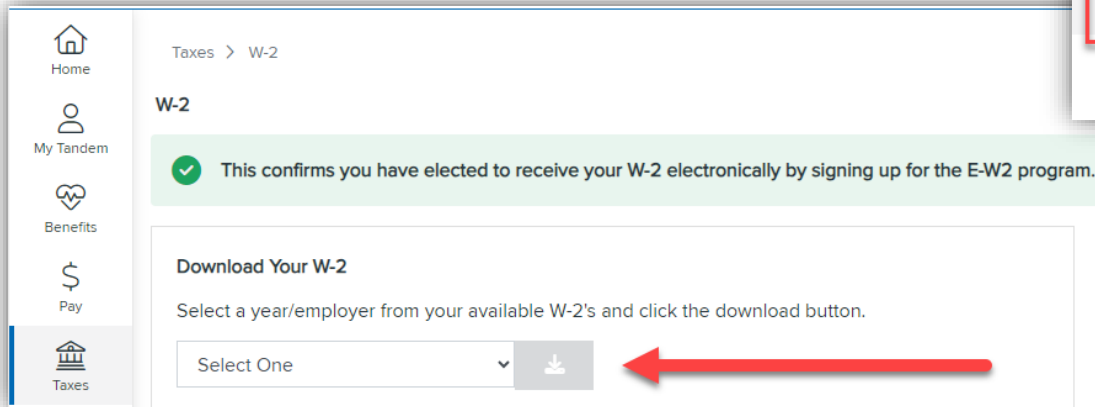
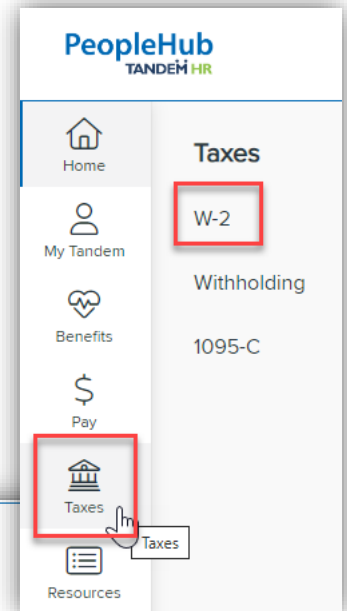


Accessing Your W-2 in PeopleHub

1. Log into the PeopleHub portal.
2. Click on the Taxes menu on the left-side navigation and click on W-2.
3. Select a W-2 form from any year in which Tandem HR was your payroll provider and click the download button to the right. A PDF copy will launch in a pop-up window which you can save or print. (Make sure your pop up blockers are disabled!)



If you elect to only receive an electronic copy of the W-2, you will see a message at the top of this screen in green.

Otherwise, your W-2 will be mailed to your resident address found clicking on My Tandem on the left navigation menu, then Address. You may choose to enter a different address for your W-2 mailing if need be.

Any of your addresses may be updated at any time in this section by clicking on Change Address.

