

# Finding your W-2 statement on the My UW System Portal

- Log in to your my UW System portal using your Net ID and password
- Locate the Payroll Information Module
- Click the Tax Statements Tab within the module
- Click the W2 Statement link to bring up a .pdf of your W2

The screenshot shows the My UW System portal interface. At the top, there is a navigation bar with the UW-L logo and 'My UW System' text. Below this, there are several sections: 'HRS SELF SERVICE LINKS', 'PERSONAL INFORMATION', 'HR, PAYROLL AND BENEFITS NEWS', 'MANAGER TIME AND APPROVAL', 'PAYROLL INFORMATION', and 'EMPLOYEE RESOURCES'. The 'PAYROLL INFORMATION' section is highlighted with an orange arrow pointing to it. Within this section, there are tabs for 'Earning Statements' and 'Tax Statements'. The 'Tax Statements' tab is selected, and a table of earnings statements is displayed. The table has columns for 'Paid', 'Earned', and 'Amount'. The first row shows a date of 12/18/2011 and 12/31/2011. The second row shows a date of 12/29/2011 and 12/17/2011. An orange arrow points to the 'Tax Statements' tab, and another orange arrow points to the 'W2 Statement' link in the table.

## Payroll Information Module

## Tax Statements Tab

This close-up screenshot shows the 'Tax Statements' tab selected. It features a note: 'Note: W-2 Forms will be available the last week of January'. Below the note is a table with two columns: 'Year' and 'Statement'. The 'Year' column has a dropdown menu set to '2011'. The 'Statement' column contains the link 'W2 Statement'. An orange arrow points to this link. Below the table, there are links for 'Update your W4' and 'Update your Direct Deposit'.

Click the W2 Statement link to bring up a .pdf of your W2