

Accessing Your W-2 in PeopleHub

1. Log into PeopleHub: Click on the PeopleHub button in the upper right-hand corner at TandemHR.com. Choose Employee Login and enter your unique username and password. Multi-Factor Authentication (MFA) sends a login code to your email or mobile phone on file for added security.
2. Navigate to the Menu on the left-hand side of the screen and expand "Taxes" and click on "W-2."
3. Select the year that you wish to download and click the download button on the right. A PDF copy will launch in a pop up window which you can save or print.

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