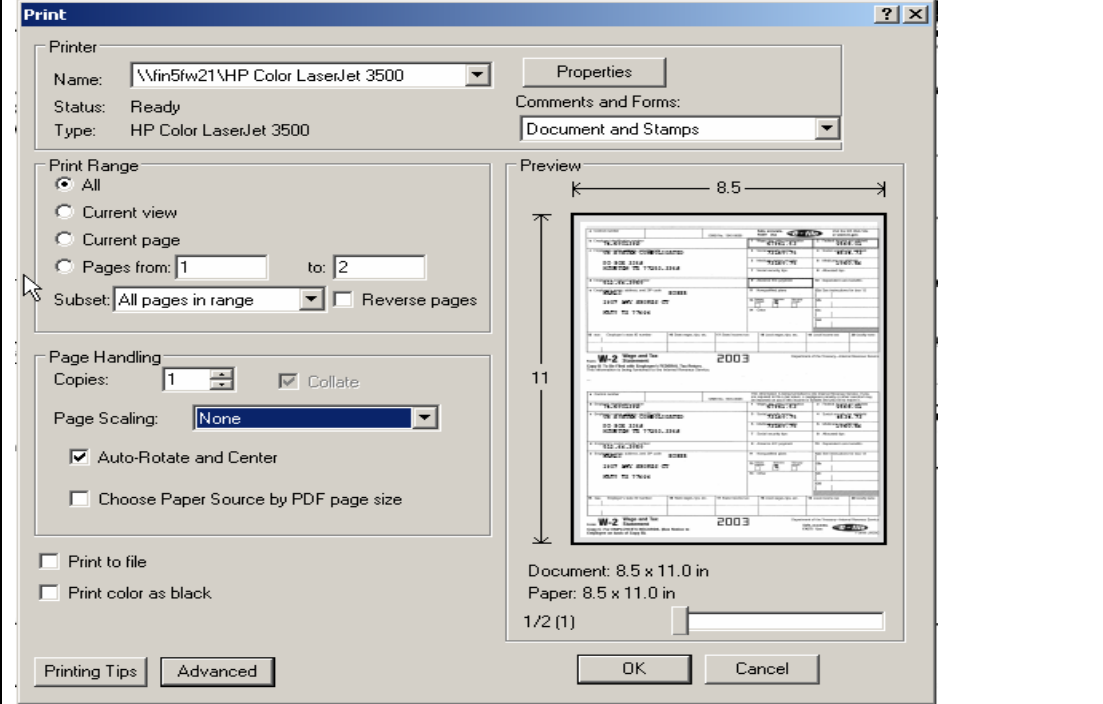


Employees have the capability of printing/reprinting their W2 for any given year that is available in PeopleSoft, (data after 2001). The employee will chose from the available list of balance years and then the employee will push the W2 print button. After the W2 print button is pressed then the self-service page will start a process/report that will generate a W-2 for the employee based upon the year that was selected. If the program completes successfully then a link will be displayed next to the print button which will allow the employee to view, in PDF, the W-2 that was generated. If the employee wishes to print the W-2 then they can print the W-2 from within Acrobat Reader.

When printing from Acrobat Reader the user will need to make sure that the Page Scaling is set to None. This will allow the W-2 to be printed to full size and match up with a blank form.



Users will have the ability to download a copy of Adobe Acrobat Reader if they do not already have it on their desktop by clicking on the Adobe Icon on the screen

**UNIVERSITY OF HOUSTON System Employee Self Service**

Home Sign Out

**W-2 Print**  
Ha T Le 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

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

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](#)

The W2 print is in Self Service under Payroll, Taxes and Salary



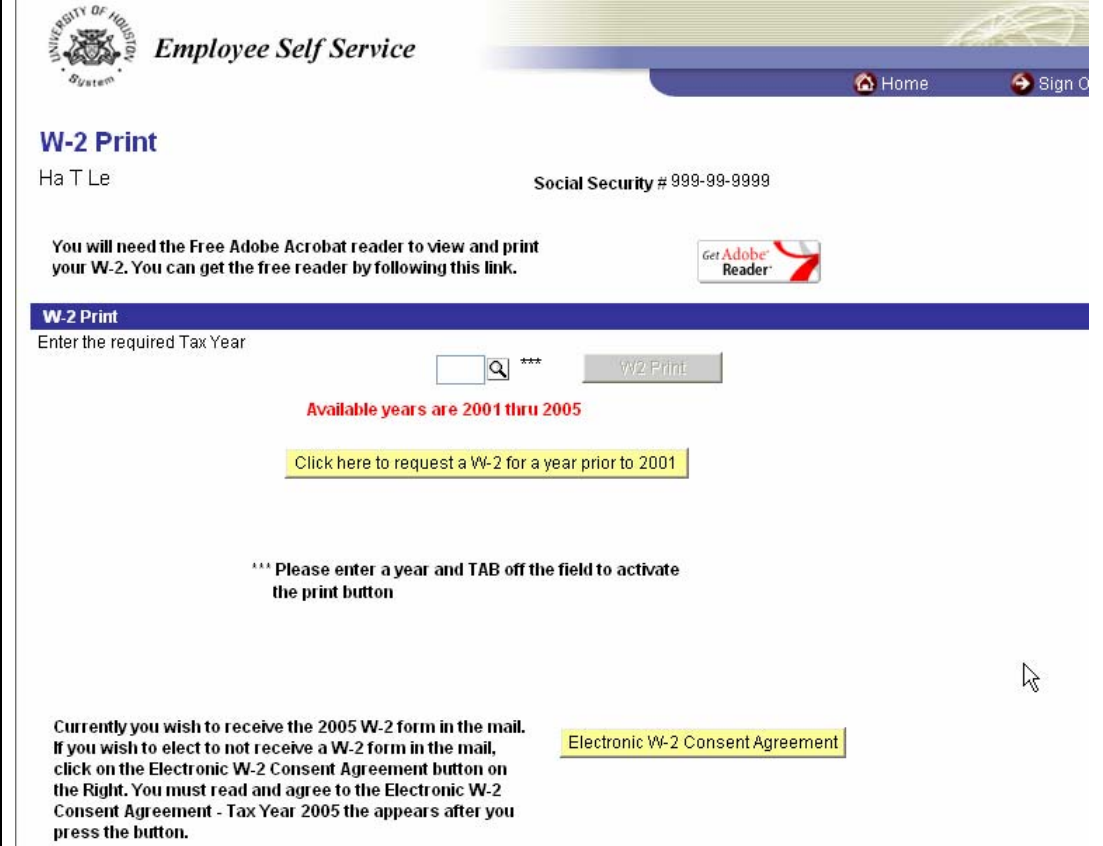
**UNIVERSITY OF HOUSTON System Employee Self Service**

**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).
- [Voluntary Deductions](#)  
Review and edit your voluntary deductions.
- [Direct Deposit](#)  
Review and edit your direct deposit accounts.
- [W-2 Print](#)  
Request a reissue of your W-2 statement.


The employee will have the ability to print a W-2 for year 2001 and any subsequent year stored in PeopleSoft.



**UNIVERSITY OF HOUSTON System Employee Self Service**

**W-2 Print**

Ha T Le 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

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

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](#)

The employee can submit a request for years prior to 2001 by clicking on a button. They will be directed to the request screen.

To print a W2, the employee will enter the year in the box and TAB out of the box. The W2 Print button will activate. Instructions will appear to the right of the print button. A red processing message will flash on the top right hand of the screen.



**UNIVERSITY OF HOUSTON System Employee Self Service**

**W-2 Print**

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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

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

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](#)

**Processing**

The process may take up to two minutes to complete.

When the process is complete a link will appear allowing the user to view and print their W2.

A button will appear if another year needs to be printed they will click on the button and enter the new year and tab out of the box.

The screenshot shows the 'Employee Self Service' interface. At the top left is the University of Houston System logo. The page title is 'W-2 Print'. Below the title, the user's name 'Ha T Le' and 'Social Security # 999-99-9999' are displayed. A blue header bar contains the text 'W-2 Print'. Below this, there is a form with the label 'Enter the required Tax Year' and a text box containing '2001'. To the right of the text box is a blue link: 'Click this link to view and print your W-2.' Below the form is a yellow button labeled 'Click to Print Another Year'. At the bottom, there is a message: '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.' with an 'Adobe Reader' logo.

If the request is for a year prior to 2001, the user will select the button for a prior year.

The screenshot shows a single yellow button with the text: 'Click here to request a W-2 for a year prior to 2001'.

The user will be directed to another screen, they will input the year and select where they want their W-2 delivered.

The screenshot shows the 'Employee Self Service' interface for a 'W-2 Reissue Request'. At the top left is the University of Houston System logo. The page title is 'W-2 Print'. Below the title, the user's name 'Ha T Le' and 'Social Security # 999-99-9999 199' are displayed. A blue header bar contains the text 'Review Tax Address'. Below this, the address is listed: '123 Mockingbird Lane', 'Houston TX 77040'. Another blue header bar contains the text 'W-2 Reissue Request'. Below this, there is a form with the label 'Enter the required Tax Year' and a text box containing '2004'. Below the form is the label 'Select where you want your W-2 delivered:' followed by two radio button options: 'Home Address' (which is selected) and 'Work Location'. At the bottom is a yellow button labeled 'Submit'.