

W-2 Retrieval:

1. Log in to PeopleSoft. (<http://www.uhcl.edu/hr> or <https://my.uh.edu>)
2. Enter in your user id, this is your 7-digit UHCL employee id number and your password. (E-Services/HRMS/PASS Login)
3. Click on the P.A.S.S site login on the left side of the PeopleSoft Portal Hub.



4. Once in P.A.S.S, click on the **Payroll Information** link in the top left menu.



5. Once in the **Payroll Information** page, click on the W-2 Reprint link.

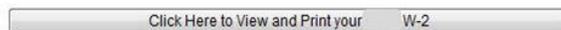


6. Select the year for the W-2 you wish to print/reprint.

7. After you have selected the year of the W-2 you wish to print you may have to **Agree to Electronic Consent** in order to print your electronic version of your W-2. Once you **Agree to Electronic Consent**, if you are required to do so, you will click on the [Click Here to Proceed to W-2 Printing.](#) button.

8. Click to view and print your W-2:

The following screen will appear explaining how to print your electronic W-2.



Attention -- When you select to view and print your W-2, you will be asked for a document password.



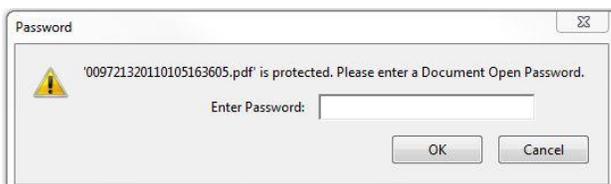
This password is your Social Security Number in the following format... 999999999. No dashes please.

The most current version of Adobe Reader is required to View and Print your W-2 as well as the Instructions Page.



Please be sure Pop-Up blockers are disabled. Instructions can be found on the Main W-2 Page.

9. Enter your Social Security Number into the password box provided:



10. After you have entered in your Social Security Number, your electronic W-2 will appear in a new window. You may now print or save the file to your computer.

If you have any additional questions or needs for support, please contact the Office of Human Resources at (281) 283-2160.