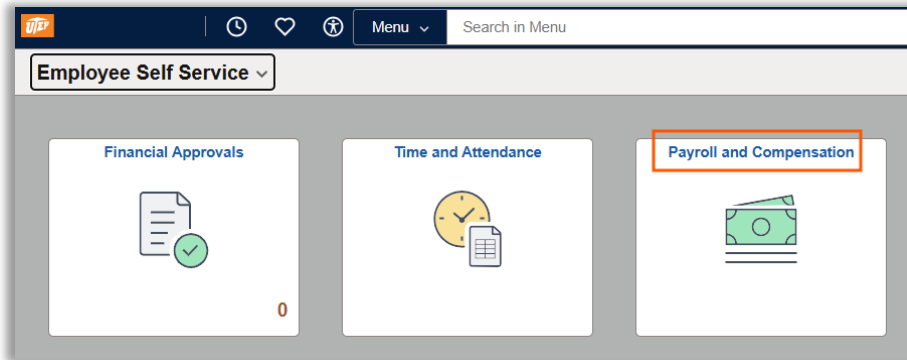


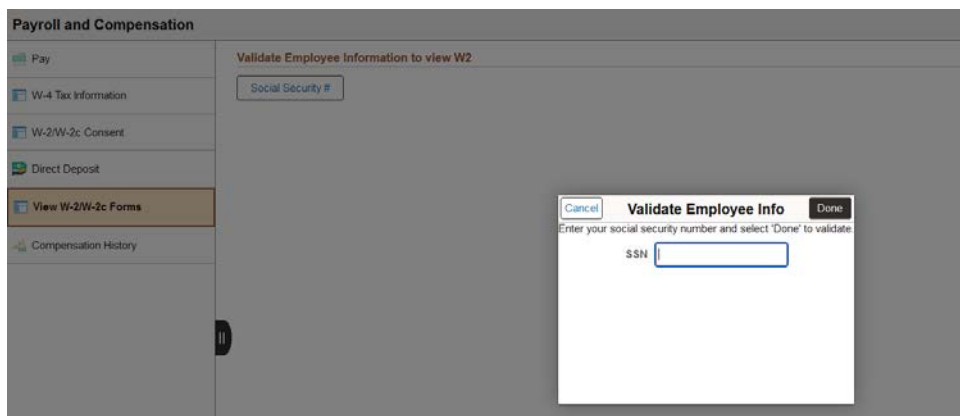
1. Navigation: Employee Self Service dashboard > Payroll and Compensation Tile



2. View W-2/W-2c Forms - employees will see a Validate Employee Information screen where they will need to click on the “Social Security #” box (as seen below)



3. Once selected, a pop-up will appear asking employees to enter their SSN. Once they hit Done, and the SSN matches what the system has on file, the next window will open.



4. Employee can then view their W-2 by selecting 'View Form' as well as choose the year they would like to view

The screenshot shows a web application interface for 'Payroll and Compensation'. On the left is a sidebar menu with options: 'Pay', 'W-4 Tax Information', 'W-2/W-2c Consent', 'Direct Deposit', and 'View W-2/W-2c Forms'. The main content area is titled 'University of Texas at El Paso' and features a 'Tax Year' dropdown menu set to '2025'. Below this is a table with columns 'Tax Form', 'Issue Date', and 'Year End Form'. The table contains one row for 'W-2' with an issue date of '01/20/2026' and a 'View Form' button.

Tax Form	Issue Date	Year End Form
W-2	01/20/2026	View Form