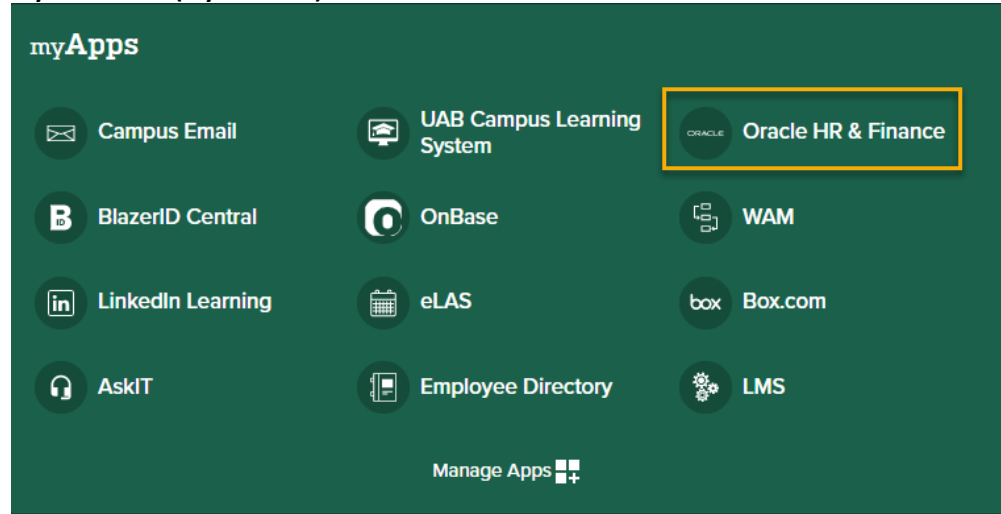


Log in to **Oracle HR & Finance**

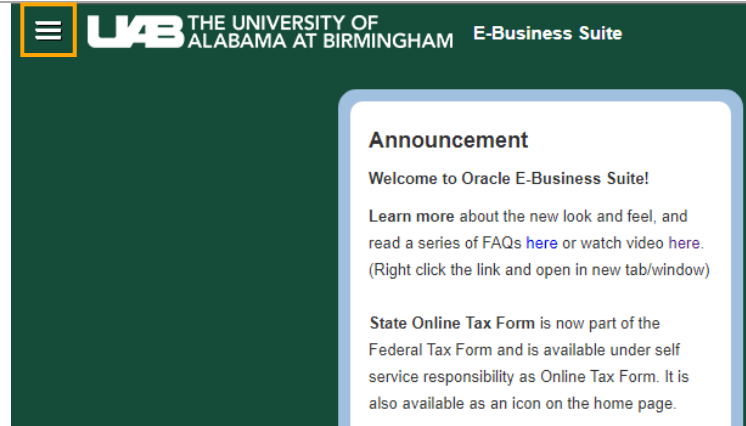
- Navigate to **myUAB**
- Locate and click **Oracle HR & Finance**

myUAB Portal (my.uab.edu)



Open the **Oracle Navigator**

- Click on the 3-lined **“hamburger”** icon in the top left corner



Navigate to Employee W2 via UAB Self Service Applications

- Click on **UAB Self Service Applications**
- Select **Employee W2**

The screenshot shows the Oracle Self Service navigation menu. At the top is a search bar with the text "Search". Below it is a list of applications: UAB AP End User, UAB Effort Report User, UAB FN Document Entry/Approval, UAB GA End User, UAB GL End User, UAB OnBase FN Campus Access, UAB Report Viewer, and UAB Report Viewer -- Administrator. The "UAB Self Service Applications" item is highlighted with an orange box. A dropdown menu is open from this item, listing: UAB Sunflower Custom Reports, Personal Information, Payslip, Manage Direct Deposit Account, Online Tax Form, Employee Views, Faculty Data Form (VPN Required), Employee W2 (highlighted with an orange box), Employee Inquiry Form, and Employment Verification Report.

Click to open the desired W2

- Click the **Adobe logo** on the W2 you want to view
 - **Note that only the logo is a clickable link**

The screenshot shows the "Form W-2 Wage and Tax Statement" page. At the top, there are fields for "Employee Name" and "Organization Email Address", both containing a checkered pattern. Below this is a "W2 Information" section with radio buttons for "2020" (selected) and "2019". Underneath is a "Federal" section with a large checkered area representing the tax data. At the bottom, there is a "View or Download W2" section with three buttons: "W2 PDF 11111111A UAB 2020", "W2 PDF 11111111A UAB 2019", and "W2 PDF 11111111A UAB 2018". Each button has a small Adobe PDF icon on the left. A red arrow points from the text in the previous block to the Adobe icon on the 2020 button.

View, print, or download your W2 Tax Statement

- Click the **download icon** to save the PDF to your local computer
- Click the **printer icon** to print the document

