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

Oracle Applications Home Page

Main Menu

FIN Business Operations
Payroll Ad Hoc Reporting
Payroll Professional
UNI Employee Self Service
   Personal Information
   W-4 Form Employee Withholding
   Allowances
   Paysip
   Timecard
   View Benefits
   July 1 Budgeted Salary
   Employee W-2
   Emergency Contact Info
   W2 Delivery Preference
   UID Payroll Deduct Authorization
   Fringe Benefit Statement
   Manage Direct Deposit(Payroll)
   Leave Balances

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

Select Organization/Year

University of Northern Iowa-2013-W2 PDF

9) Click Go.


11) Click the printer icon to print.

12) Log out.