

HR Direct Self Service

Login to HR Direct



Step	Action
1.	Go to www.umb.edu/hr
2.	Click “ Log in to HR Direct”

Step	Action
3.	Enter your username (first name.lastname)
4.	Enter your password (password is you email password) Note: if your email password is changed your HR Direct login password will change.
5.	Click on the arrow and choose the campus (Boston)
6.	Click login
Note:	Please Note if you are using a public computer please always remember to sign out of the HR Direct system and do not save any passwords

Congratulations you have successfully logged into HR Direct

W-2/W-2c Consent Form

If you are new to the system and need to access your online W-2/W-2c statement you must first complete the consent to receive them electronically.

1. To access the form, Click on the **W-2/W-2c Consent** tile. You will be directed to a **Disclosure Statement**.



Once you've read the **Disclosure Statement**, and agree with the terms, click on the box and then click **Submit**.

I consent to receive W-2 or W-2c forms electronically

Submit

Employee Self Service

W-2/W-2c Consent

W-2/W-2c Consent Form

You will receive W-2 or W-2c forms electronically

You had previously consented to receiving your W-2 and W-2c forms electronically. Submission of this withdrawal of consent will discontinue your receipt of electronic W-2 and W-2c forms; and you will revert to receiving hard copies of your W-2 forms.

After you submit your consent form, you will receive the following message. The consent will remain valid until you submit a withdrawal of consent form. The exception is when your employment is terminated or electronic access to forms is discontinued.

You will not have to use this feature again once you provide consent.

NOTE: If you wish to withdraw consent, repeat the Step 1 process, then click the box withdrawing your consent to electronically receive the W-2/W-2c and click **Submit**.

Employee Self Service

W-2/W-2c Consent

W-2/W-2c Consent Form

You currently receive W-2 or W-2c forms electronically

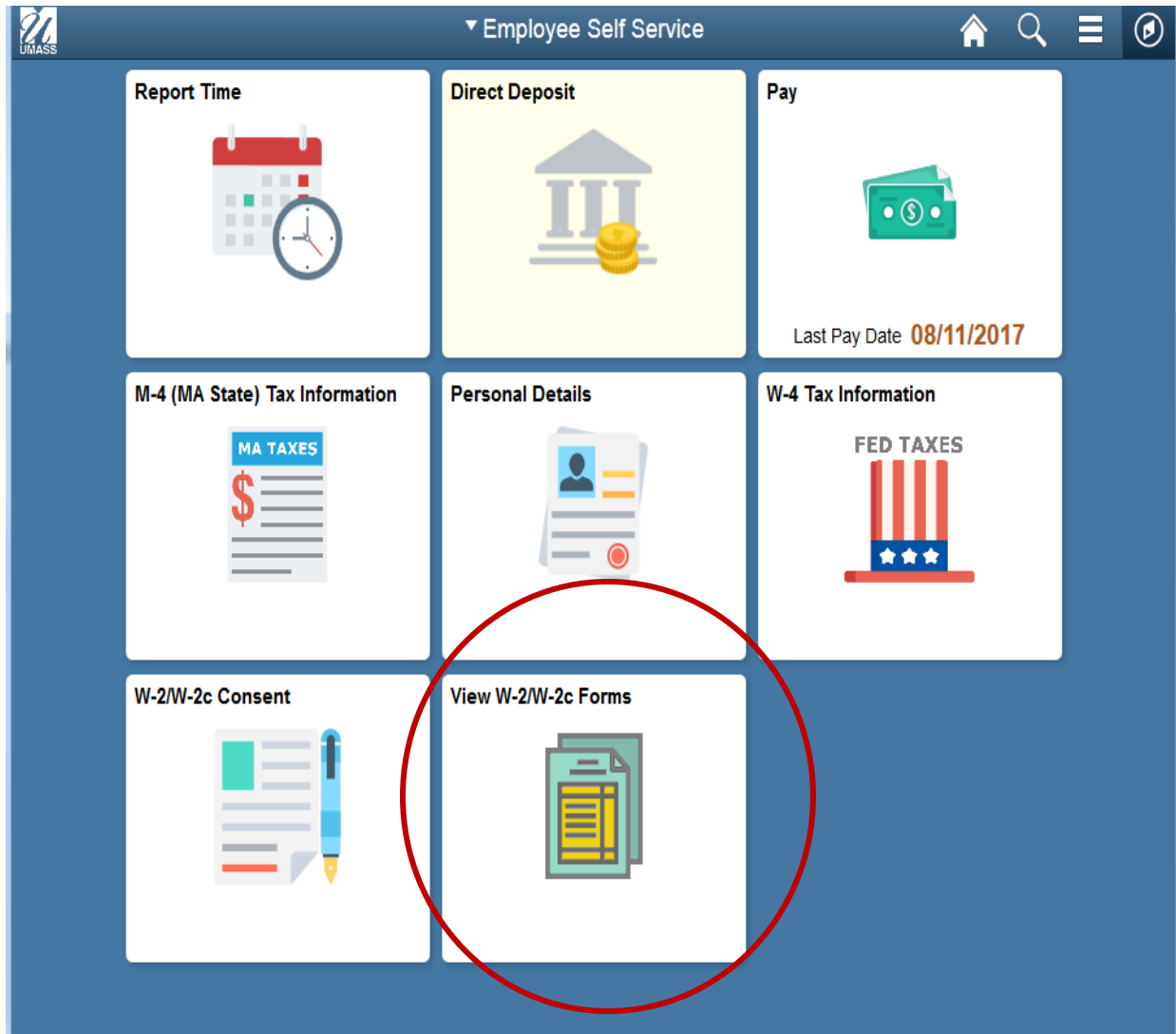
You had previously consented to receiving your W-2 and W-2c forms electronically. Submission of this withdrawal of consent will discontinue your receipt of electronic W-2 and W-2c forms; and you will revert to receiving hard copies of your W-2 forms.

I withdraw my consent to receive W-2 or W-2c forms electronically

Submit

If you have any questions please contact HR/Payroll Department.

View W-2/W-2c Forms




View W-2/W-2c Forms

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.

View a Different Tax Year

Select Year End Form					Personalize  1 of 1
Tax Year	W-2 Reporting Company	Tax Form ID	Issue Date	UMass W2 Information	
2016	UMS	W-2	01/19/2017	UMASS W2 Information	

Security Challenge

SSN Last 4 Digits

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

To obtain your W2 information and for security purposes you will FIRST need to provide the last 4 digits of your Social Security Number and then click **OK**

After you enter the last 4 digits of your SSN you will be taken to another screen where you will access your W2/year end form.



3.	To then view your W-2/W-2C click on Year End Form link
4.	To get additional information on W-2/W-2C Form click on UMASS W2 Information link
5.	To view a different tax year click on View a Different Tax Year link
Note:	Once you are in the forms you may print them utilizing the print function

Congratulations you have successfully viewed your W-2/W-2C forms