

# Quick Reference Guide

## Viewing & Printing a W-2 Statement

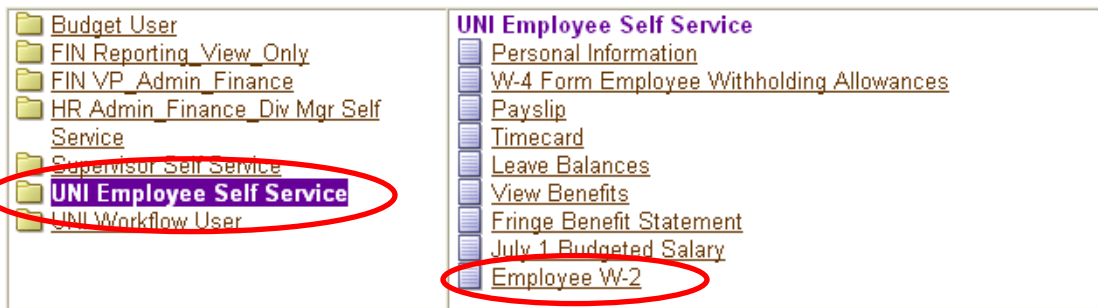
UNI e-Business Suite

### **VIEWING AND PRINTING A W-2 STATEMENT**

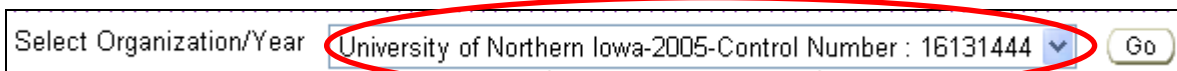
University employees may view and print their W-2 Statements electronically. The online W-2 Wage and Tax Statement format is slightly different than the copy that Payroll mailed to employees, however, the information is the same and either copy may be used when submitting for tax purposes.

Directions for viewing and printing are below.

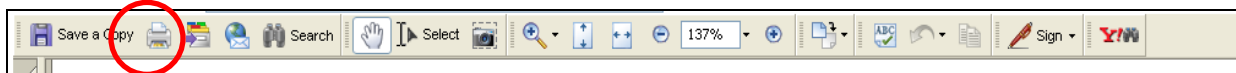
1. Logon to My UNIVERSE.
2. Click e-Business Login in the e-Business channel.
3. Enter your e-Business username and password.
4. Click UNI Employee Self Service
5. Click Employee W-2.



6. A W-2 will display. If the correct year is not displaying, select the year of the W-2 you wish to view from the drop down list.



7. Click Go.
8. The W-2 information will appear.
9. To print, click on the printer icon above the W-2 statement.



For questions email [ebusiness-help@uni.edu](mailto:ebusiness-help@uni.edu).

For questions about this document, please contact Linda Gruetzmacher, Payroll Mgr, 3-3003.

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