Electing to Receive an Electronic Form W-2

1. Log on to <u>Single Sign-On</u> (TAMUS-SSO) using your UIN (employee ID, not your student ID) and password and select <u>HRConnect</u> 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. Under **My Form W-2 Selection**, select the "Update Status" button.
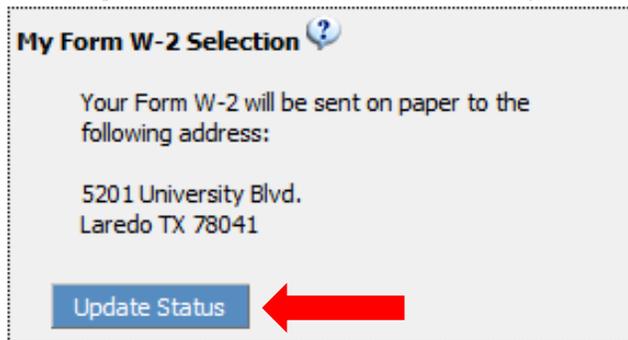
4. Select "On-line Form W-2 (No paper copy will be sent)" and enter your e-mail address (it is recommended that you use your secure TAMIU e-mail address).
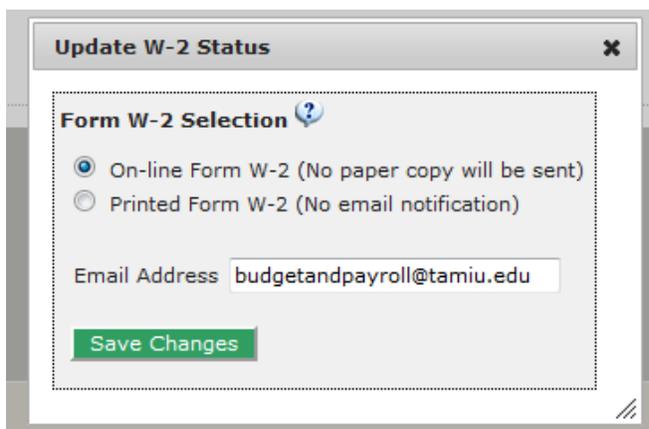
5. Verify the information you have entered and select the "Save Changes" button.

6. An e-mail confirming your enrollment in the electronic Form W-2 notification program will be sent to you shortly after. If you do not receive this notice within 24 hours, please contact the Payroll Office by e-mail at budgetandpayroll@tamiu.edu or by phone at ext. 2369 or ext. 2375 to confirm your changes.