



Employee Self-Service – View W-2 & W2c Forms

Employees can view their W-2 (report of an employee's income from the prior year and how much tax the employer withheld) or W-2c (form used to make corrections on previously issued wage/tax information (W-2s) from current or prior years) within HR Direct. Follow the steps below to view your W2 or W2c forms within HR Direct.

Step 1 - Navigate to [UMass Boston HR Direct](#).

Step 2 - Select the "Log in to HR Direct Button".

Step 3 - Enter your user id and password.

A blue banner with a pattern of light blue circles. The text 'HR Direct' is written in a large, white, serif font across the center of the banner.

HR Direct

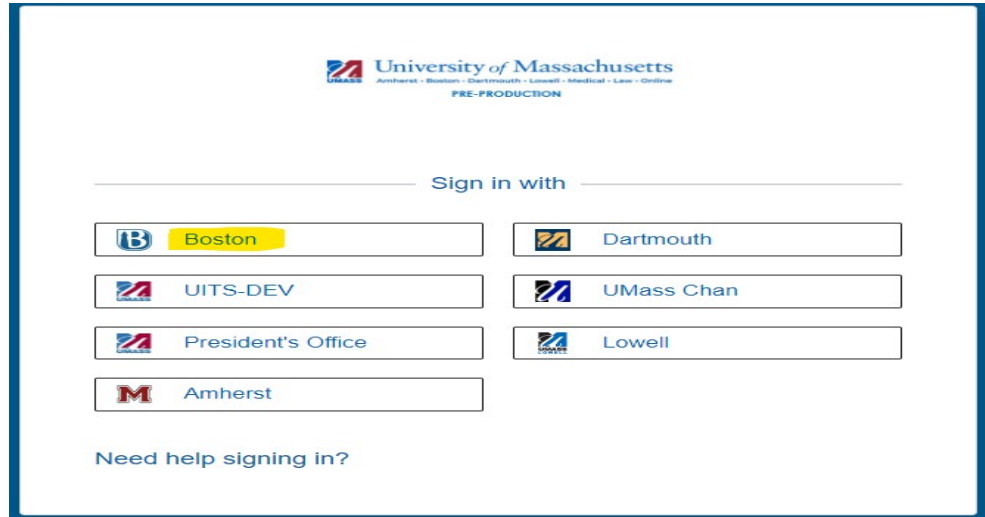
One-Stop Shop for Personal Information

Access your paycheck, tax forms, time entry and more.

[Login to HR Direct](#)

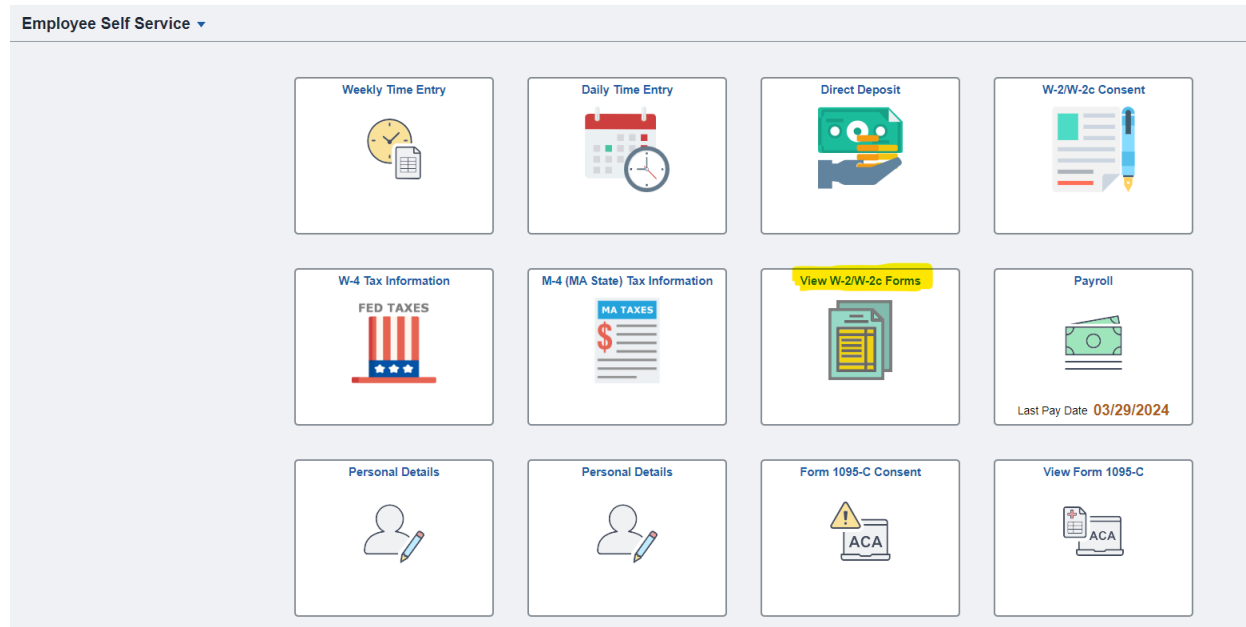


Step 4 - When prompted to sign in to a campus, select "**Boston**".



Step 5 - You should now see the Employee Self-Service Screen. If you do not, select Employee Self-Service from the drop down on the top left.

Step 6 - Select the "**View W-2/W2-c Forms**" tile.





Step 7 - Enter the last four digits of your Social Security Number in the box provided. To view a different tax year, click the link at the bottom. Hit the "OK" button.

< Employee Self Service

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Paul McLaughlin

Security Challenge

SSN Last 4 Digits

To reduce your security risk, please enter the last 4 digits of your Social Security Number

Review your available W-2 and W-2c forms. Select the year end form that you would like to review. Employees may have been issued both a W2 and a W2C for any given tax year.

Some nonresident alien employees may also receive a Form 1042-S. If a copy of the Form 1042-S is required, they should contact their campus HR/Payroll department.

Select Year End Form

| Tax Year | W-2 Reporting Company | Tax Form ID | Issue Date | UMass W2 Information |
|----------|-----------------------|-------------|------------|--------------------------------------|
| 2023 | UMS | W-2 | 01/18/2024 | UMass W2 Information |

[View a Different Tax Year](#)



Step 8 - Clicking the “Year End PDF Form YYYY” will provide you with the PDF version of your W-2 which you can submit with your taxes. Clicking the “Year End HTML Data YYYY,” will provide you with a summarized version of your W-2 information. If you have W-2c information you will see a link to that information here as well.

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|----------|-----------------------|-------------|------------|--|---|---|
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[View a Different Tax Year](#)

Step 9 - You may now click the back button arrow in the upper left corner or click the “X” on the tab to exit out of the screen.

