





1. From the home page in UltiPro, navigate over to the **Menu** icon in the upper left corner:

2. Next, navigate to the **Myself** tab and then scroll down to select **W-2** under the Pay category. This will take you directly to the Form W-2 Wage and Tax Statement page.

MENU	♥ MYSELF	MY TEAM	ADMINISTRATION	SYSTEM CONF		
Home	Personal Employee Summary Name, Address, and Telephone Status/Key Dates	Jobs Job Summary Compensation Job History Reviews	Career Devel Available Current Completed	Career Development Available Current Completed		
INDOX	Contacts Emergency Contacts Property Private Info Other Personal Info <b>My Company</b> Company Info	Other Company Info Career & Education Goals Competencies Personal Developm Talent Profile Licenses	o Pay Current Pay Pay History YTD Summa Direct Depo ent Income Tax W-2 Model MD	Statement ary sit		



## How to access your W-2 in UltiPro



3. From this page, you may print your W-2 by clicking on the hyperlink for **2018**. You may also change your delivery method from this page by clicking on "**Change W-2 Consent Form**" under the "Things I Can Do" section on the right.

MENU	Myself Pay			SEATING& MOBILITY		Nell Reed 🔻	To Do   Help   Logout
Current Pay	Statement Pa	ay History	YTD Summary	Direct Deposit	Income Tax	W-2 N	4 <b>S</b> Find
Form W	-2 Wage	and T	ax Statem	ent	prin	t help	Things I Can Do for this page
<ul> <li>information</li> <li>Per your election, you will only receive an electronic copy of U.S. Form W-2.</li> <li>Consent applies to all Forms W-2 and W-2C issued after consent is given and will remain until consent is withdrawn by changing your election. To obtain a paper copy you may change your election at any time; however changes will not take effect for forms already issued. You can withdraw consent to online delivery at any time by changing your selection.</li> <li>The provision of an employee's Form W-2 by electronic format may or may not cease upon cessation of individual's employment. Contact your employer for details.</li> </ul>							
Find by T	ax Year ▼ is	▼	🔻 🕂 — Seard	ch			Quick Tours and 🛛 ව Tips
Year 👻	Form	Compa	ny	tu los		*	<u>View Your Form W-2</u> Tour
2018	VV-2	INATION	ai seating o Mobili	uy, INC.			Pay Section Overview

- 4. If you decide "Change W-2 Consent Form", you will make a selection of:
  - Go paperless! I consent to receive my Form W-2 electronically
  - I want to receive a paper copy of my Form W-2

*Note:* You may change your elections at any time in UltiPro.

Current Pay Statement	Pay History	YTD Summary	Direct Deposit	Income Tax	W-2	Model My Pay		
Form W-2 Wage and Tax Statement Consent								
<ul> <li>Information         <ul> <li>Per your election, your employer is providing you with an electronic copy of your U.S. Form W-2 which you can print and file with your Federal, state or local tax returns.</li> <li>Consent applies to all Forms W-2 and W-2C issued after consent is given and will remain until consent is withdrawn by changing the election below. To obtain a paper copy you may change your election at any time; however changes will not take effect for forms already issued. You can withdraw consent to online delivery at any time by changing the selection below and clicking the Save button.</li> <li>The provision of an employee's Form W-2 by electronic format may or may not cease upon cessation of individual's employment. Contact your employer for details.</li> </ul> </li> </ul>								
U.S. W-2								
<ul> <li>Go Paperless! I con</li> <li>I want to receive a p</li> </ul>	sent to receive r paper copy of m	my Form W-2 elect Iy Form W-2.	ronically. 💋					