These instructions will allow you to retrieve and print your W-2 through the Health Science Center portal, rather than waiting for it to be delivered by the US mail. But before you can get the form electronically, you have to give us your consent to receive it electronically. **IF YOU HAVE ALREADY CONSENTED TO RECEIVE YOUR W-2 ELECTRONICALLY, YOU DO NOT HAVE TO PROVIDE YOUR CONSENT AGAIN.** If you have not previously done so, granting consent is simple. Follow the steps below:


2. Now log into the portal using your HSCSA domain username and password (same ones you use to login to the UTHSCSA network from a computer work station).

3. Once signed on, select the "Employees" tab under Main Menu.
4. Then click the "Paycheck" button.

   Personal Information: View or change your personal information.
   Benefits: View your Benefits.
   Paycheck: View your paycheck information.

Direct Personal Information or Benefits questions to the Office of Human Resources. Direct Payroll questions to the Office of Payroll Services.

5. Under Payroll and Compensation, choose W-2/W-2c Consent
6. The page below will appear. Your name will show on the page. To consent, check the box at the bottom and click on the Submit button.

![W-2/W-2c Consent Form](image1)

7. The next page requires you to confirm with your password. Once you have entered your password, click Continue.

![Verify Identity](image2)
8. If you entered your password correctly, you will get the following screen, indicating that your submission was successful. You can then log out of Employee Self Service.

![Submit Confirmation]

9. You will receive an email confirmation that you have elected to receive your W-2 electronically.

In January, when the W-2s are ready for delivery, we in Payroll will send you an email that your W-2 is ready for pickup. To retrieve your W-2, follow the same steps above to get to Employee Self Service. When you get to the Payroll and Compensation page, click on the View W-2/W-2c Forms. It will be ready for you to print. **IF YOU ARE UNABLE TO VIEW THE DOCUMENT, TURN OFF POP-UP BLOCKERS OR TRY A DIFFERENT BROWSER.** You may use the copy that you retrieve and print for filing your annual income tax return. If you should lose your form after printing it, no problem. All you have to do is go through the steps above again and print another one. You don’t have to request one from us, and you don’t have to wait on the US mail service.

Unfortunately, only currently active employees have the ability to access their W-2 through Employee Self Service. All terminated employees will receive their W-2 via US mail.
Note: While you are logged in to the Employee Self-Service section of the HSC Portal, please take a moment to update your Personal Information as well:

Here you can update information such as your name, address, emergency contacts, alternate phone numbers and e-mail addresses for use by HSCSA business offices.

Thank you.

Serena Brooks
UTHSCSA Director of Payroll

P.S. If you have employees in your department who do not typically access e-mail at work, please share this information with them. The entire message is reproduced in the attached PDF file. Below is a listing of quick facts regarding electronic W-2s.

**Quick Facts Regarding Electronic Form W-2s**

1. What happens if I do **not** give consent to receive an electronic W-2?
   A. You will continue to receive your form W-2 via US mail.

2. Is there an expiration date to my electronic W-2 consent?
   A. Your electronic W-2 consent does not expire. Unless you withdraw your consent, and as long as you are employed by the Health Science Center, you will continue to receive your W-2 electronically.

3. How do I get a paper copy of my W-2 form after I give my consent to receive the electronic version?
   A. Unless you stop working for the Health Science Center, you can always log back onto the HSC portal and retrieve another electronic copy of your previously issued W-2s. If you stop working for the HSCSA, or need a paper W-2 for some other reason, simply contact the HSC Payroll Office to request one (email pay-admin@uthscsa.edu or call 210-562-6315).

4. Does requesting a paper copy cancel my consent?
   A. No, simply requesting a paper W-2 will not cancel your consent to receive future W-2s electronically.

5. How do I withdraw my consent to receive electronic W-2s?
   A. To withdraw your consent to receive future W-2s electronically, log in to the HSCSA portal and follow the same links to the W-2/W-2c Consent form. Check the box to withdraw consent and click on the Submit button.
Once you confirm this action by entering your password, your choice will be recorded and you will receive an e-mail confirming that your consent has been withdrawn. Your future W-2s will be sent via US Mail.

6. Are there any circumstances under which I can no longer receive an electronic W-2?
   A. If you cease being employed by the Health Science Center, your future W-2 form will revert back to being delivered via US Mail.

7. How do I update my contact information for W-2 purposes?
   A. Keep your contact information up to date by logging on to the HSC Portal, and following the Self Service links to Personal Information:

   Here you can update personal information such as your name, address, emergency contacts, alternate phone numbers and e-mail addresses for use by HSCSA business offices. If you are no longer employed by the Health Science Center, you can update your W-2 mailing address by contacting the Payroll Office via phone at 210-562-6315, or via email at pay-admin@uthscsa.edu.