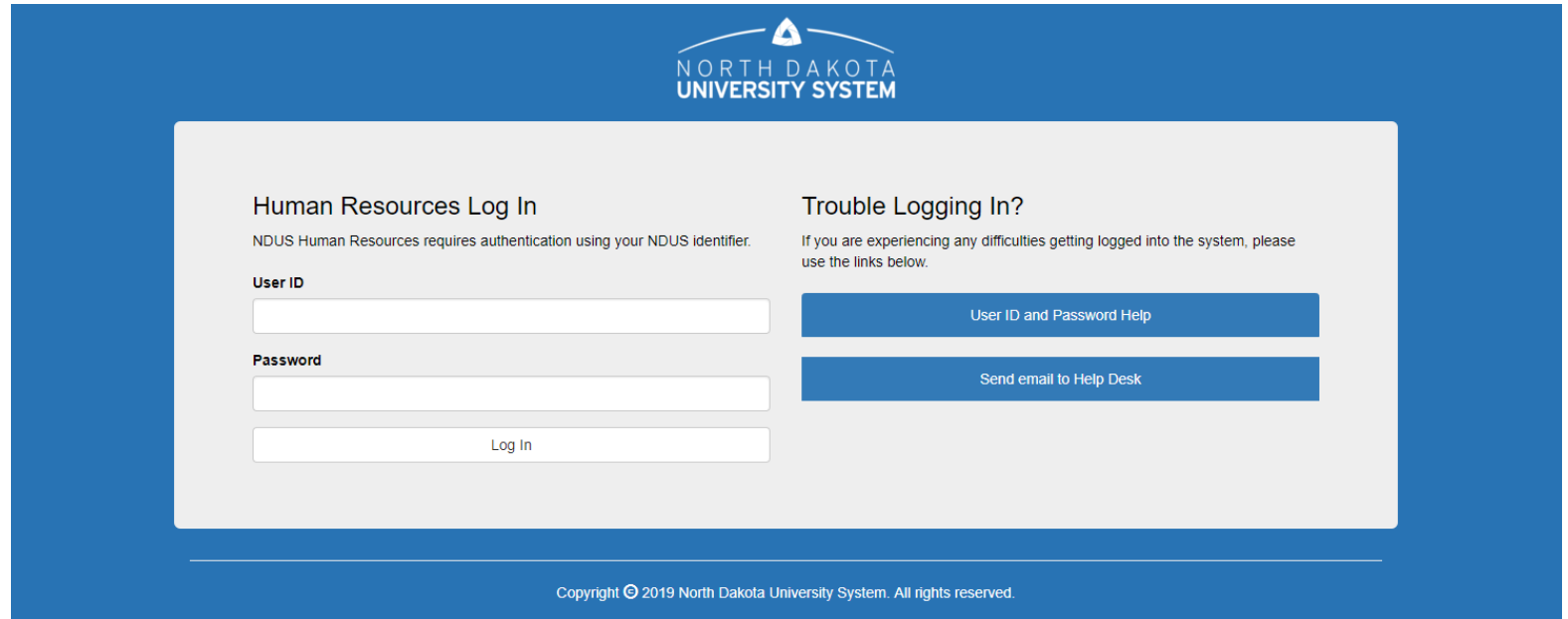


How to Access W-2 in Employee Self Service

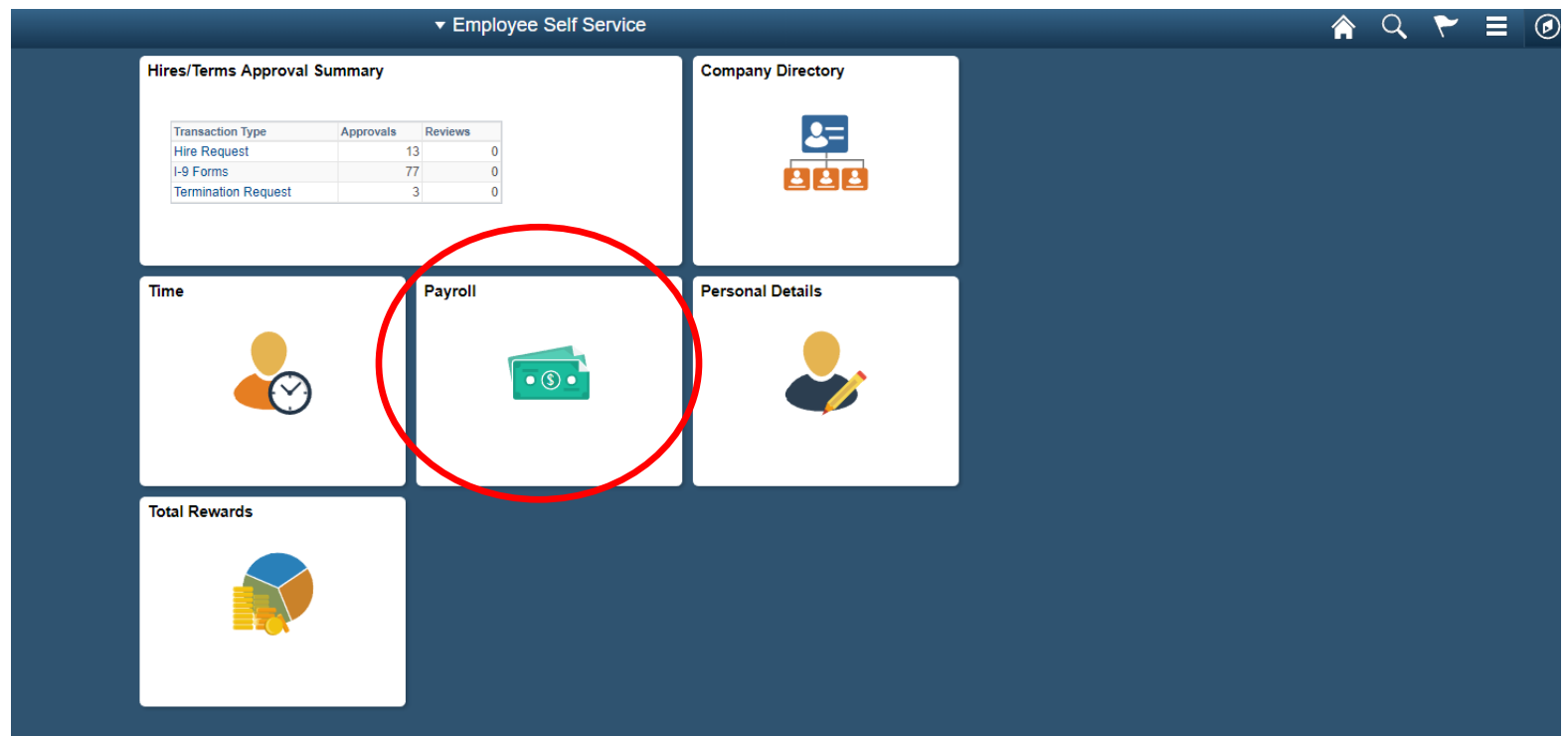
Please contact the help desk at 701-777-2222 and press #0 if you have any issues with DUO or pop-up blockers. Payroll is unable to assist with these issues.

Login to HRMS <https://adminsyst.ndus.edu/psp/hehp/?cmd=login&languageCd=ENG&>



The screenshot shows the login interface for the North Dakota University System HRMS. At the top center is the logo for the North Dakota University System. Below the logo is a white box containing the login form. On the left side of the box is the "Human Resources Log In" section, which includes a note that NDUS HR requires authentication using a NDUS identifier. It features three input fields: "User ID", "Password", and a "Log In" button. On the right side is the "Trouble Logging In?" section, which provides instructions for users having difficulties and includes two buttons: "User ID and Password Help" and "Send email to Help Desk". At the bottom of the page, there is a copyright notice: "Copyright © 2019 North Dakota University System. All rights reserved."

On the Employee Self Service Homepage, click on the Payroll Tile



The screenshot displays the "Employee Self Service" homepage. The page has a dark blue header with the title "Employee Self Service" and navigation icons (home, search, flag, menu, profile). The main content area is a grid of white tiles. The "Hires/Terms Approval Summary" tile contains a table with the following data:

Transaction Type	Approvals	Reviews
Hire Request	13	0
I-9 Forms	77	0
Termination Request	3	0

The "Company Directory" tile shows an icon of a person with a plus sign and three smaller person icons below it. The "Time" tile shows an icon of a person and a clock. The "Payroll" tile, which is circled in red, shows an icon of a green wallet with a dollar sign. The "Personal Details" tile shows an icon of a person and a pencil. The "Total Rewards" tile shows an icon of a pie chart and a stack of coins.

You will be required to verify your identity with DUO. Please select the correct method for you and sign in.

The screenshot shows the North Dakota University System login interface. At the top left is the logo. Below it are links: "What is this?", "Add a new device", "My Settings & Devices", and "Need help?". The main area is titled "Choose an authentication method". It features a "Device:" dropdown menu set to "Mobile (XXX-XXX-0942)". There are two primary options: "Call Me" with a green button and "Passcode" with a green button labeled "Enter a Passcode". A checkbox for "Remember me for 10 hours" is checked. At the bottom, there is a blue bar with the text "Use your Security Key to login." and a close icon.

If you cannot authenticate with DUO or are experiencing any issues with DUO, please call 701-777-2222 and press #0.

UND Payroll cannot assist with DUO issues.

In the left navigation click on View W-2/W-2c Forms

The screenshot shows the "Employee Self Service" interface with the "Payroll" section selected. The left navigation menu includes "Paychecks", "Direct Deposit", "Tax Withholding", "View W-2/W-2c Forms" (circled in red), "W-2/W-2c Consent", "View Form 1095-C", and "Form 1095-C Consent". The main content area is titled "Paychecks" and contains a table with the following data:

Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number
01/15/2019	University of North Dakota	12/16/2018 12/31/2018		>
12/31/2018	University of North Dakota	12/01/2018 12/15/2018		>
12/14/2018	University of North Dakota	11/18/2018 11/30/2018		>
11/30/2018	University of North Dakota	11/01/2018 11/15/2018		>
11/15/2018	University of North Dakota	10/16/2018 10/31/2018		>
10/31/2018	University of North Dakota	10/01/2018 10/15/2018		>
10/15/2018	University of North Dakota	09/16/2018 09/30/2018		>

On this page under the Tax Year column you will see 2018. Click on Year End Form.

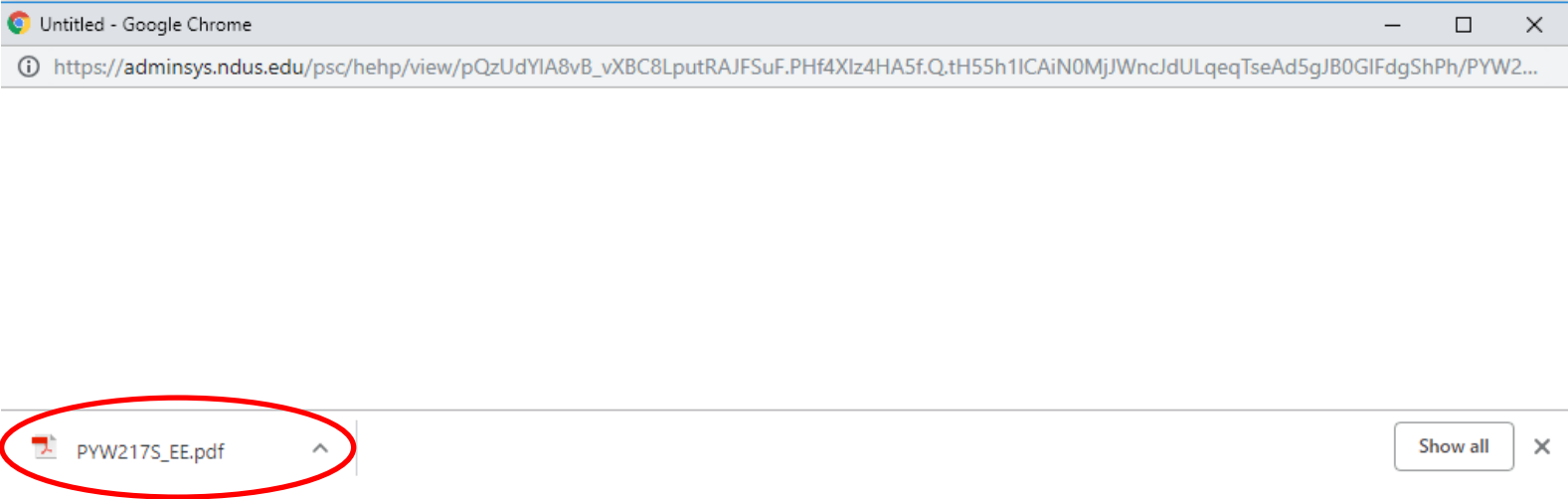
The screenshot shows the "View W-2/W-2c Forms" page. The left navigation menu is the same as in the previous screenshot, with "View W-2/W-2c Forms" highlighted. The main content area has a title "View W-2/W-2c Forms" and a link "View a Different Tax Year". Below this is a table titled "Select Year End Form" with the following data:

Tax Year	W-2 Reporting Company	Tax Form ID	Issue Date	Year End Form	Filing Instructions
2017	UND	W-2	01/15/2018	Year End Form (circled in red)	Filing Instructions

Below the table, it says: "There are no year end forms available at this time. Please try again later."

If your W-2 does not appear when you click "Year End Form" then your popup blocker is most likely not allowing the W-2 to open. Call 701-777-2222 and press #0 for assistance from the Help Desk.

A page with a PDF download will come up. Click the link to open PDF. Your W-2 will open and you can print it off.



Please contact the Help Desk at 701-777-2222 and press #0 if you have any issues with pop-up's .