

Quick Reference Guide

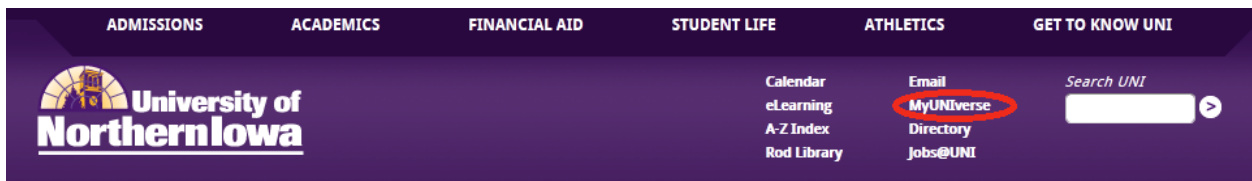
Viewing & Printing a W-2 Statement

In MyUNiverse

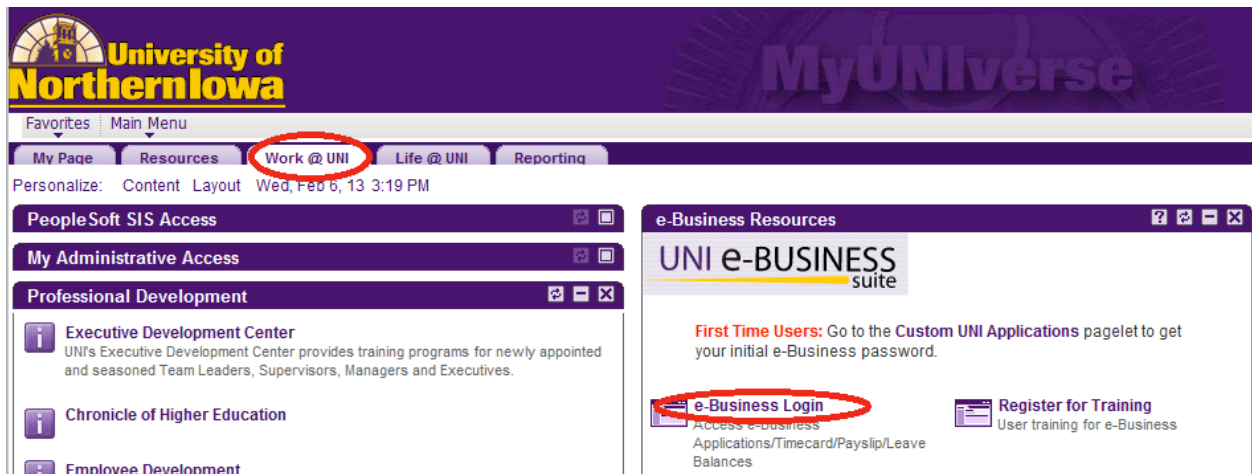
VIEWING AND PRINTING A W-2 STATEMENT

University employees may view and print their W-2 statements electronically.

- 1) Open a browser and go to the UNI home page: www.uni.edu.
- 2) Select My UNIVERse on the UNI home page.



- 3) Login to My UNIVERse.
- 4) Login to UNI e-Business Suite located on the Work @ UNI tab in the e-Business Resources section.



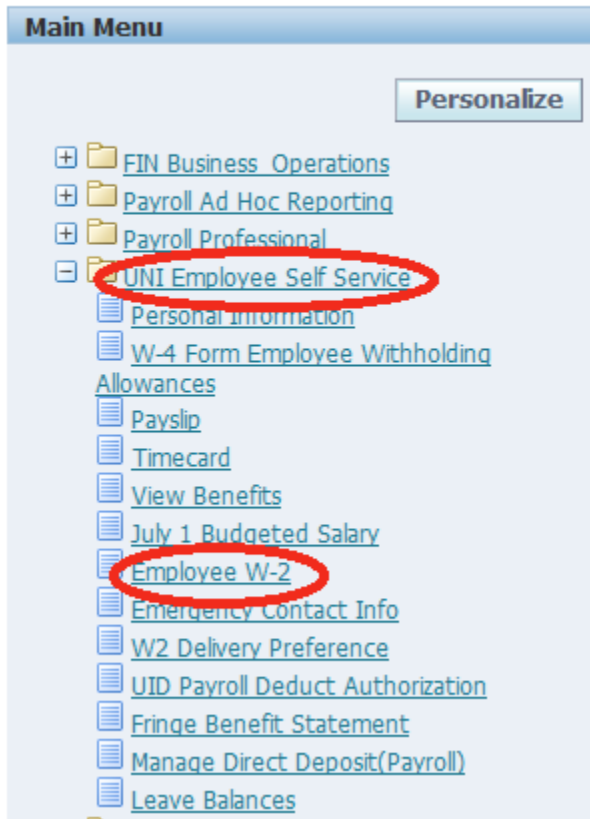
- 5) Enter your e-Business username and password.
- 6) Select UNI Employee Self Service (faculty/staff) or UNI Student Employee Self Service (students).

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- 7) Click on Employee W-2 to view.

Oracle Applications Home Page



- 8) A W-2 will display. If the correct year is not displaying, select the year of the W-2 you wish to view from the drop down list.

Form W-2 Wage and Tax Statement

Employee Name
University ID

Select Organization/Year

- 9) Click Go.
- 10) The W-2 will appear.
- 11) Click the printer icon to print.
- 12) Log out.