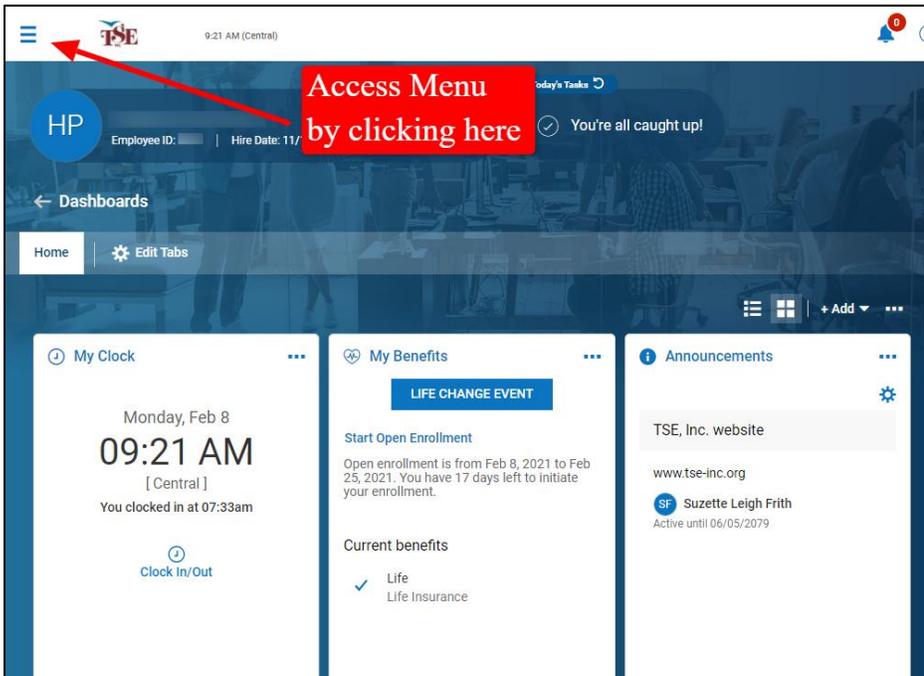


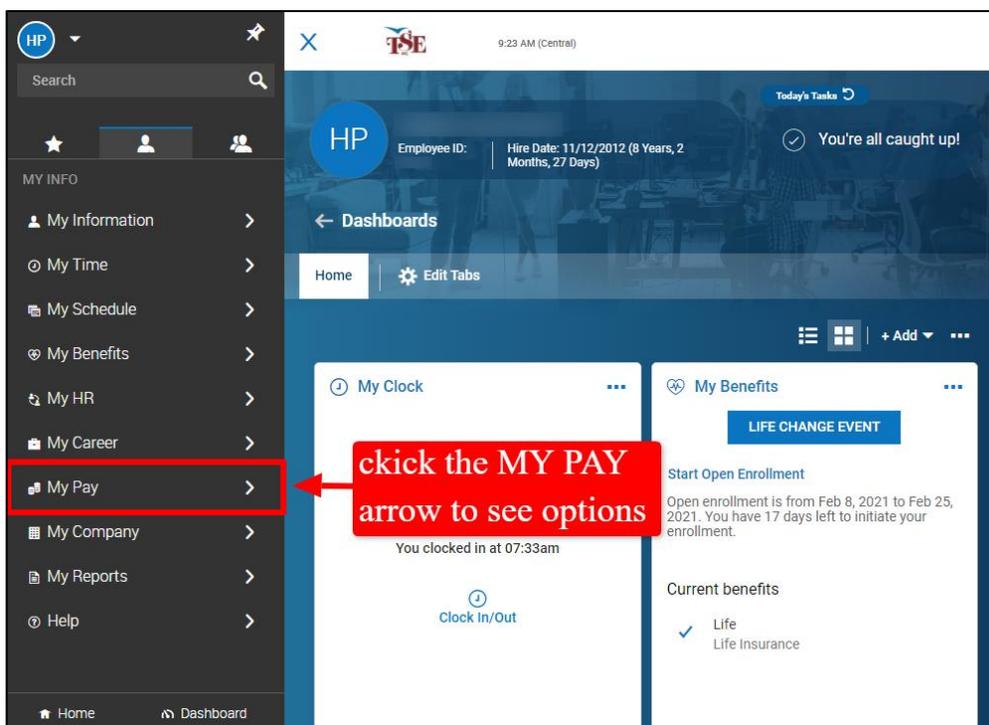
How to access TSE W-2 forms on Centrally HR

Step 1. Log in! the website address for log in is <https://secure5.entertimeonline.com/ta/CBIZ20048.login> If you have problems logging in, or can't remember your password, please contact the office at 651-489-2595.

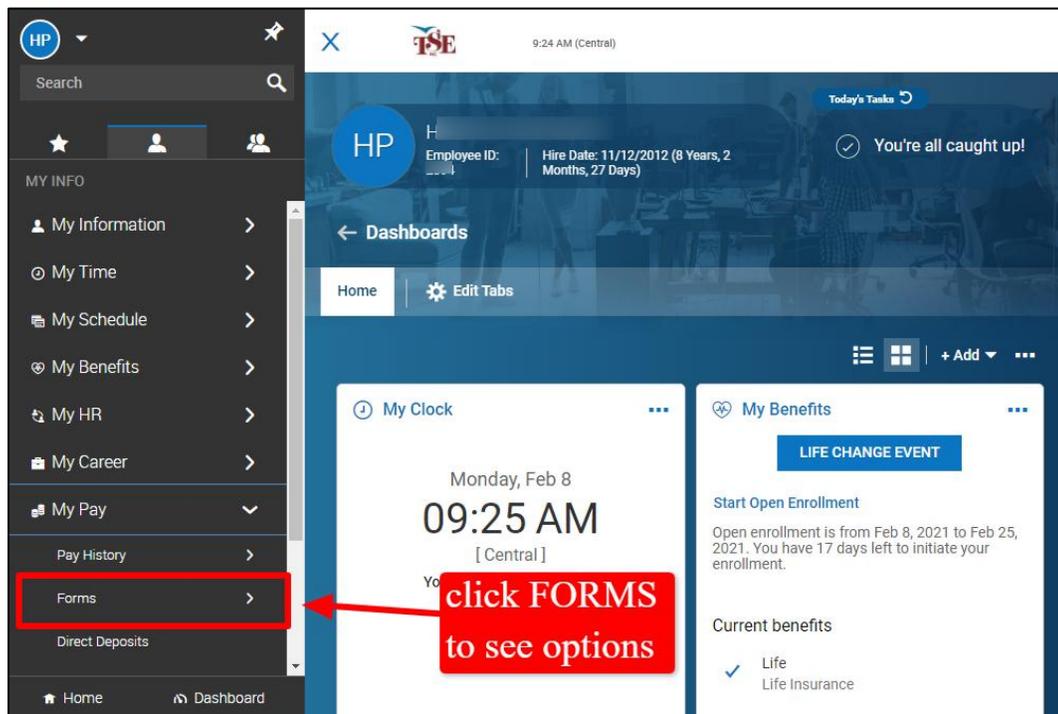
Step 2. Click on the "hamburger" menu to expand it.



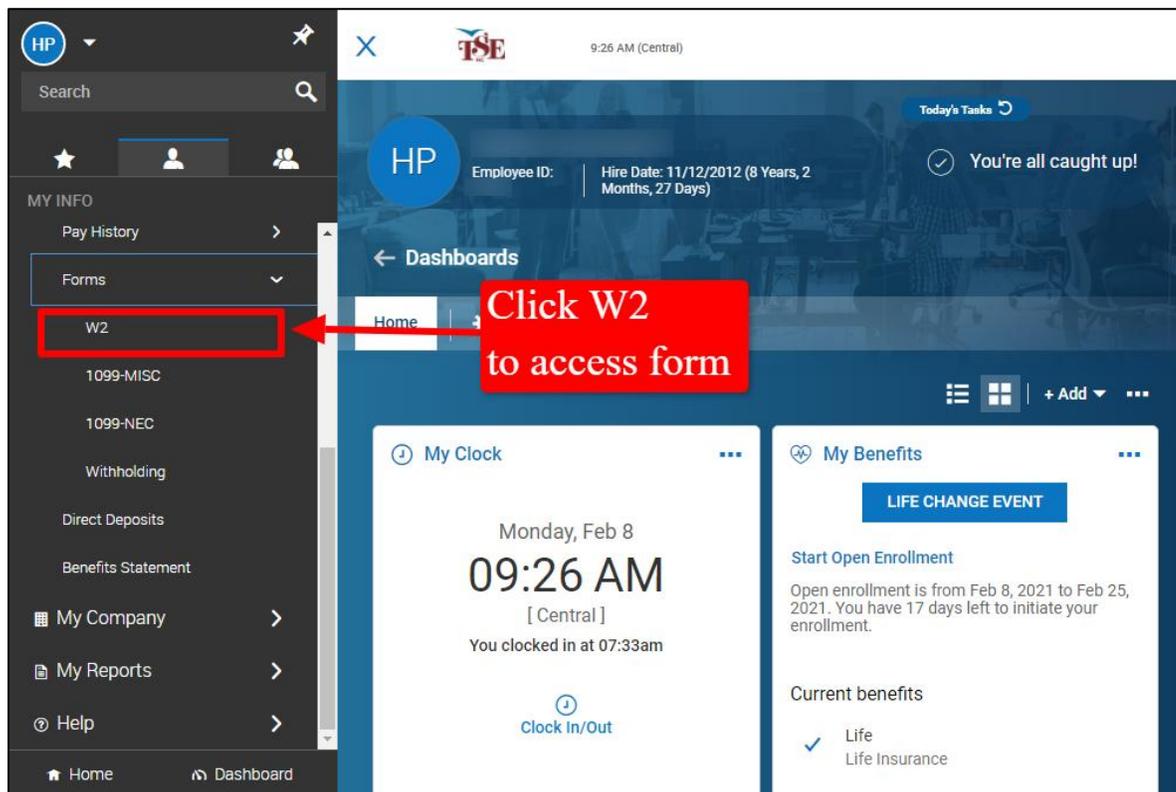
Step 3. Click on the MY PAY menu option.



Step 4: Click on the FORMS menu option



Step 5: Click on W2 to open the screen listing available W2s.



Step 6: Click the magnifying glass on the line next to the tax year you are looking for.

The screenshot shows a table with columns for Year, Box 1: Wages, Tips, Other Compe..., Box 2: Federal Income Tax Withhe..., Box 3: Social Security Wages, and Box 4: S. The year 2020 is visible in the first column. A magnifying glass icon is highlighted in a red box on the left side of the table, with a red arrow pointing to it. A red callout box below the arrow says "click here to view form".

Step 7: Click DOWNLOAD PDF to download the form to your computer. You can print the downloaded form according to your personal system settings.

The screenshot shows a "Form Preview" window with a zoom level of 101%. The form is a W-2 form with two copies: "Copy B -- To Be Filed With Employee's FEDERAL Tax Return" and "Copy 2 -- To Be Filed With Employee's State, City, or Local Income Tax Return". A red callout box points to the "DOWNLOAD PDF" button, which is also highlighted in a red box. The callout box says "click here to download the form. you can print the downloaded file".