Accessing Your Electronic Form W-2

If you have previously elected to receive your IRS Form W-2 Wage and Tax Statement electronically, you can view/print your Form W-2 online by following the steps below:

1. Log on to Single Sign-On (TAMUS-SSO) using your UIN (employee ID, not your student ID) and password and select **HRConnec**t from the SSO Menu.
   - First time users can select the "New Employees – Set up your password" link on the home screen to establish a password.
   - For existing users who have forgotten their password, the "I forgot my password" link will guide you through the process of establishing a new password.

2. **First**, select the "Payroll" tab from the top of the screen, **then** select "Form W-2".

3. To view your current W-2 Form, select "View Current W-2 Form".

For any questions regarding this procedure, please contact the Office of Budget, Payroll & Fiscal Analysis by email at budgetandpayroll@tamiu.edu or by phone at ext. 2375 or ext. 2369.