

## Instructions to display your 2020 W-2 Statement on My Web Sevices aka Self Service Banner:

1. Go To the district Website: [www.wvm.edu](http://www.wvm.edu)
2. Choose the WVM Employee Portal option
3. Sign on to My Web Services aka SSB- Self Service Banner

The screenshot shows the WVM Employee Portal interface. At the top left is the WVM logo. The main navigation bar includes: Portal Home, MC Student Portal, WVC Student Portal, IS Communications Portal, Committees (with a dropdown arrow), and WVC Data Dashboards. Below this is a horizontal separator line. The main content area is divided into two columns. The left column is titled "District Applications" and contains a grid of icons and labels for: My Web Services - SSB, Ad Astra, Mission College ETS Work Order, DocuSign, Cranium Cafe - Mission, Adobe Creative Cloud, Office 365, Argos Reports, Facilities Work Order, DegreeWorks, and Cranium Cafe - West Valley. The right column is titled "Banner" and contains a list of links: Banner 9 AppNav (PROD), My Web Services (aka SSB) (circled in blue), CRM Advance, Maps - Argos, BDM, Automic, DEVL-TRNG-TEST-PPRD, and Banner 9 Project site. Below the banner list is a section titled "Training and Help" with a link to "Go to I.S. Communications Portal".

4. Select Employee

5. Choose Tax Forms

6. Select W-2 Wage and Tax Statements

Home > Employee > Tax Forms

Personal Information Student **Employee** Finance

Time Sheet	Leave Report	Benefits and Deductions Retirement, health, flexible spending, miscellaneous, beneficiary, Benefit Statement.	Pay Information Direct deposit allocation, earnings and deductions history, and pay stubs.
<b>Tax Forms</b> W4 Federal Tax Setting, W2 Form.	Jobs Summary	Leave Balances Leave Balances will be updated mid-month.	Faculty Load and Compensation
<ul style="list-style-type: none"><li>W4 Tax Exemptions or Allowances</li><li>Electronic W-2 Consent</li><li>W-2c Corrected Wage and Tax Statement</li><li>W-2 Wage and Tax Statement</li></ul>			
Links Commonly used links for employees			

Use the drop menu to choose:

- 7. Tax Year
- 8. Employer or Institution
- 9. Select Display

West Valley - Mission  
Community College District

Browse

Personal Information | Student | **Employee** | Finance

### W-2 Wage and Tax Statement

Home > Employee > Tax Forms > W-2 Wage and Tax Statement

You may adjust the display size by selecting View in the menu at the top of your browser.

Tax Year: 2020 ▾

Employer or Institution: West Valley Mission CCD ▾

Display

W-4 Employee's Withholding Allowance Certificate ■ W-2c Corrected Wage and Tax Statement ■ Personal Information ■ Student and Financial Aid ■ Employee ■ Finance

10. To Print- Go to the bottom of the page

11. Select Printable W-2

**Congratulations! You are done.**