## How to Find W-2 Forms on MyMU

1. Log in to your MyMU homepage and select the "Menu" tab in the upper left hand corner.



2. Once the "Menu" dropdown appears, select "Employees".



3. Once you have selected "**Employees**" and a new page pops up, click "**My Pay**" in the Quick Links in the top left corner of the page.



4. Now that **"My Pay**" is selected, you will be redirected to a new page. On this page, you will select **"Employee Self Service**" in the horizontal menu bar. On this page, you will see an option for **"Tax Forms**". Click the link and follow to the next page.

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5. Once "Tax Forms" is selected, you will be taken to a page that has says "W-2 Wage and Tax Statement". Select that and follow the link to the next page.

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6. On the final page, you will see options to select the "**Tax Year**" and "**Employer or Institution**". Select the appropriate options in each given category and once completed, select "**Display**".

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