Accessing Your 2016 W-2

If You Have Not Consented to Receiving Your W-2 Electronically
W-2 Forms were mailed to any employees who have not consented to receiving their W-2 electronically (and former employees) on January 26, 2017.

It’s not too late to give your consent and access your W-2 right away instead of waiting for the mail!

To Consent to Receive Your W-2 Electronically:
1. Login to PioneerWeb
2. Click on the “Employee” tab on the top of your screen
3. On the left hand side of your screen, under “Employee Information” select “Tax Forms”
4. Select “Electronic W-2 Consent”
5. Ensure that the checkbox next to “Consent to receive W-2 electronically” is checked and click the “Submit” button.
6. You can now follow the directions below to access your 2016 W-2. Because paper W-2 forms have already been mailed, you will also receive a paper W-2 this year.

If You Have Consented to Receiving Your W-2 Electronically
Electronic W-2 forms for 2016 are now available for download in PioneerWeb. You will not receive a paper copy in the mail.

You can access your W-2 by following these steps:
1. Login to PioneerWeb
2. Click on the “Employee” tab on the top of your screen
3. On the left hand side of your screen, under “Employee Information” select “W2”
4. Enter your passphrase. (A passphrase is required because your form W-2 displays highly confidential information, including your Social Security Number.) If you cannot remember your Passphrase, please contact the UTS Help Desk at 303-871-4700 to reset it.
5. Select 2016 from the “W-2 Year” dropdown menu and click “View/Print W2”

Frequently Asked Questions and Issues with W-2 Forms

- I don’t think I have a Passphrase for PioneerWeb– How do I set one up?
Follow steps 1-3 above. When you get to the point where you enter your passphrase, there is a blue link which will allow you to reset your passphrase by answering identifying questions. If you cannot answer the questions or do not recognize them, call the UTS help desk at 303.871.4700 for help.

- My W-2 doesn’t look correct. The total earnings are wrong.
Double check this information by looking at your December 2016 pay stub. You can find it in PioneerWeb on the Employee Tab under Employee Information > Pay Stub. If you still believe that the information is not correct, contact us.

- The University withheld too much/too little from my checks for state and federal taxes.
You likely need to adjust your withholdings. You can do so by updating your W-4 in PioneerWeb. This action is found on the Employee Tab under Employee Information > Tax Forms > W4 Exemptions or Allowances- View/Update.

Need More Help?
Call Us: 303.871.7420
-or-
Email SharedServices@du.edu