


# Electronic W-2 Consent Agreement Instructions

Log into PASS- The link is <http://My.uh.edu/PASS>

The User id is the capital letter Z plus the employee id number. The employee ID can be found on any pay check stub or pay advise. It is located under the general section right under the name.

IE: Z0173774,



## Employee Self Service

User ID:

Password:

[Forgot Your Password?](#)

[Click Here for Online Instructions](#)

### **FORGOT YOUR PASSWORD?**

Following instructions located at:  
<http://www.uh.edu/hrms/docs/Forgot%20Your%20Password.doc>

Once you log in you are on the Human Resource Home Page, with the mouse left click the Payroll, Taxes and Salary link



**Employee Self Service**

### Human Resources Home

- My Personal Information**  
Review and edit your contact information, including your "Primary Name" and/or your "Preferred Name" and marital status changes.
- Benefits**  
Review health, insurance, and savings accounts plans in addition to dependent and beneficiary information.
- Payroll, Taxes and Salary** Click here  
Access your online payslip, direct deposit, and other deduction or contribution information. Review your job, salary, and compensation history. Re-print your W2's for year 2001-2004 or make a request for a W2 for a year prior to 2001 to be mailed to your home or office address. (Please verify your home address is correct prior to submitting your request)
- Training and Personal Development**  
Enroll in training or review your enrollment status. View your training history, accomplishments, and competencies.
- Change your Password or Password Hint**  
Click here to change your Password or to change your hint question and response.


With the mouse left click on the W-2 Print Link



## Employee Self Service

Home

### Payroll, Taxes and Salary

#### Payroll and Taxes

[View Paycheck](#)

View your current and prior earnings statements on-line. (Earnings, Taxes, Deductions, and Net Pay Distribution).

[Direct Deposit](#)

Review and edit your direct deposit accounts.

[Voluntary Deductions](#)

Review and edit your voluntary deductions.

**Click here**

[W-2 Print](#)

Request a reissue of your W-2 statement.

[W-4 Tax Information](#)

Review and edit your federal tax withholding exemption and amount.

#### Salary

[Compensation History](#)

Review your annual salary and compensation per pay frequency, as well as any variable compensation.

Go To: [Human Resources Home](#)

With the mouse left click on the yellow button marked

**Electronic W-2 Consent Agreement**



## Employee Self Service

### W-2 Print

Joseph Montana

Social Security # 111-11-1111

You will need the Free Adobe Acrobat reader to view and print your W-2. You can get the free reader by following this link.



#### W-2 Print

Enter the required Tax Year

**W2 Print**

Available years are 2001 thru 2005

**Click here to request a W-2 for a year prior to 2001**

\*\*\* Please enter a year and TAB off the field to activate the print button

**Click here**

Currently you wish to receive the 2005 W-2 form in the mail. If you wish to elect to not receive a W-2 form in the mail, click on the Electronic W-2 Consent Agreement button on the Right. You must read and agree to the Electronic W-2 Consent Agreement - Tax Year 2005 the appears after you press the button.

**Electronic W-2 Consent Agreement**



## Employee Self Service

### Electronic W-2 Consent Agreement - Tax Year 2005

You will be directed to the consent form, please read the entire document, if you agree with the terms click

[Accept Agreement](#)

If you do not agree with the terms listed in the document click

[No Thanks](#)

#### UNIVERSITY OF HOUSTON SYSTEM DISCLOSURE FOR W2 FORM PROVIDED ELECTRONICALLY

- ◆ If the recipient does not consent to receive their W2 Form electronically, a paper copy will be provided by January 31 following the annual year of Form W2.
- ◆ Your consent applies only for the January 31 immediately following the date of the consent. Thereby, you are required to give a separate consent for each year that you want your W2 Form provided electronically.
- ◆ If you still want a paper copy of your W2 Form after you have given your consent, please call Pat Howard at 713-743-8766, and leave a message or send an email to [phoward@uh.edu](mailto:phoward@uh.edu) that you would like your W2 Form reissued. The physical address for requests is UH Payroll Department P.O. Box 3368 Houston, TX 77253-3368A paper copy will then be mailed to you. This request for paper copy will not be treated as a withdrawal of your consent.
- ◆ You may withdraw your consent by clicking, Withdrawal of Consent, on the same screen that you submitted your request for consent. Confirmation will appear on that same screen. A withdrawal of consent does not apply to a W2 Form that was previously furnished electronically.
- ◆ If the situation exists that the University will no longer be able to electronically provide W2 Forms, a notice will be posted on the consent submission screen. However, this is highly unlikely at this time.
- ◆ To update your contact information for purposes of Form W2, please change your information on PASS, University of Houston Employee Self Service. ([my.uh.edu/PASS](http://my.uh.edu/PASS)). You will receive a confirmation email of the changes.
- ◆ The University intends to electronically provide your W2 Forms for the previous seven years, but beginning with 2002.

[Accept Agreement](#)

[No Thanks](#)

If you click

[Accept Agreement](#)

you will be directed back to the W-2 Print screen and the screen will display your option to not receive a W-2 form in the mail



## Employee Self Service

W-2 Print

Joseph Montana

111-11-1111

Social Security # 999-99-9999

You will need the Free Adobe Acrobat reader to view and print your W-2. You can get the free reader by following this link.



### W-2 Print

Enter the required Tax Year



\*\*\*

W2 Print

Available years are 2001 thru 2005

[Click here to request a W-2 for a year prior to 2001](#)

**You will not receive a W-2 in the mail.**

\* Please enter a year and TAB off the field to activate the print button

You currently will NOT receive a W-2 form in the mail. If you wish to receive a W-2 form in the mail, click on the Withdrawal of Consent button on the right.

[Withdrawal of Consent](#)



### Employee Self Service

Joseph Montana  
JOSEPH MONTANA

111-11-1111

Social Security # 999-99-9999

You will need the Free Adobe Acrobat reader to view and print your W-2. You can get the free reader by following this link.



#### W-2 Print

Enter the required Tax Year

 \*\*\*

W2 Print

Available years are 2001 thru 2005

**You will receive a W-2 in the mail.**

[Click here to request a W-2 for a year prior to 2001](#)

\*\*\* Please enter a year and TAB off the field to activate the print button

Currently you wish to receive the 2005 W-2 form in the mail. If you wish to elect to not receive a W-2 form in the mail, click on the Electronic W-2 Consent Agreement button on the Right. You must read and agree to the Electronic W-2 Consent Agreement - Tax Year 2005 the appears after you press the button.

[Electronic W-2 Consent Agreement](#)

If you click

No Thanks

you will be directed back to the W-2 print screen and the screen will display your option to receive the W-2 by mail.