# PACE UNIVERSITY

Accessing Your W-2

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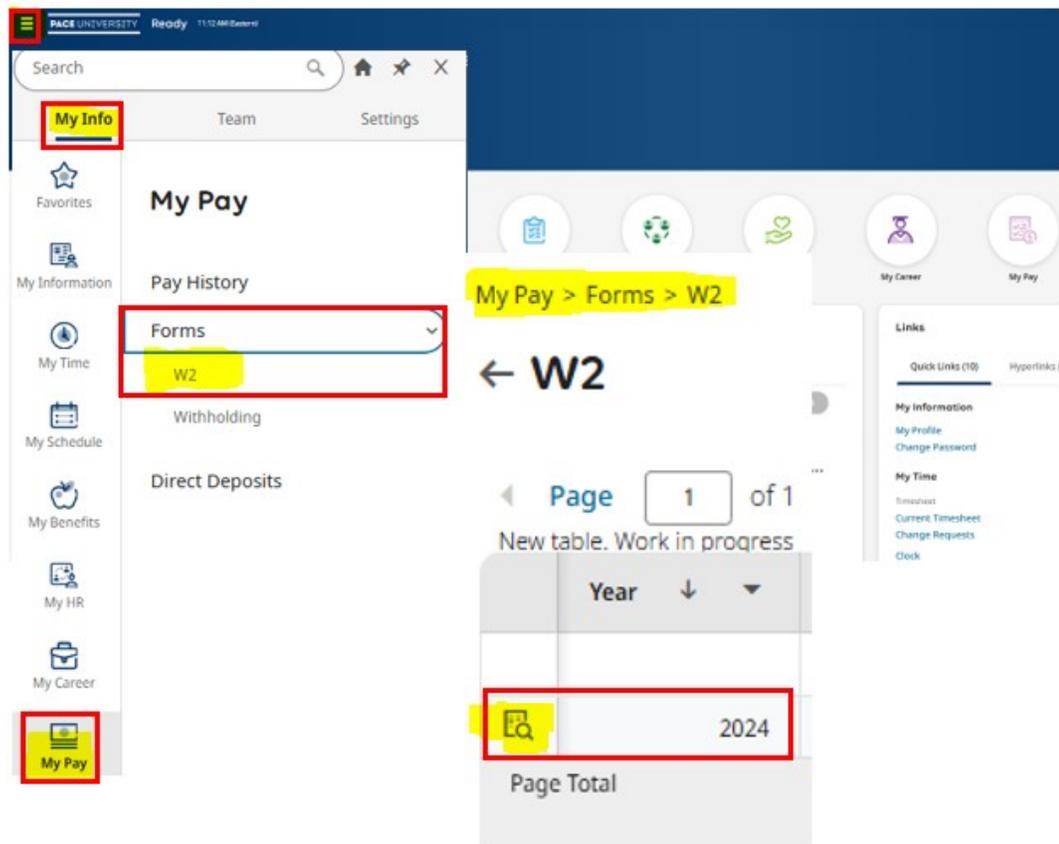
If you **did not** elect to suppress printing, then a paper copy of your W2 form will be mailed to your home **directly from UKG Payroll Services each year**. Please do not request duplicate forms from the Pace Payroll team, as all **active** and **terminated** employees have access to UKG and should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

To remove your consent, un-check the box that says **Receive Form W2 Electrically 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.