



Employee Print W-2 Correction

1. To download your W-2 Correction – Click on Documents then click on My Documents

The screenshot shows the INFINITI portal interface. On the left is a navigation menu with items: Home, Personal, Benefits, Pay, Paid Time Off, Documents (highlighted with a red box), Events, Taxes, Onboarding, and Time Entry. The main content area is titled 'Documents' and contains a search bar with 'Filter...' and buttons for 'Go', 'Prev', and 'Next'. Below the search bar is a table with columns: Name, Version, Category, and Description. A single row is visible with the name 'My Documents', which is highlighted with a red box.

| Name | Version | Category | Description |
|--------------|---------|----------|-------------|
| My Documents | | | |

2. Once you click My Documents, click on Tax Forms.

The screenshot shows the INFINITI portal interface after clicking on 'My Documents'. The left navigation menu now includes: Home, Personal, Benefits Enrollment, Benefits, Pay, Paid Time Off, Documents (highlighted), Taxes, Onboarding, Time Clock Plus, Pay Advance, and Swipeclock. The main content area is titled 'Documents' and has a breadcrumb trail 'Documents / My Documents'. It features the same search bar and navigation buttons as the previous screenshot. Below is a table with columns: Name, Version, Category, and Description. Three rows are visible: 'Other Documents', 'Self Service Documents', and 'Tax Forms' (highlighted with a red box).

| Name | Version | Category | Description |
|------------------------|---------|----------|-------------|
| Other Documents | | | |
| Self Service Documents | | | |
| Tax Forms | | | |

3. To download the form, please check the box next to the W2-Correction, scroll to your right and click the download arrow. This will download the W-2C to your device.

The screenshot shows a web application interface with a sidebar on the left and a main content area. The sidebar contains navigation items: Home, Personal, Benefits Enrollment, Benefits, Pay, Paid Time Off, Documents (highlighted), Taxes, Onboarding, Time Clock Plus, Pay Advance, and Swipeclock. The main content area is titled 'Documents' and shows a breadcrumb path: Documents / My Documents / Tax Forms. Below the breadcrumb is a search bar with 'Filter...' and buttons for 'Go', 'Prev', and 'Next'. A table lists documents with columns: Name, Version, Category, Description, File Size, and Last Modified. The table contains one row: 'W2C1.G56328.Patterson.pdf', 'TAX', '2023 W-2c', '89.92 KB', and '2/5/2024, 3:01 PM'. A red box highlights the checkbox in the first column of this row. Another red box highlights a download icon in the top right corner of the document list area.

| <input type="checkbox"/> | Name | Version | Category | Description | File Size | Last Modified |
|-------------------------------------|---------------------------|---------|----------|-------------|-----------|-------------------|
| <input checked="" type="checkbox"/> | W2C1.G56328.Patterson.pdf | | TAX | 2023 W-2c | 89.92 KB | 2/5/2024, 3:01 PM |