



1101 West Mineral Avenue | Littleton, CO 80120 |

Instructions on How to Access and Print Your W2 Statement for Active or Terminated Employees

SUBJECT: ACCESSING AND PRINTING YOUR W2 STATEMENT AS AN ACTIVE EMPLOYEE

PURPOSE: This document outlines the steps you'll need to take as an active employee for printing out your W2 Statement. (Used for your taxes)

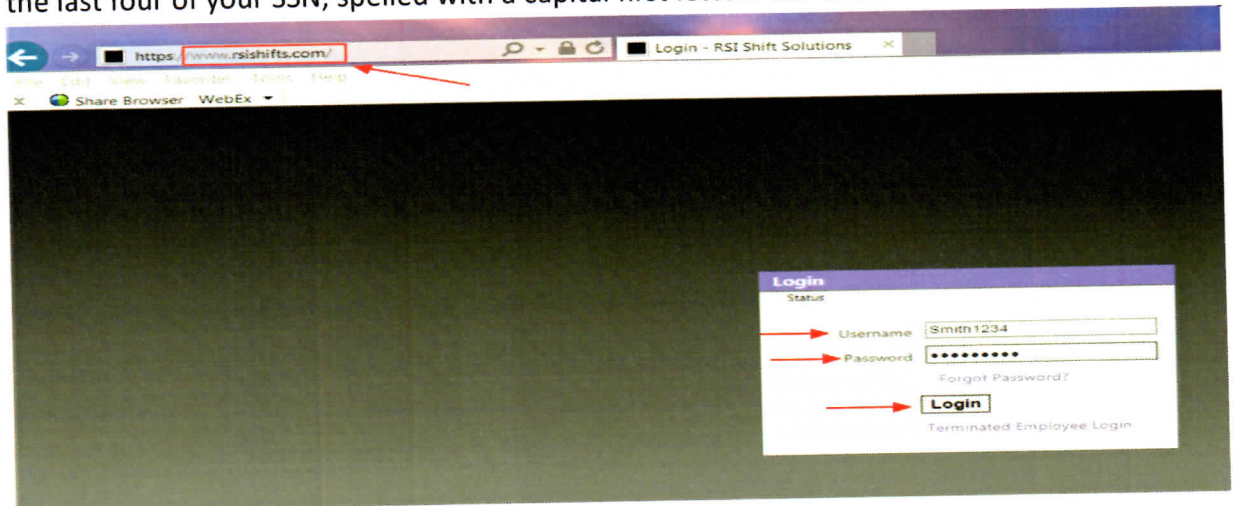
WHAT YOU'LL NEED: Please have access to the following information BEFORE YOU BEGIN

- Your 4 digit employee number: (Located at the top of your paycheck stub) If you don't have a paycheck stub then follow the directions below for *FINDING YOUR 4 DIGIT EMPLOYEE NUMBER* first
- The last 4 digits of your SSN (Social Security Number): If you don't know it, then please ask your Payroll Administrator. (This is typically your manager or the owner)
- The address listed on your paycheck stub, including the State.
- Whether you elected Married or Single during 2013.
- What your hire date was (just the month and year, no need for the day).

IN ADDITION TO THE INSTRUCTIONS BELOW, HERE IS THE LINK TO THE VIDEO

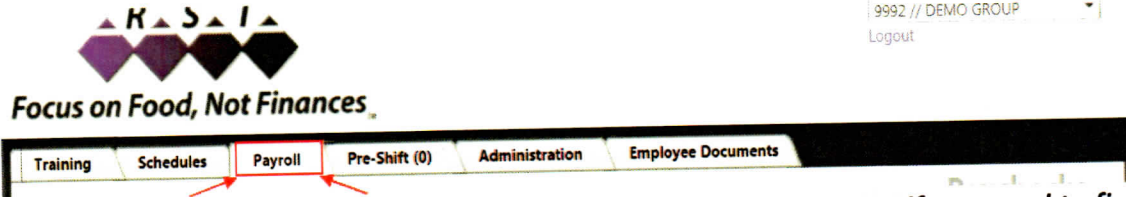
<http://www.youtube.com/embed/x3ChXPfJobs?rel=0> (Copy and paste the link into your browser if it doesn't open when you click on it)

1. Log into www.rsishifts.com. Your username and default password are your last name + the last four of your SSN, spelled with a capital first letter: Ex: Smith1234



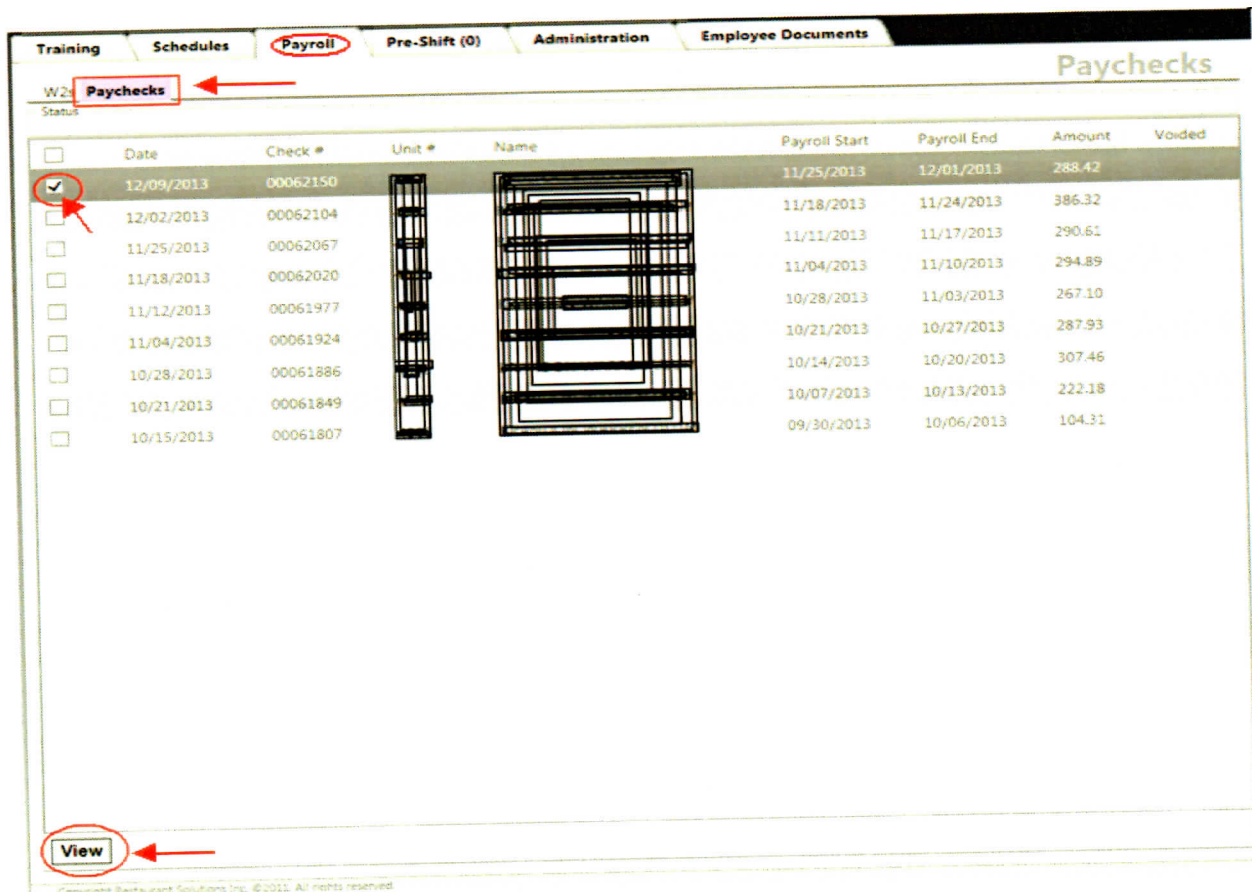
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2. SELECT THE PAYROLL TAB.



2A: **FINDING YOUR 4 DIGIT EMPLOYEE NUMBER:** (follow this step **ONLY** if you need to find your 4 digit employee number) Otherwise head on to step 3:

- CLICK the Paychecks link located under the Payroll tab.
- CHECK the box to the left of a check stub.
- SELECT the **VIEW** button located at the bottom left of the screen.

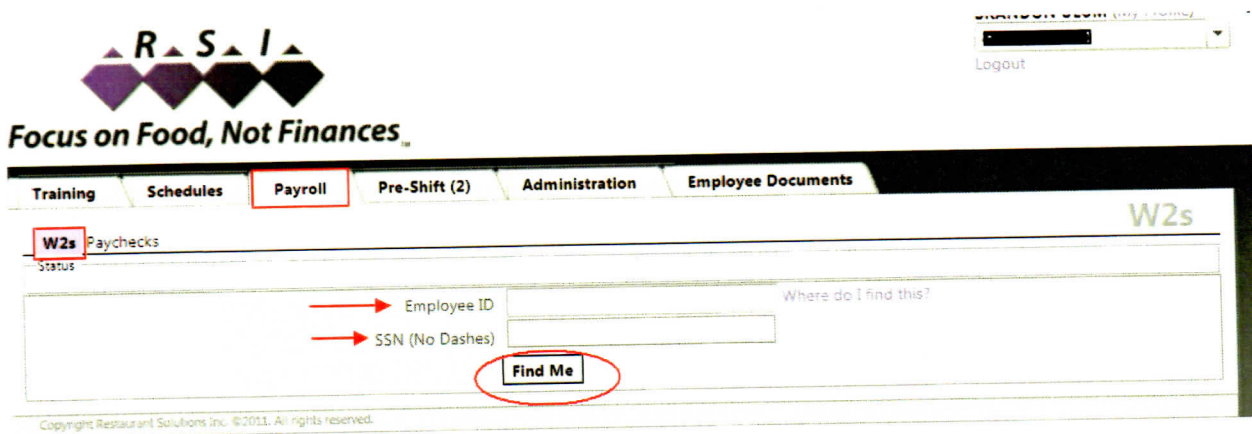


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- Locate the EMP # at the top / center of the check stub. It will be to the left of your SSN #. (WRITE IT DOWN!!)

EARNINGS		HOURS	EMPLOYEE ID	SSN	DEDUCTIONS	NET PAY
DISHWAS		34.21	0009	XXX-XX-7281	SOC-SEC	00054658
*****		**34.21			MCARE	
Y-T-D HOURS		63.64			FED TAX	
FWT:S EX:04					L&I	
SWT:S EX:00					TEAMBEV	

- Click on the W2s link under the Payroll tab.
 - ENTER your employee number
 - ENTER your Social Security Number.
 - SELECT **FIND ME**.



W2s Paychecks

Employee ID:

SSN (No Dashes):

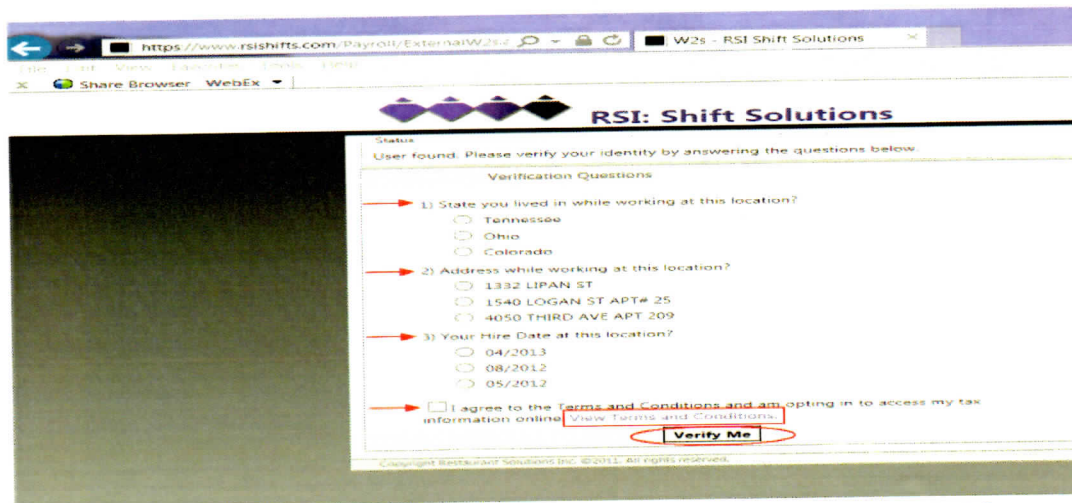
Find Me

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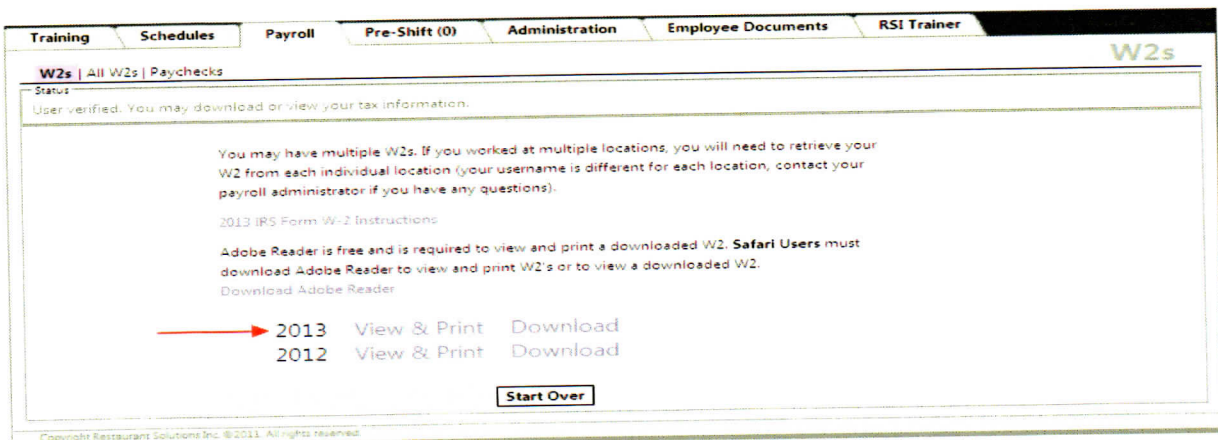
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4. VERIFY your identity

- ANSWER the 3 Verification Questions.
- CLICK I agree to the terms and conditions (*Note, you can select View terms and conditions for more information*)
- SELECT **VERIFY ME**



5. View, Print & Download your W2: **NOTE: If you are using SAFARI on a MAC computer, you will need Adobe Reader to open the downloaded PDF W2 file.** Once you have verified your identity, you have the option to View & Print and Download your W2s. If you have worked at multiple locations, you will need to retrieve W2s from each individual location by starting this whole process over again.



If you have any questions, please contact your payroll administrator for the business.



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SUBJECT: ACCESSING AND PRINTING YOUR W2 STATEMENT AS A TERMINATED EMPLOYEE

PURPOSE: This document outlines the steps you'll need to take as a terminated employee for printing out your W2 Statement. (Used for your taxes)

WHAT YOU'LL NEED: Please have access to the following information BEFORE YOU BEGIN

- The name of the business(s) you worked for in 2013
- Your entire SSN (Social Security Number): If you don't know it, then please ask your Payroll Administrator. (This is typically your manager or the owner)
- The address listed on your paycheck stub, including the State.
- Whether you elected Married or Single during 2013.
- What your hire date was (just the month and year, no need for the day).

IN ADDITION TO THE INSTRUCTIONS BELOW, HERE IS THE VIDEO LINK:

<http://www.youtube.com/embed/NXpiBv8oGdA?rel=0> (Copy and paste the link into your browser if it doesn't open when you click on it)

1. AS A TERMINATED EMPLOYEE, YOU WILL NEED TO GO TO THE WEBSITE, WWW.RSISHIFTS.COM. FROM THERE, YOU WILL NEED TO CLICK ON THE LINK FOR "TERMINATED EMPLOYEE LOGIN".