



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

January 11, 2008

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY08-26

Distributed via Campus Email

To: PVAMU Employees

From: Mary Lee Hodge
Vice President for Business Affairs

Re: On-Line Access to 2007 W-2 Form

Employees have until January 15, 2008 to sign up on HR Connect to be able to see their 2007 W-2 information on-line. If the employee has not made this election then they will not have on-line access to their W-2 information until February 4, 2008.

To Sign Up:

Go to: <https://sso.tamu.edu/>

Log on

Click on: **HR CONNECT**

Click on: **PAYROLL DATA** Tab

Scroll down to: **On-Line W-2 Information**

Click to Edit

Scroll to: **Please indicate your Form W-2 selection:**



On-line Form W-2 (No paper copy will be sent)

Once you have made this selection, you will have access to your 2007 W-2 several weeks before the printed W-2 form is received in the mail.

Please contact Ms. Frances Robertson in the Payroll Office at 261-1922 if you should have any questions.