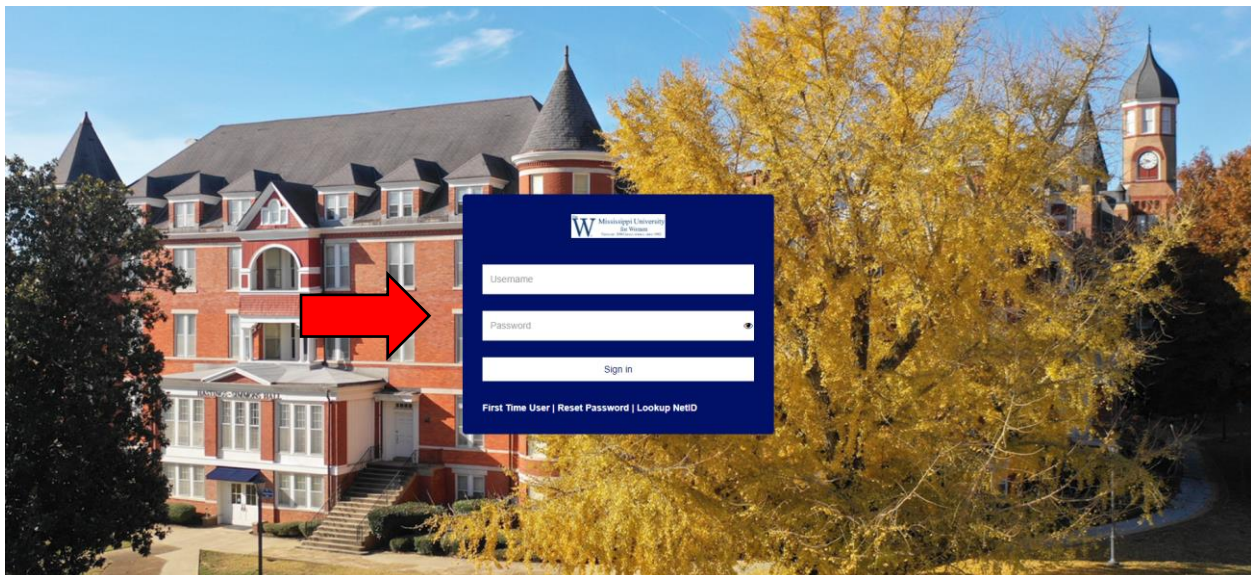# Banner Self-Service Accessing W-2 Wage & Tax Statement

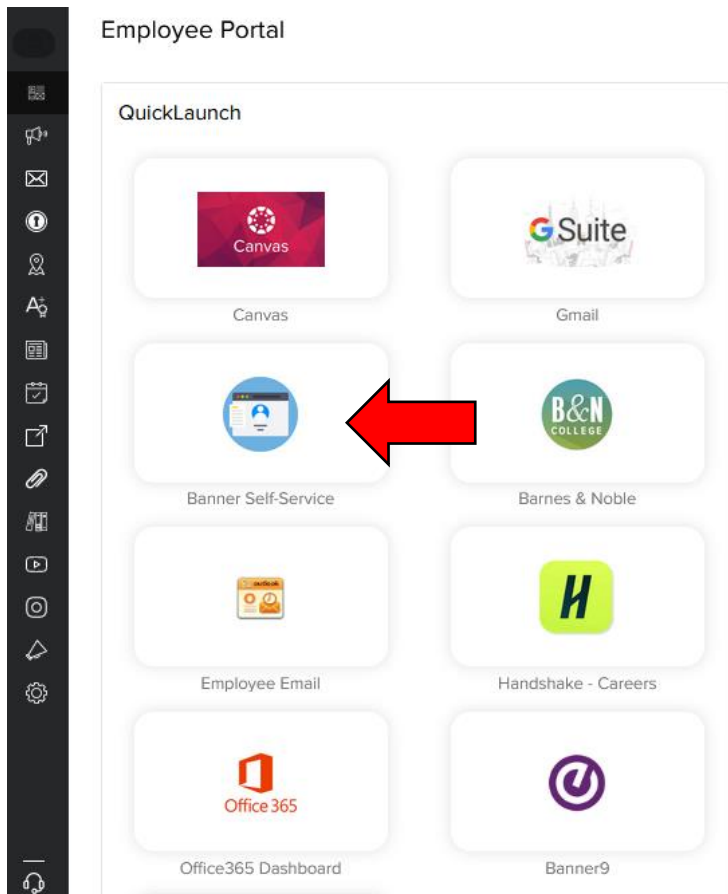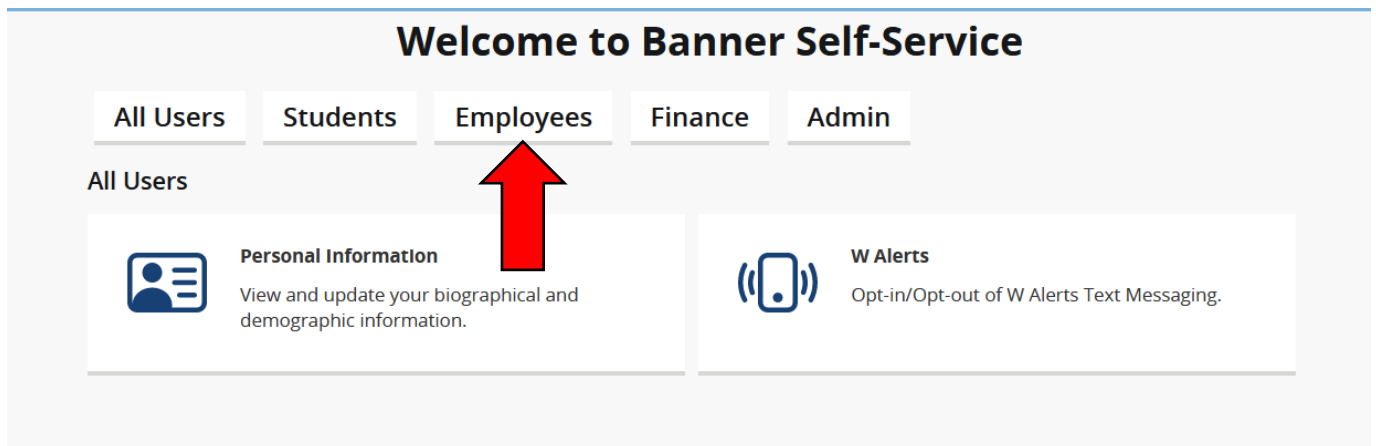1. Go to https://www.muw.edu/ and select WConnect

2. Enter username and password (Contact ITS x 7282 if you do not know this information.)

3. Select Banner Self-Service

Employee Portal

QuickLaunch

4. Select Employees Tab

5. Select W-2 Wage and Tax Statement

Welcome to Banner Self-Service

| All Users | Students | Employees | Finance | Admin |

Employees

Employee Dashboard
Pay information, benefits, leave information, etc.

Leave Report
Enter leave hours for the month.

Time Entry
Enter time, enter leave requests, time entry approvals, etc.

W-2 Wage and Tax Statement
View year end tax forms.

Labor Redistribution
This page is currently disabled.

Position Description
This page is currently disabled.

6. Select the Tax Year drop down menu and choose the tax year you want to view and select Display

W-2 Wage and Tax Statement

You may adjust the display size by selecting View in the menu at the top of your browser.

Tax Year: Select

Employer or Institution: Mississippi Univ. for Women

Display

W-2c Corrected Wage and Tax Statement • W-4 Employee's Withholding Allowance Certificate

7. The W-2 will display. To print a copy, (and your computer is connected to a printer), select the Printable W-2 icon.

Form W-2 Wage and Tax Statement 2022

	a Employee's social security number
	***** ,
b Employer identification number (EIN)	
c Employer's name, address, and ZIP code	
Mississippi Univ. for Women 1100 COLLEGE ST MUW· Columbus MS 39701-5800	
d Control number	
e Employee's first name and initial Last name Suff.	

f Employee's address and ZIP code

15 State	Employer's state ID number	16 State
MS		

Printable W-2
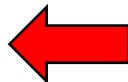
8. If you are using a shared or public computer, you must log out of your WConnect account. Select the profile icon in the upper right and select Sign Out.

Sign Out