



How to Download Banner personal documents



1. Pay Stubs

- a. Login to **GOLDLink** and select **Employee Dashboard/Self Service**
- b. Select the **All Pay Stubs** link
- c. Select the link for the **Pay Date** to view that **Pay Stub**
- d. Select the **Printer Friendly** button
- e. Select the **Download Icon**  in the upper right corner of the screen
- f. Repeat this process for every **Pay Stub** to be downloaded
- g. **Note:** Use the **Pay Year** dropdown on the **Pay Stub Information** screen to access **Pay Stubs** from other years

2. W-2

- a. Login to **GOLDLink** and select **Employee Dashboard/Self Service**
- b. Select the **Arrow**  on the **Taxes** line to open the category
- c. Select the **W-2 Wage and Tax Statement** link
- d. Use the **Tax Year** dropdown to select the appropriate year, then select the **Display** button
- e. Select the **Printable W-2** button
- f. Use your web browser to **Print**, and select **Save to PDF** or **Print to PDF**
- g. Repeat this process for every **W-2** to be downloaded

3. 1095-c

- a. Login to **GOLDLink** and select **Employee Dashboard/Self Service**
- b. Select the **Arrow**  on the **Taxes** line to open the category
- c. Select the **1095-C Employer Provided Health Insurance Offer and Coverage Statement** link
- d. Use the **Tax Year** dropdown to select the appropriate year, then select the **Display** button
- e. Select the **Printable 1095-C** button in the bottom left corner
- f. Select the **Download Icon**  in the upper right corner of the screen
- g. Repeat this process for every **1095-C** to be downloaded