



PRAIRIE VIEW A&M UNIVERSITY

**Online W-2 Sign-Up**

**Instructions for Employees**



# Online W-2 Sign Up

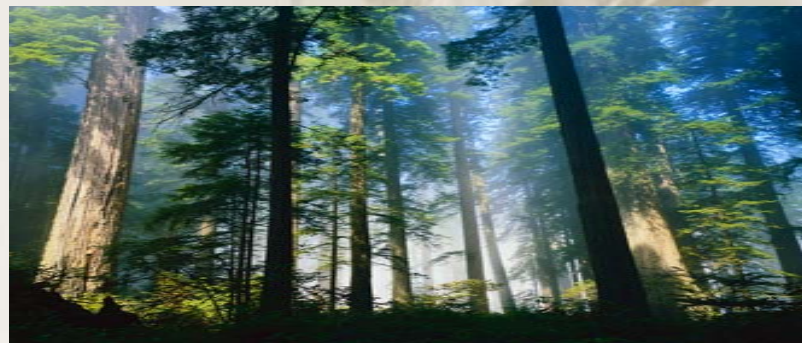
## What is Online Form W-2?

An email notification informing you, that you are able to view and retrieve your W-2 form via HR Connect.



## Advantages of Online Form W-2?

- Access to your W-2 Form anywhere, anytime, any place
- Earlier Access to W-2 information
- Ability to print previous W-2 Forms
- The potential to file your tax returns sooner
- Save Trees



# W-2 Online Sign Up

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

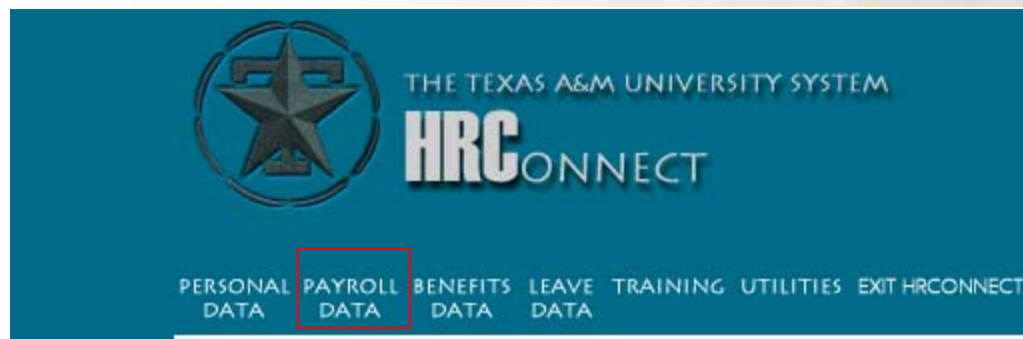
Insert your UIN and Password

Click on **HR Connect**



# W-2 Online Sign Up

Click on **Payroll Data**



Under “Online W-2 Information” click, **Click to Edit**

## On-line W-2 Information

[Click to Edit](#)

You have **not** signed up for on-line W-2 forms.

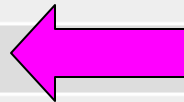


# W-2 Online Sign Up

You may now select to receive your official Form W-2 using HRConnect. An e-mail notice will be sent to you once the Form W-2 is available through HRConnect. You will then be able to log into HRConnect and print your form at your convenience. Should you make this selection, you will have access to your Form W-2 several days before the printed form would reach you in the mail. You will receive the information earlier, and eliminate the possibility of your W-2 being lost in the mail or being intercepted by someone else. Because you will not receive a printed form in the mail, you will also be saving the A&M System significant time and money associated with generating and handling these forms. You may change this option during any time of the year except the period January 15-31 (the period during which the Form W-2 is generated).

Enter e-mail address

ddmanuel@pvamu.edu

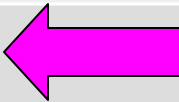


The e-mail address you see above is the current e-mail address on file for you. You may change this address if you wish, but it is important to remember that **you** must update this address via HRConnect whenever changes occur. This e-mail address will be used for all business purposes within the A&M System. This is the e-mail address that will appear in future campus telephone directories and will be used by other A&M System administrative systems.

**For those employees on the College Station campus, it is recommended that you use your NEO address, but at this time, it is not required.**

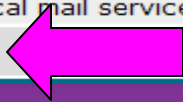
**Please indicate your Form W-2 selection:**

- On-line Form W-2 (No paper copy will be sent)
- Printed Form W-2 (No e-mail notification)



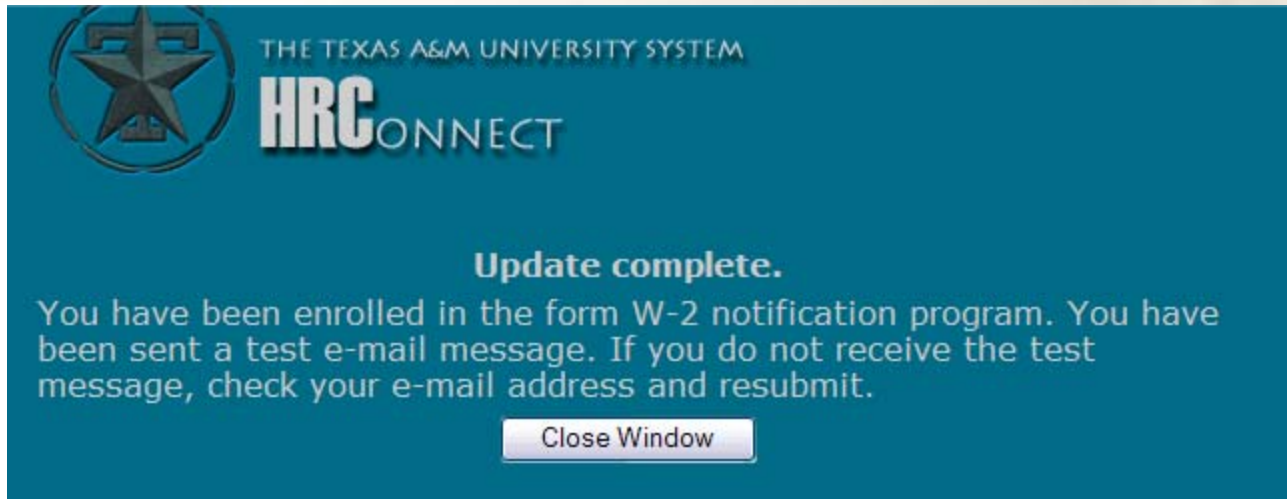
If you select the box indicating you wish to receive your form W-2 notification via e-mail, you will no longer receive a paper copy of your form W-2. You may change this election at any time by returning to HRConnect and checking the paper form W-2 box. Your e-mail address will be tested to insure that a good address is entered prior to accepting this change. However, this does not mean that the address is actively receiving mail. If you do not receive the notice within 24 hours, please check this e-mail address with your local mail services administrator to insure that it is still active.

Submit Cancel



- Verify the email address provided
- An email notice will be sent once the W-2 is available through HR Connect
- Select **On-line Form W-2 (No paper will be sent)**
- Click **Submit**

# W-2 Online Sign Up

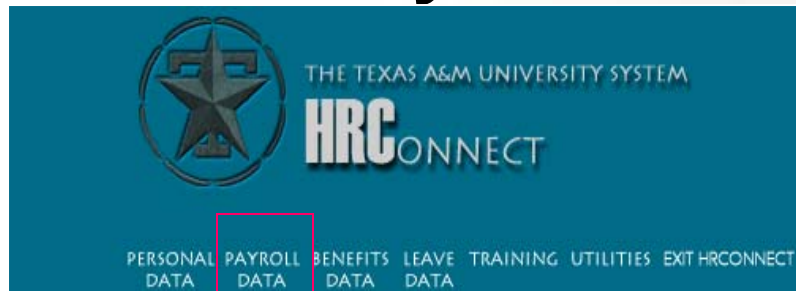


**Important:** You may change your W-2 notification options during any time of the year except the period of January 15 – 31 (the period during which the W-2 is generated)

# W-2 Online Sign Up

## How to View in HR Connect

### Click on **Payroll Data**



### Scroll down to **Pay Detail & Reports**

Select **Tax Year/Agency**  
Click on **View IRS Form W-2**



**Pay Records**

It is highly recommended you wait until you receive your W-2 to file your annual tax return. Your W-2 Box 1 taxable wages includes adjustments to your year-to-date gross pay for longevity, emoluments, pretax medical, tax deferred annuity and retirement deductions. Your check stub reports these amounts separately and, in the case of emoluments, not at all. By using your check stub, you take the risk of not using the appropriate numbers in computing your taxable wages on your tax return.

**Pay Details & Reports**

<input type="button" value="View Pay Stub"/>	Pay date: 3/3/2008
<input type="button" value="View IRS Form W-2"/>	Tax Year/Agency: 2007 - PVAMU
<input type="button" value="View W-2 Worksheet"/>	
<input type="button" value="View Statement"/>	Total Compensation Statement for FY: 2008

# W-2 Online Sign Up

The system will generate an automated email notification to confirm that you have successfully enrolled in Online W-2 Statements.

***Congratulations!***

For more information on Online W-2 Statements, please call the Payroll Office  
(936) 261-1904