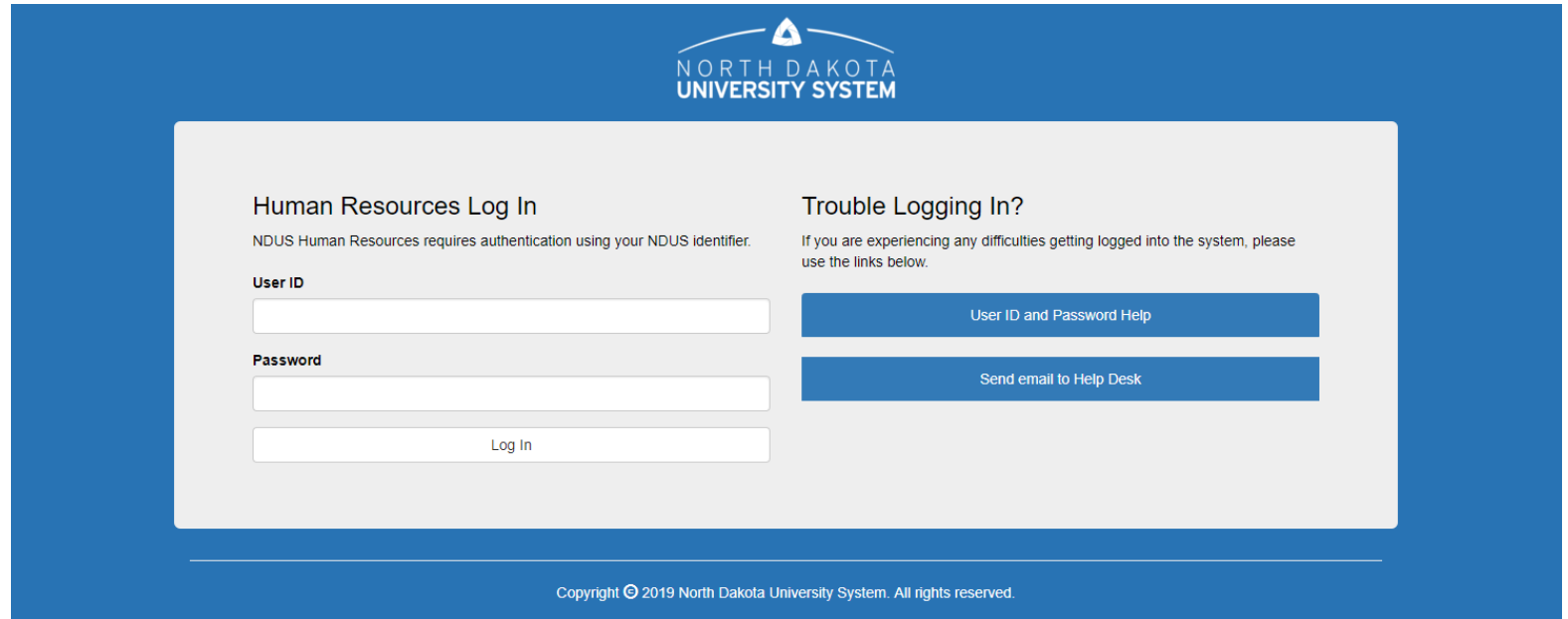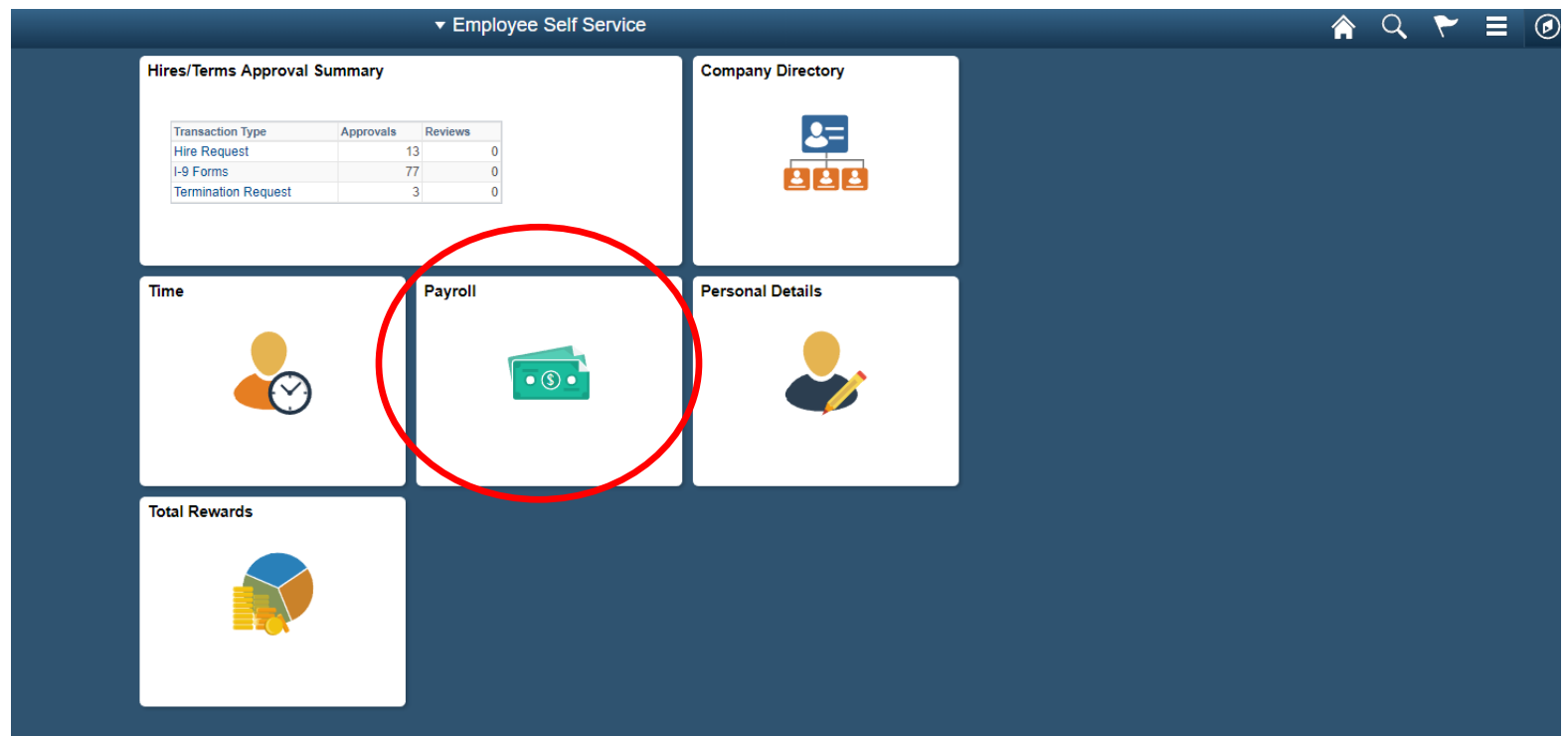# How to Access W-2 in Employee Self Service

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://adminsys.ndus.edu/psp/hehp/?cmd=login&languageCd=ENG&

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

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

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

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

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.

Untitled - Google Chrome	—	□	×

ⓘ https://adminsys.ndus.edu/psc/hehp/view/pQzUdYlA8vB_vXBC8LputRAJFSuF.PHf4XIz4HA5f.Q.tH55h1ICAiN0MjJWncJdULqeqTseAd5gJB0GlFdgShPh/PYW2...

📄 PYW217S_EE.pdf   ^   Show all   ×
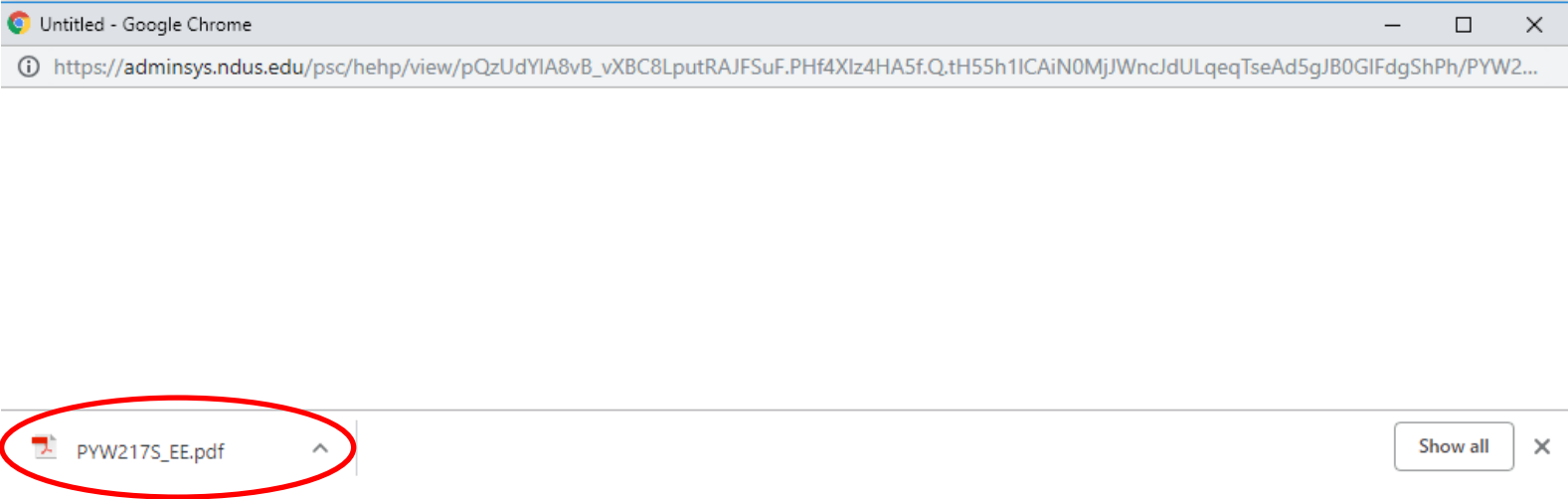
Please contact the Help Desk at 701-777-2222 and press #0 if you have any issues with pop-up's .