University of Houston Clear Lake
Human Resources

How to Access Your W2

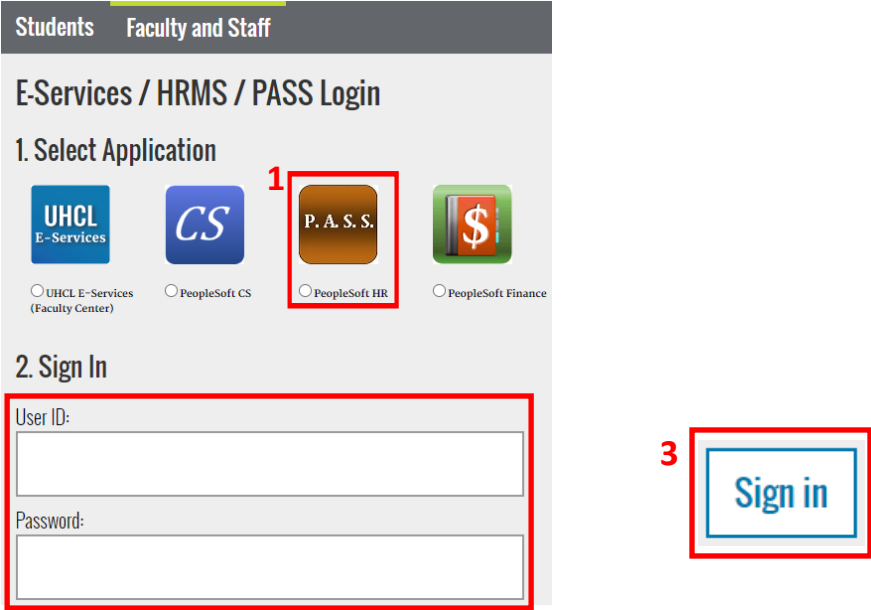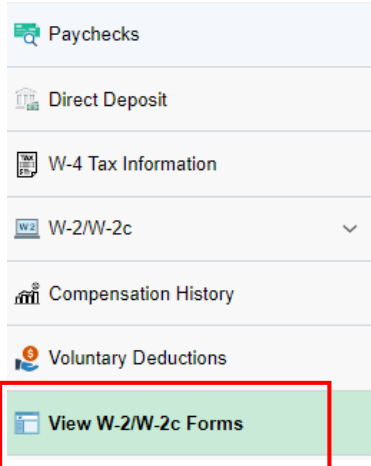|	
Go to the E-Services page. **1. Select P.A.S.S. or PeopleSoftHR.** **2. Login with your User ID and Password** **3. Click Sign In.**	Students Faculty and Staff E-Services / HRMS / PASS Login 1. Select Application **1** UHCL E-Services CS P.A.S.S. $ ○ UHCL E-Services (Faculty Center) ○ PeopleSoft CS ○ PeopleSoft HR ○ PeopleSoft Finance 2. Sign In User ID: **2** [ ] Password: [ ] **3** Sign in
4. Click the Payroll & Compensation tile.	▼ Employee Self Service Payroll & Compensation **4** Time My Personal Info Benefits Summary Total Rewards Training Miscellaneous Approvals FY17 Total Rewards 0
5. Click on View W-2/W-2c Forms.	Paychecks Direct Deposit W-4 Tax Information W-2/W-2c ⌄ Compensation History Voluntary Deductions **5** View W-2/W-2c Forms

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6. Click on View Form. ***You will be able to view and print your W2.***	Tax Form	Issue Date	Year End Form
	W-2	01/21/2022	[View Form] **6**