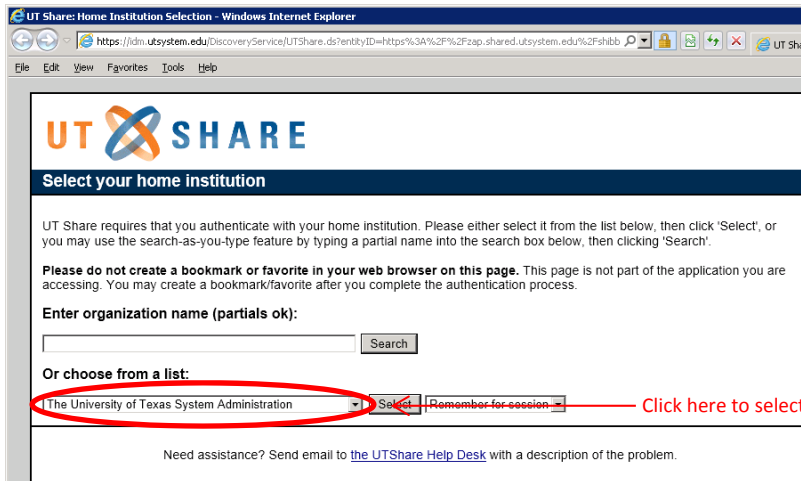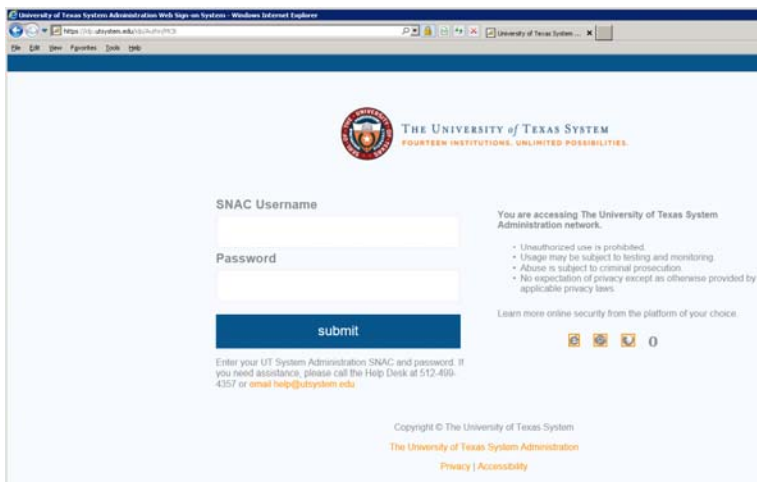(1) Register for Two-Factor Authentication with Duo (Please refer to instructions from OTIS)

(2) Login to UTShare / PeopleSoft:

https://my.shared.utsystem.edu/

(3) Enter your network username and password on the next screen:

(4) Authenticate with Duo:

If you have any questions, please contact Office of Employee Services: 512-499-4587 or Shared Business Operations: 512-499-4700.

(5) Provide Consent: Once you are logged into UTShare / PeopleSoft, you should see an Employee Self Service section. Click the **Online W-2 Consent** link:
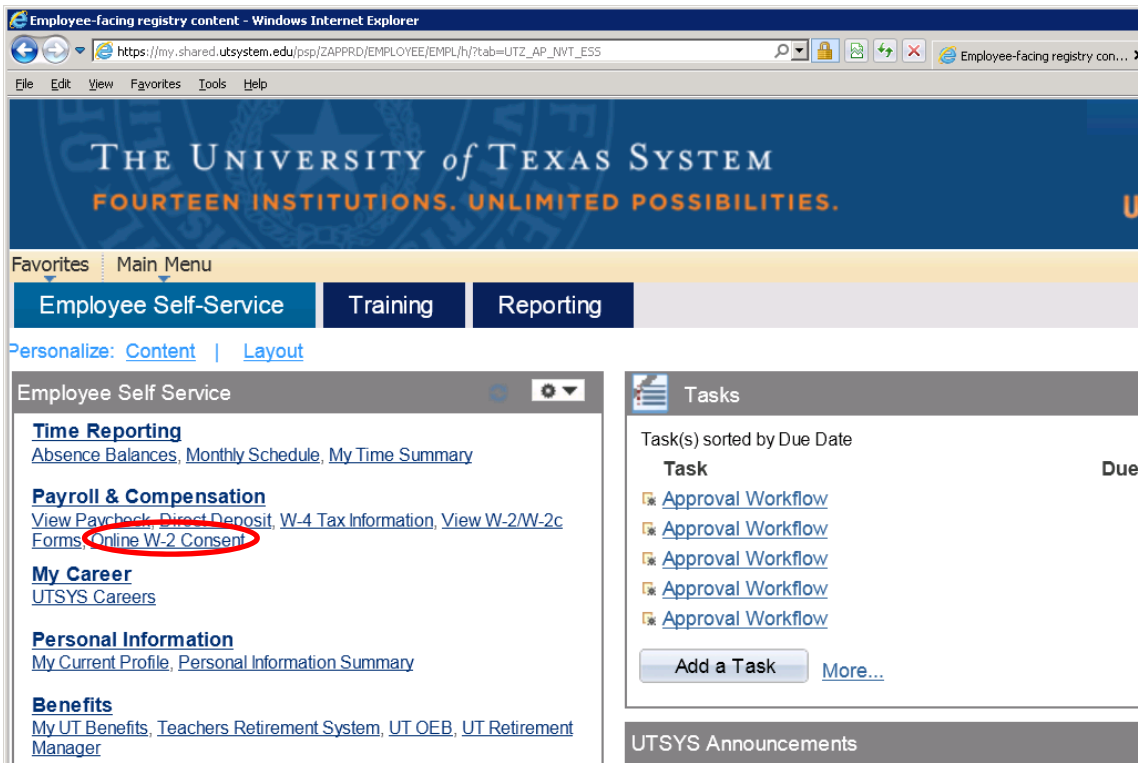

(6) Select the checkbox to provide (or withdraw) consent on the next screen and click the submit button. **(**Note: If you provided consent previously, the "Your Current Status" field will show "Consent received." There is no need to provide consent again.**)**
You will receive a confirmation screen and e-mail confirming your choice:
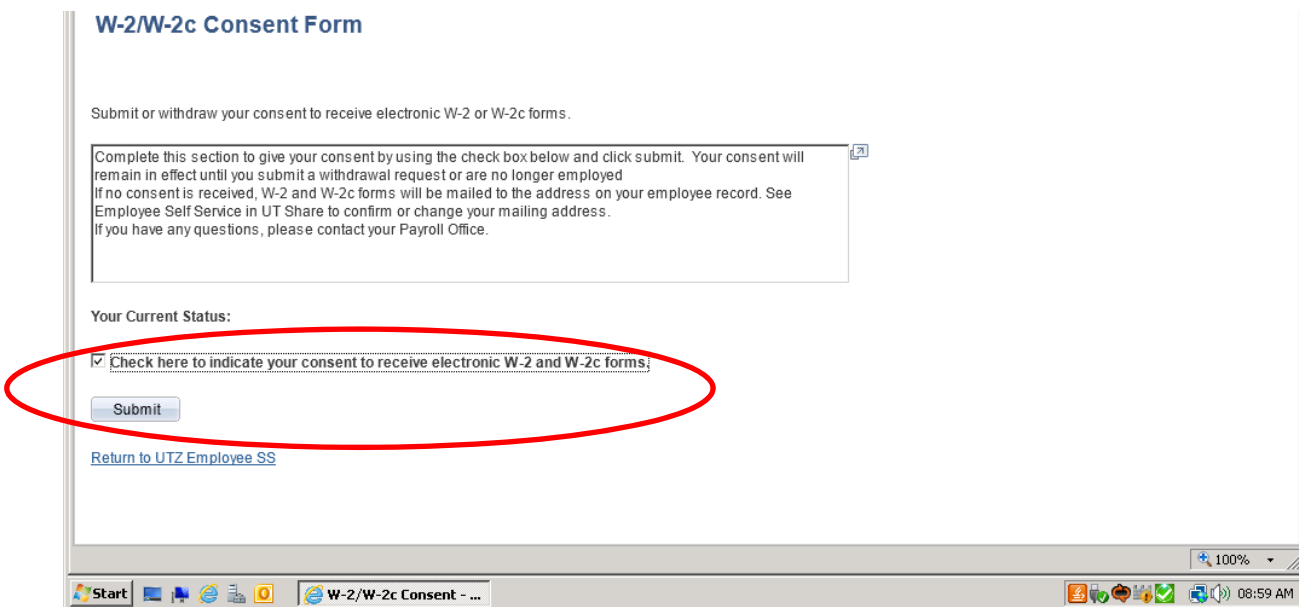
(7) In Employee Self Service, click the **View W-2/W-2c Forms** link:
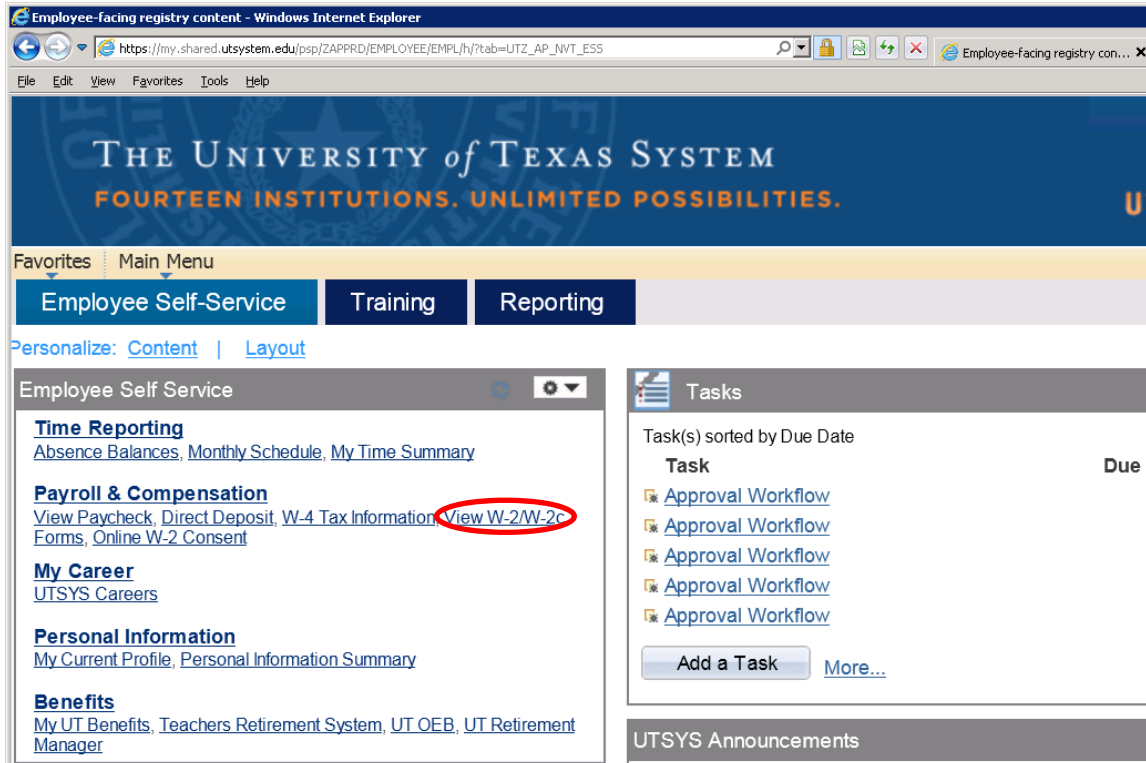
(8) Click the Year End Form link to view, print and download your W-2 form in PDF format:

(9) If you do not have a W-2 form in UTShare / PeopleSoft and received a paycheck from U. T. System (dated January 2015 to December 2015), please contact the Shared Business Operations payroll team immediately by phone at 512-499-4700 or e-mail at Payroll.SBO@utsystem.edu.
(Note: If you started as a new employee in December 2015 and your first paycheck from U. T. System was dated January 4, 2016 or later, you will not receive a W-2 for tax year 2015. Your first W-2 will be for tax year 2016.)