P.A.S.S.
People Advantage Self-Service

Customer Service Center

▸ Home
▸ Business Notes and News
▸ Employee Focus
▸ P.A.S.S. Help (English)
▸ P.A.S.S. Help (Español)
▸ Survival Guide

P.A.S.S. Help (English)

CHANGE PERSONAL INFO
▸ Primary Name
▸ Preferred Name
▸ Change Address
▸ Email
▸ Phone Number
▸ Emergency Contact

BENEFITS
▸ Review Benefits
▸ Review Leave Balance

PAYROLL TAXES AND SALARY
▸ View Paycheck
▸ Paycheck Detail
▸ Direct Deposit
▸ Paystub Printouts
▸ Voluntary Deductions
▸ W-4
▸ Print W-2

PASSWORD
▸ Change Password

TRAINING
▸ Enrollment
▸ Summary
▸ Status

UH ONLINE DIRECTORY
▸ Designate Business Email Address
▸ Designate Business Phone Number
▸ Designate Work Address

How do I print my W-2?

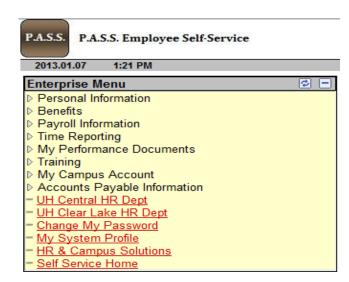1. Log on to the UH Portal at http://my.uh.edu

UNIVERSITY OF HOUSTON SYSTEM

User ID (User ID is your 7-digit ID Number)

Password

Sign In

Reset Password | Request My User ID
List of supported browsers

2. Click on the P.A.S.S. link

P.A.S.S. Employee Self-Service
Employee - People Advantage Self Service

HR & Campus Solutions
Human Resources & Campus Solutions

3. Click on Payroll Information.

P.A.S.S. Employee Self-Service
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Enterprise Menu
▷ Personal Information
▷ Benefits
▷ Payroll Information
▷ Time Reporting
▷ My Performance Documents
▷ Training
▷ My Campus Account
▷ Accounts Payable Information
– UH Central HR Dept
– UH Clear Lake HR Dept
– Change My Password
– My System Profile
– HR & Campus Solutions
– Self Service Home

4. Click on W-2 Reprint.

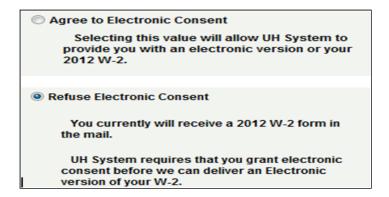## W-2 Print

The following W-2 Years are available for printing.

Please select a year.

2012
2011
2010
2009
2008
2007

Click Here for Help with Printing

5. The W-2 Print screen appears. Select the required Tax Year from the list. This will take you to the Consent Agreement Page.

○ **Agree to Electronic Consent**

Selecting this value will allow UH System to provide you with an electronic version or your 2012 W-2.

◉ **Refuse Electronic Consent**

You currently will receive a 2012 W-2 form in the mail.

UH System requires that you grant electronic consent before we can deliver an Electronic version of your W-2.
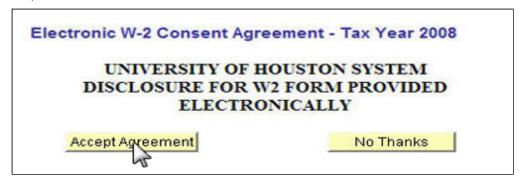
6. If the **Refuse to Electronic Consent** option is checked, you must agree to the Electronic W-2 Consent Agreement button to enable the electronic W-2 function. Click the Agree Electronic Consent option.

Electronic W-2 Consent Agreement - Tax Year 2012

UNIVERSITY OF HOUSTON SYSTEM DISCLOSURE FOR W2 FORM PROVIDED ELECTRONICALLY

Accept Agreement   No Thanks

7. The Electronic W-2 Consent Agreement page will display. Read the agreement and click **Accept Agreement** to accept the terms or **No Thanks** to decline them.
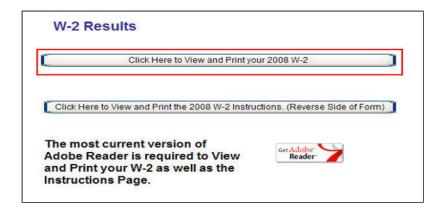
8. Once the **Agree to Electronic Consent** option is checked, click on "Click Here to Proceed to W-2 Printing".

9. On the W-2 Results page, two links will appear. Select **Click Here to View and Print your 2013 W-2** to print the front. If you would like to print the Reverse side of the form, select **Click Here to View and Print the W-2 Instructions**. Your browser must allow pop-ups, and the latest version of Adobe Reader must be installed to view the forms.

10. In order to open the W-2 form, you will be required to enter a password. This password is your Date of Birth in the following format... DDMMYYYY. No dashes please. Click OK. **If this screen does not appear, your pop-up blocker needs to be turned off.**

Password

⚠ '011574320090114161259.pd...' is protected. Please enter a Document Open Password.

Enter Password: [   ]

[OK]   [Cancel]

11. The W-2 appears in a new window. Print as many W-2s as needed.

a Employee's social security number				
	OMB No. 1545-0008	Safe, accurate, FAST! Use IRS e~file		Visit the IRS website at www.irs.gov/efile
b Employer identification number (EIN)		1 Wages, tips, other compensation	2 Federal income tax withheld	
c Employer's name, address, and ZIP code		3 Social security wages	4 Social security tax withheld	
		5 Medicare wages and tips	6 Medicare tax withheld	
		7 Social security tips	8 Allocated tips	
d Control number		9	10 Dependent care benefits	
e Employee's name, address, city, and ZIP code	Suff.	11 Nonqualified plans	12a See instructions for box 12	
		13 Statutory employee ☐ Retirement plan ☐ Third-party sick pay ☐	12b	
		14 Other	12c	
			12d	
15 State Employer's state ID number	16 State wages, tips, etc.	17 State income tax	18 Local wages, tips, etc.	19 Local income tax	20 Locality name

Form **W-2** Wage and Tax Statement   **2012**   Department of the Treasury—Internal Revenue Service

Copy B—To Be Filed With Employee's FEDERAL Tax Return.
This information is being furnished to the Internal Revenue Service.