The University of Texas Rio Grande Valley

Online W-2/W-2c Consent Procedures

Step 1: Visit the MyUTRGV home page at <u>https://my.utrgv.edu/</u> and login with your UTRGV credentials.



Applications

Step 2: Once logged in to the home page, listed under Applications, click on the <u>PeopleSoft</u> tile.





Step 3: Click the drop down list located on the top-center page, select Employee Self Service.

Step 4: Click on the Payroll and Compensation tile.



Step 5: Click on <u>W-2/W-2c Consent</u>.

C Employee Self Service	Payroll and Compensation
📷 Pay	Paychecks
Tirect Deposit	There are no paychecks available for review.
Voluntary Deductions	
📔 W-4 Tax Information	
Tiew W-2/W-2c Forms	
W-2/W-2c Consent	

Step 6: On the W-2/W-2c Consent page, select the box which indicates "*I consent to receive W-2 or W-2c forms electronically.*" After this is completed, click on the "Submit" button.

C Employee Self Service	Payroll and Compensation	^	Q,	٣
📷 Pay	W-2/W-2c Consent			
T Direct Deposit	You currently receive W-2 or W-2c paper forms by mail			
Toluntary Deductions	Complete this section to give your consent by using the check box below and click submit. Your consent will remain in effect until you submit a withdrawal request or are no longer employ. If no consent is received, W-2 and W-2c forms will be mailed to the address on your employee record. See Employee Self Service in PeopleSoft System to confirm or change your mailing If you have any questions, please contact the Payroll Department at payroll@utrgv.edu.		loyed. ng ad	ed. address.
👕 W-4 Tax Information				
Tiew W-2/W-2c Forms	1 Consent to receive W-2 or W-2c forms electronically			
👕 W-2/W-2c Consent	Submit 2			

Step 7: Confirm receipt of consent with the displayed message, "*You will receive W-2 or W-2c forms electronically.*"

Employee Self Service	Payroll and Compensation
📷 Pay	W-2/W-2c Consent
Tirect Deposit	You will receive W-2 or W-2c forms electronically
Voluntary Deductions	To withdraw your consent, simply uncheck the form and submit again. Your withdrawal will not apply to any forms issued prior to the date your withdrawal is received. If you have any questions, please contact the Payroll Department at payroll@utrgv.edu.
T W-4 Tax Information	
Tiew W-2/W-2c Forms	
👕 W-2/W-2c Consent	