSN box. It unhides the numbers typed until the user clicks out of the box.



★ If the number is not correct, the user can change it and enter the correct SSN before clicking the Done button.

14. Click the Done button to validate the number, close the pop-up window, and open access to the W-2 forms.

