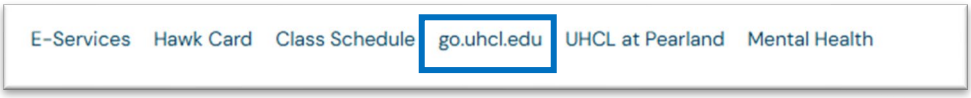
Human Resources
Administration and Finance

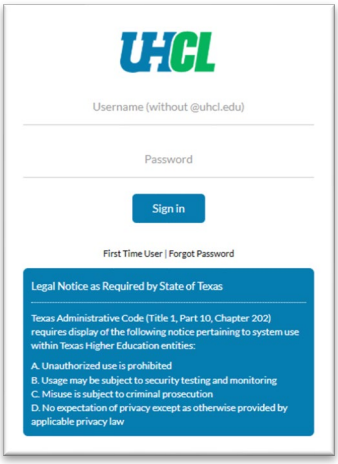
How to Access Your W-2 in PASS

From the uhcl.edu webpage:

1. Click on **go.uhcl.edu**.

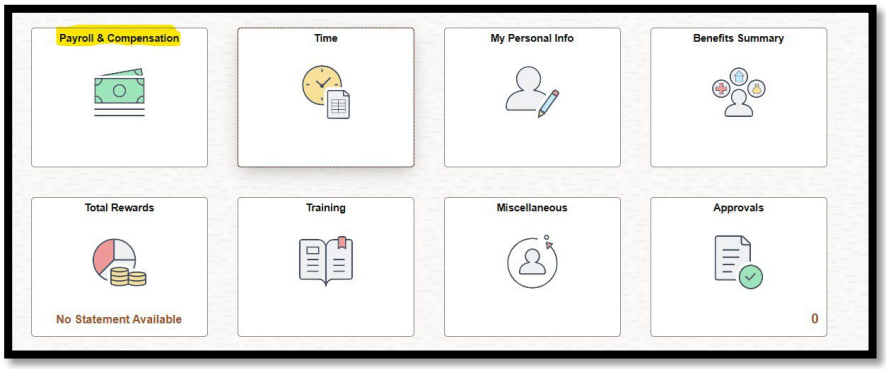


2. **Log in** using your UHCL employee credentials.



3. From this screen, click on the **PASS icon**

4. Click the Payroll & Compensation Tile



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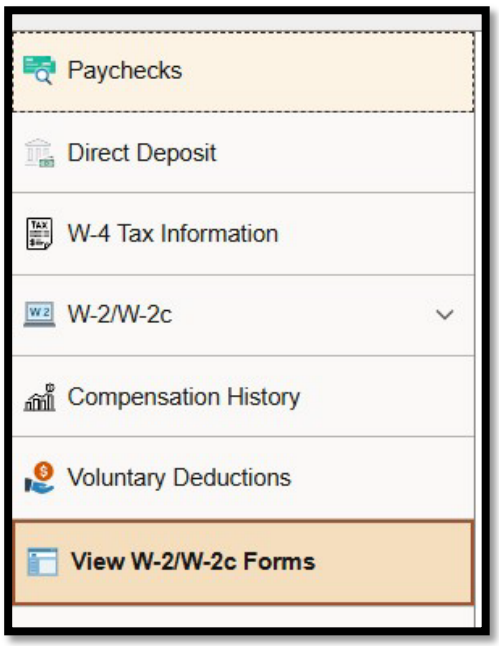
5. Click on View **W-2/W-2c** Forms



6. Click View Form. *Print from the Form Pop-up screen*