

Quick Reference Guide

Viewing & Printing a W-2 Statement

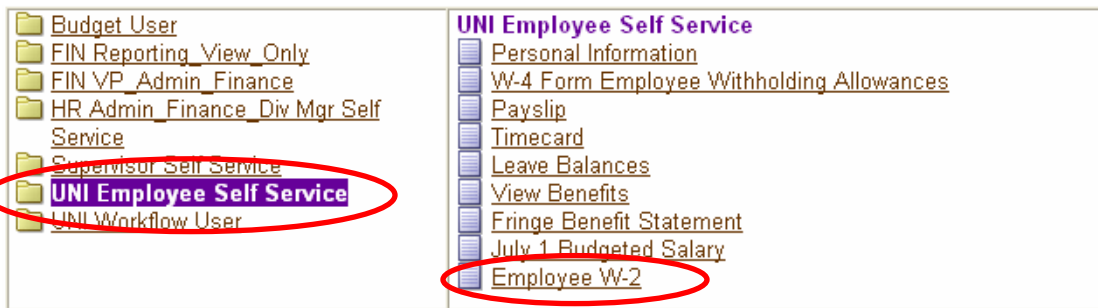
In the Oracle Application

VIEWING AND PRINTING A W-2 STATEMENT

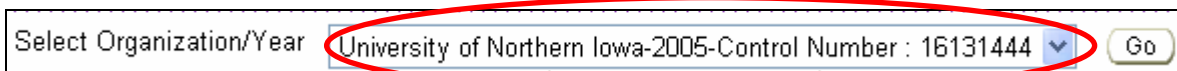
University employees may view and print their W-2 Statements electronically. The online W-2 Wage and Tax Statement format is slightly different than the copy that Payroll mailed to employees, however, the information is the same and either copy may be used when submitting for tax purposes.

Directions for viewing and printing are below.

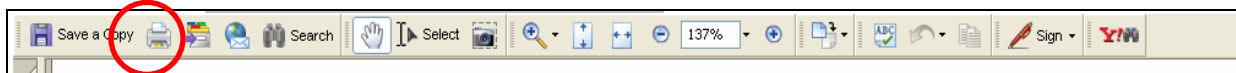
1. Logon to My UNiverse.
2. Click Access MEMFIS Applications/Timecard/PAR in the MEMFIS channel.
3. Enter your MEMFIS username and password.
4. Click UNI Employee Self Service
5. Click Employee W-2.



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, please contact the Help Desk at 3-5555, option #2 or email memfis-help@uni.edu.

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