

## How to Access W-2

*The following steps should be followed after you have successfully logged into Paycom. If you have not yet logged into Paycom and/or have problems getting into the system, please contact Maria Nguyen in Human Resources.*

**Step 1:** To view your W-2, select “Year-End Tax Forms” from the Payroll tile.



### Payroll

View Pay Stubs

Pay Rates

Year-End Tax Forms

**Step 2:** Click on the View icon of the appropriate W-2 to download and print.

## Year-End Tax Forms

W2 1095

Show 10 ▼ 1

↓ Reporting Year	Employer FEIN	Employer Legal Name	View
2017	941613808	THE HARKER SCHOOL	
2016	941613808	THE HARKER SCHOOL	
2015	941613808	THE HARKER SCHOOL	