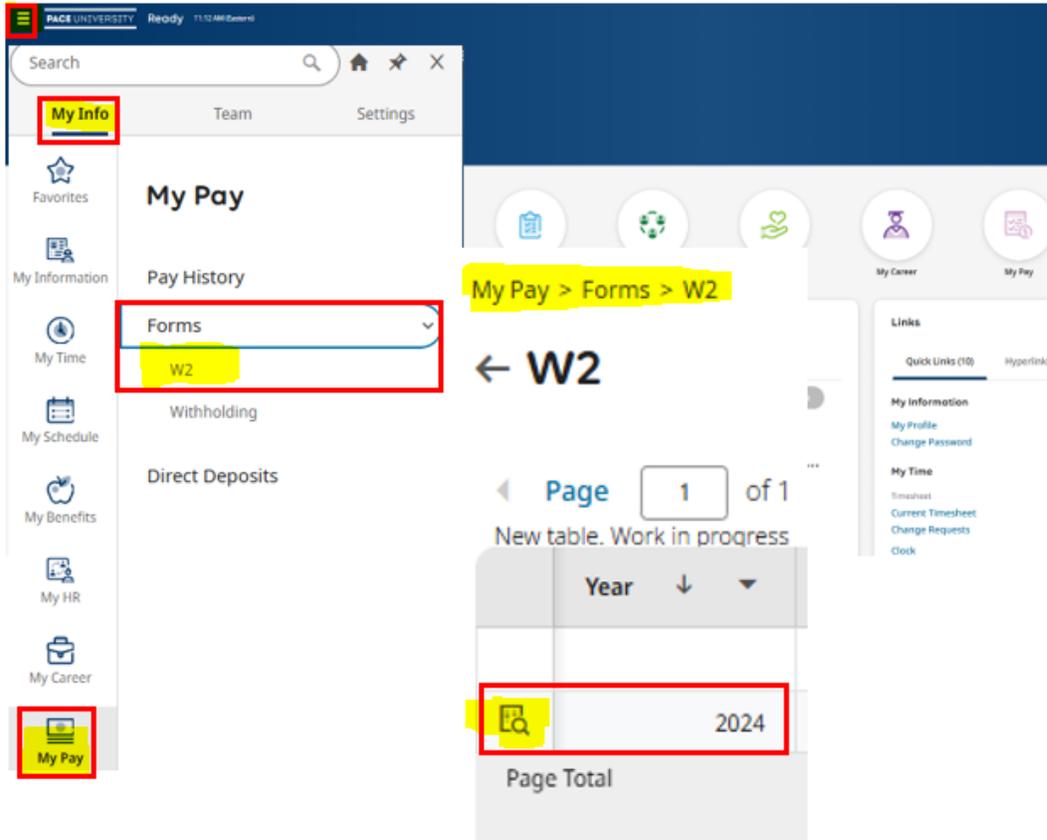


W-2 Forms are posted in UKG. Please follow the instructions below to access and download your form.

From the main menu, hamburger icon, go to the **My Info tab > My Pay > Forms > W2**.

1. From the **W2** page, select the **Preview W2** icon for the applicable year. The **Form Preview** window appears.
2. Select **Download PDF**, then follow your browser's prompt to save the file.



If you **did not** elect to suppress printing, then a paper copy of your W2 form will be mailed to your home **directly from UKG Payroll Services each year**. Please do not request duplicate forms from the Pace Payroll team, as all **active** and **terminated** employees have access to UKG and should log in to the system to retrieve and original or duplicate W2 form.

To change your W2 consent election at any time, please navigate to **My Info > My Pay > Forms > W2**. **Click the Electronic Consent button.**



You will receive a notification indicating the date and time of your consent.

Electronic Consent



 If you choose to receive your W-2 electronically, your consent will be valid for subsequent tax years, unless consent is revoked by you. You will be notified by your Payroll Administrator when your form is available.

- Receive Form W2/W2C Electronically
-  Electronic Consent 11/07/2024 03:07 pm

Cancel

Save

To remove your consent, un-check the box that says **Receive Form W2 Electronically** and click **Save**. You will be prompted to enter your name to confirm the change.

If you have any questions, please contact Payroll@pace.edu.