



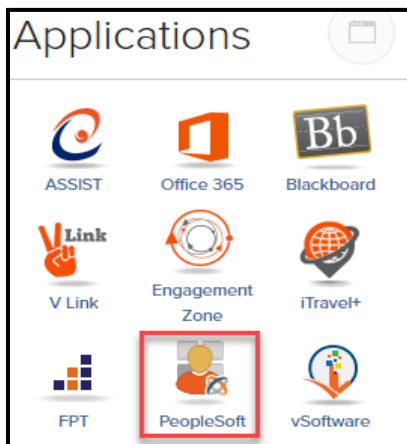
View W-2/W-2c Forms User Guide

Table of Contents

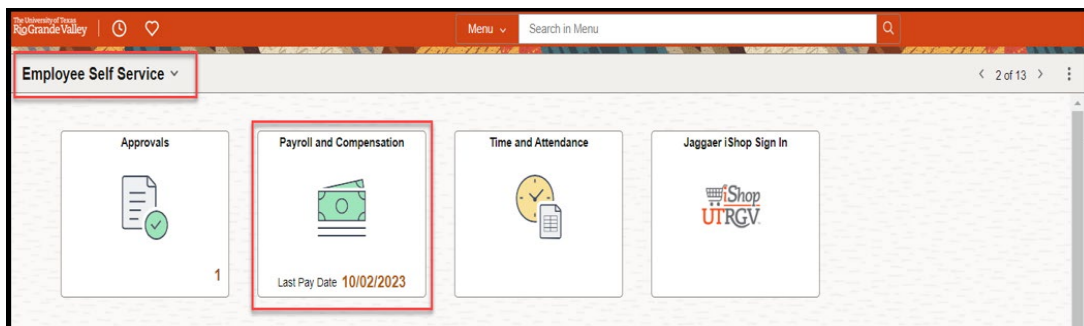
NAVIGATION TO EMPLOYEE SELF SERVICE W-2/W-2C FORMS	2
VIEW W-2/W-2C FORMS	3

Navigation to Employee Self-Service W-2/W-2c Forms

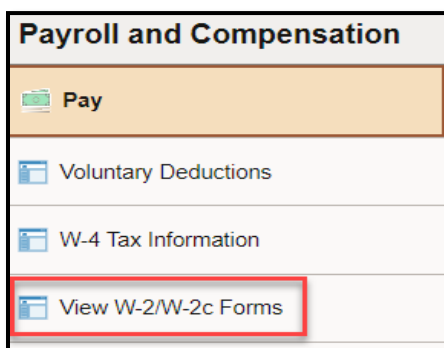
1. Navigate to <https://my.utrgv.edu>
2. Type in your credentials.
3. Peoplesoft may be found in the Applications section of your MyUTRGV Homepage.



4. Navigate to the Employee Self Service Menu and select Payroll and Compensation.



5. Select View W-2/W-2c Forms



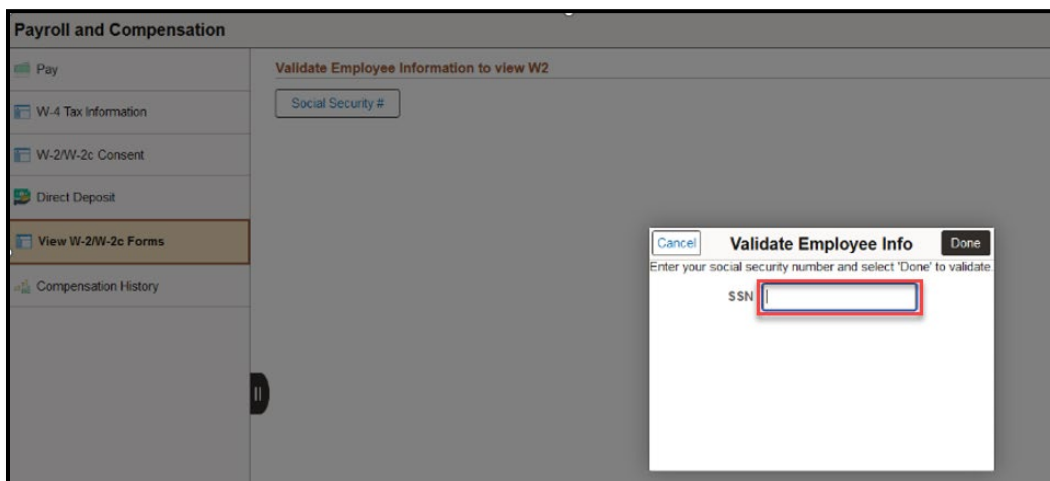
View W-2/W-2c Forms

1. Once View W-2/W-2c Forms have been selected, the below window will pop up. Select Social Security # box.



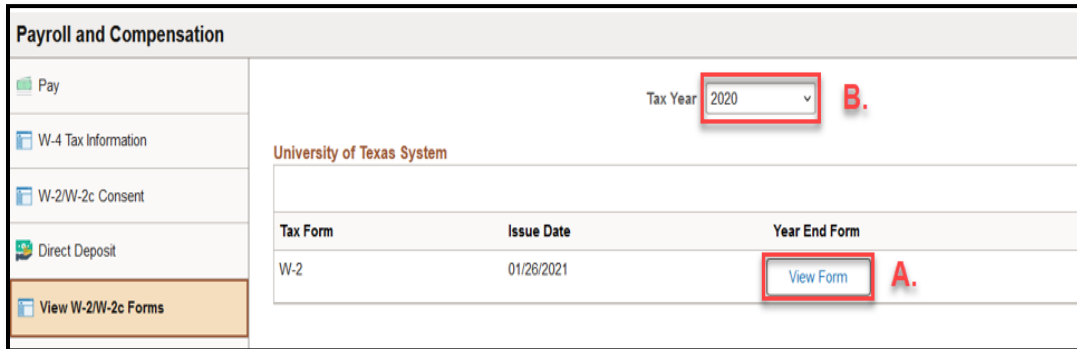
The screenshot shows a window titled "Payroll and Compensation" with a sidebar on the left containing menu items: Pay, W-4 Tax Information, W-2/W-2c Consent, Direct Deposit, View W-2/W-2c Forms (highlighted in orange), and Compensation History. The main area is titled "Validate Employee Information to view W2" and contains a text input field labeled "Social Security #" which is highlighted with a red box.

2. A window to verify your identity will be prompted. Enter your social security number in the SSN box and select Done. If the social security number matches what the system has on file, the following window (#3) will then become accessible.



The screenshot shows the same "Payroll and Compensation" window as in the previous image. A dialog box titled "Validate Employee Info" is open in the foreground. The dialog box has "Cancel" and "Done" buttons. Below the title, it says "Enter your social security number and select 'Done' to validate". There is a text input field labeled "SSN" which is highlighted with a red box.

3. To view or download your W-2-PDF.
 - A. Select View Form to see the W-2 form. This will prompt a download of the W2-PDF to appear. Pop up blocker will need to be disabled for this step.
 - B. If you would like to review another year's W2, you may select the year from the Tax Year drop-down menu and select View Form.



4. After viewing or downloading your W-2 form, you may sign out of PeopleSoft by selecting Sign Out.

