

Quick Reference Guide

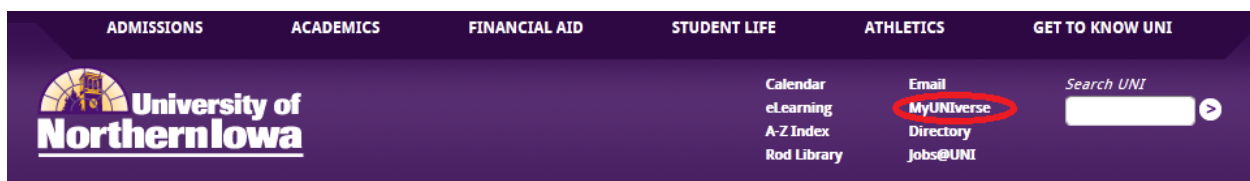
# Viewing & Printing a W-2 Statement

In MyUNiverse

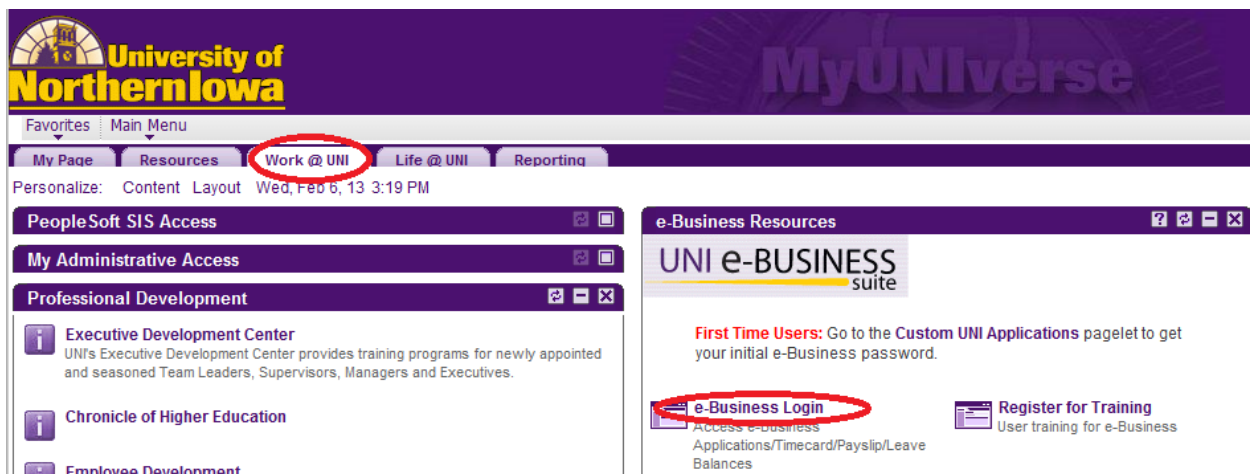
## VIEWING AND PRINTING A W-2 STATEMENT

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](http://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).

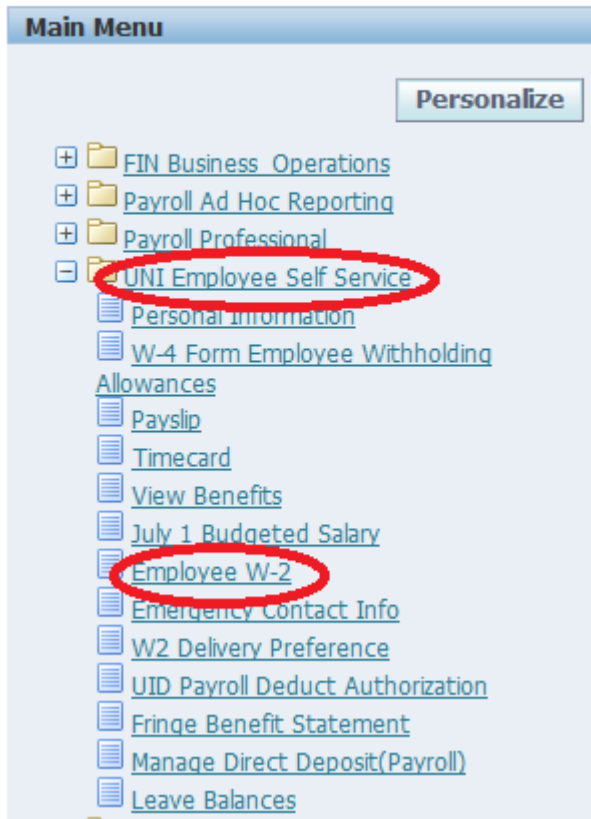
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In MyUNiverse

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

## Oracle Applications Home Page



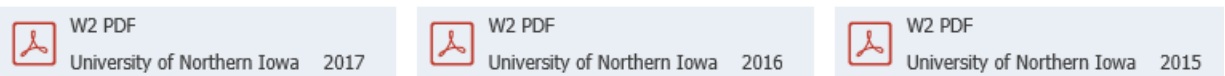
- 8) Select the year of the W-2 you wish to view by clicking on the PDF icon next to the year.

## Form W-2 Wage and Tax Statement

Employee Name  
University ID

### View or Download W2

Please note: This PDF document will download to your local drive and will not be removed automatically when you log out or exit the application. If t



- 9) Click Open or Save (your preference).
- 10) The W-2 will appear.
- 11) Click the printer icon to print.
- 12) Log out.