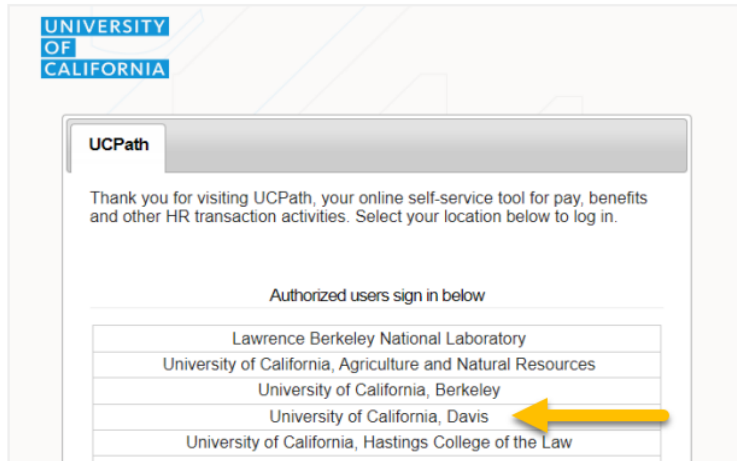


How to Access Your W-2/W-2C in UCPATH

For Current Employees at UC Davis

Simplified menu path: *Employee Actions > Income and Finances > View Online W-2/W-2C*



The screenshot shows the UCPATH login interface. At the top left is the University of California logo. Below it is a header for 'UCPath' with a sub-header 'UCPath'. A message reads: 'Thank you for visiting UCPATH, your online self-service tool for pay, benefits and other HR transaction activities. Select your location below to log in.' Below this is a section titled 'Authorized users sign in below' containing a list of locations: Lawrence Berkeley National Laboratory, University of California, Agriculture and Natural Resources, University of California, Berkeley, University of California, Davis (highlighted with a yellow arrow), and University of California, Hastings College of the Law.

1

Navigate to <https://ucpath.ucdavis.edu/>

Select your location.

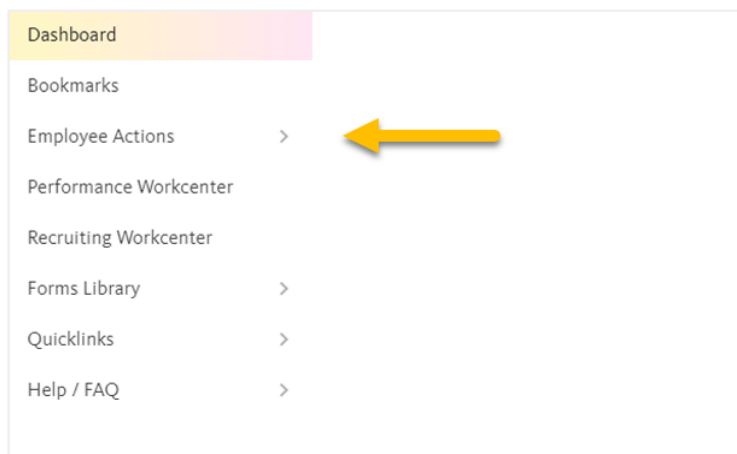
UC Davis Employees will select University of California, Davis.



The screenshot shows the UC Davis Central Authentication Service (CAS) login page. It features the UC Davis logo and the text 'UNIVERSITY OF CALIFORNIA Central Authentication Service (CAS)'. Below this are two input fields: 'Username:' and 'Passphrase:'. At the bottom is a blue button labeled 'LOGIN'.

2

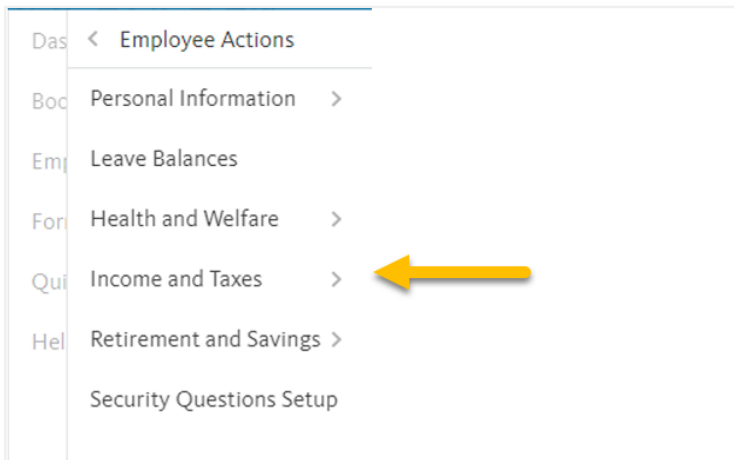
Once location has been selected you will be prompted to log in using your UC Davis CAS log in.



The screenshot shows the UCPATH Portal left-hand menu. The menu items are: Dashboard, Bookmarks, Employee Actions (highlighted with a yellow arrow), Performance Workcenter, Recruiting Workcenter, Forms Library, Quicklinks, and Help / FAQ.

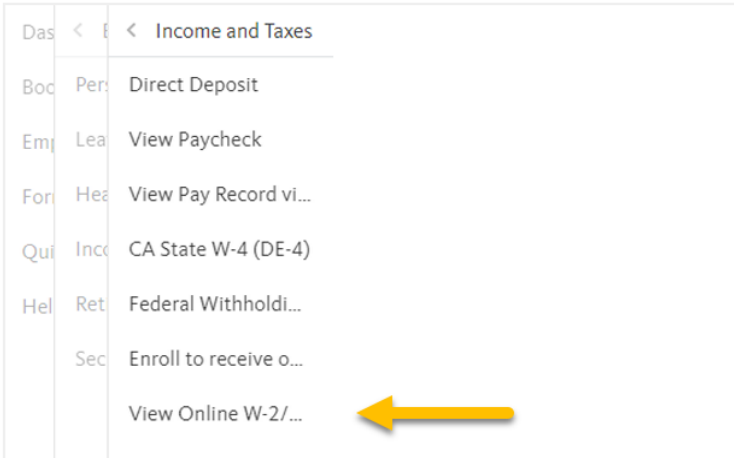
3

In the UCPATH Portal use the left hand menu to select **Employee Actions**. This will open another sub menu.



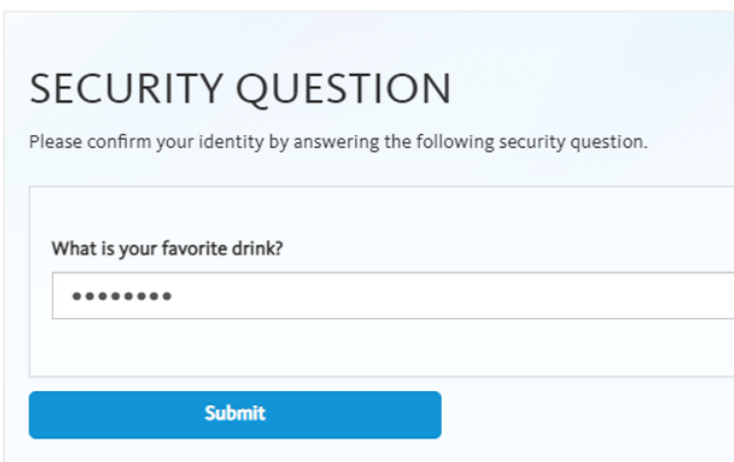
4

Using the left hand menu select **Income and Taxes**. This will open another sub menu.



5

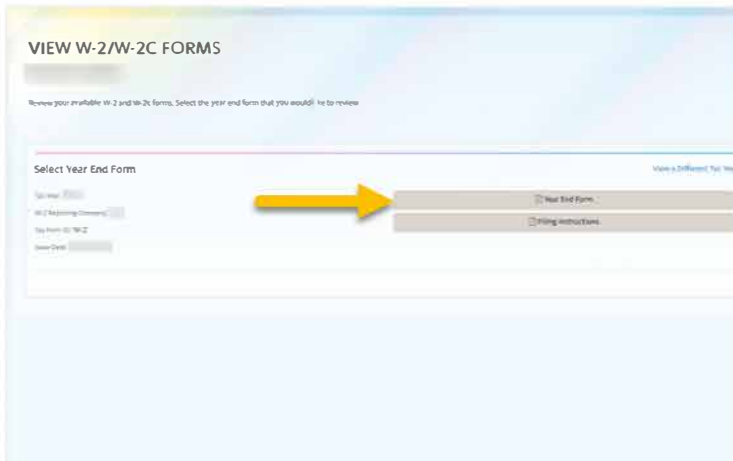
Using the left hand menu select **View Online W-2/W-2C Forms**. This will trigger a security question for you to answer before viewing your forms.



6

Answer your security question. The question will vary per user based on their security question setup.

If you cannot answer your security question you can reset or view your security questions under the Employee Actions > Security Questions Setup menu.

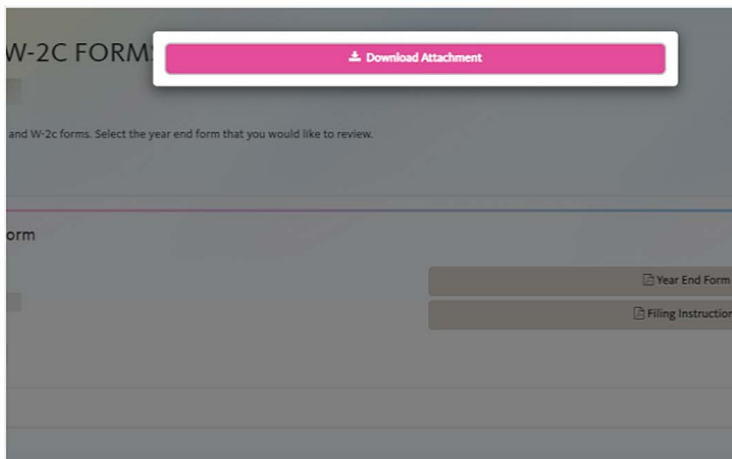


7

Completing your security question will open the **View W-2/W-2C Forms** page.

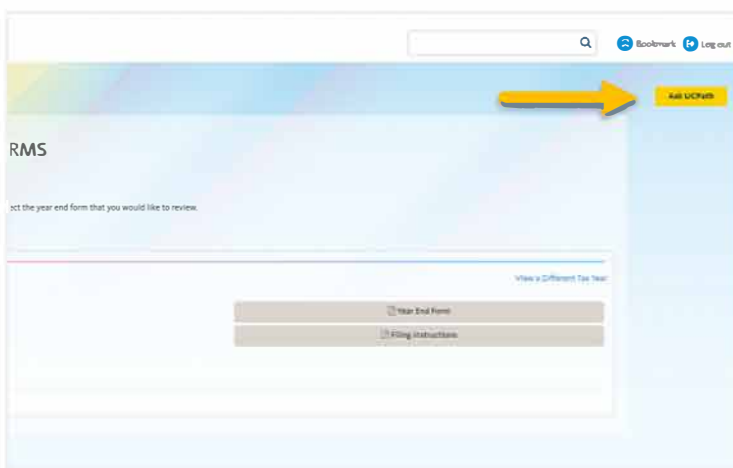
From this page you can View your current year W-2 or W-2C as well as previews years forms.

Clicking **Year End Form** will open an option to download your form.



8

Download Attachment will download your electronic W-2 or W-2C form.



9

Have Questions or need help?

Click the **Ask UCPATH** button in the top right of the portal to submit an inquiry. You may also call the UC Path Center at (855) 982-7284 from 8a.m. to 5p.m. (PT), Monday through Friday to speak with an associate.