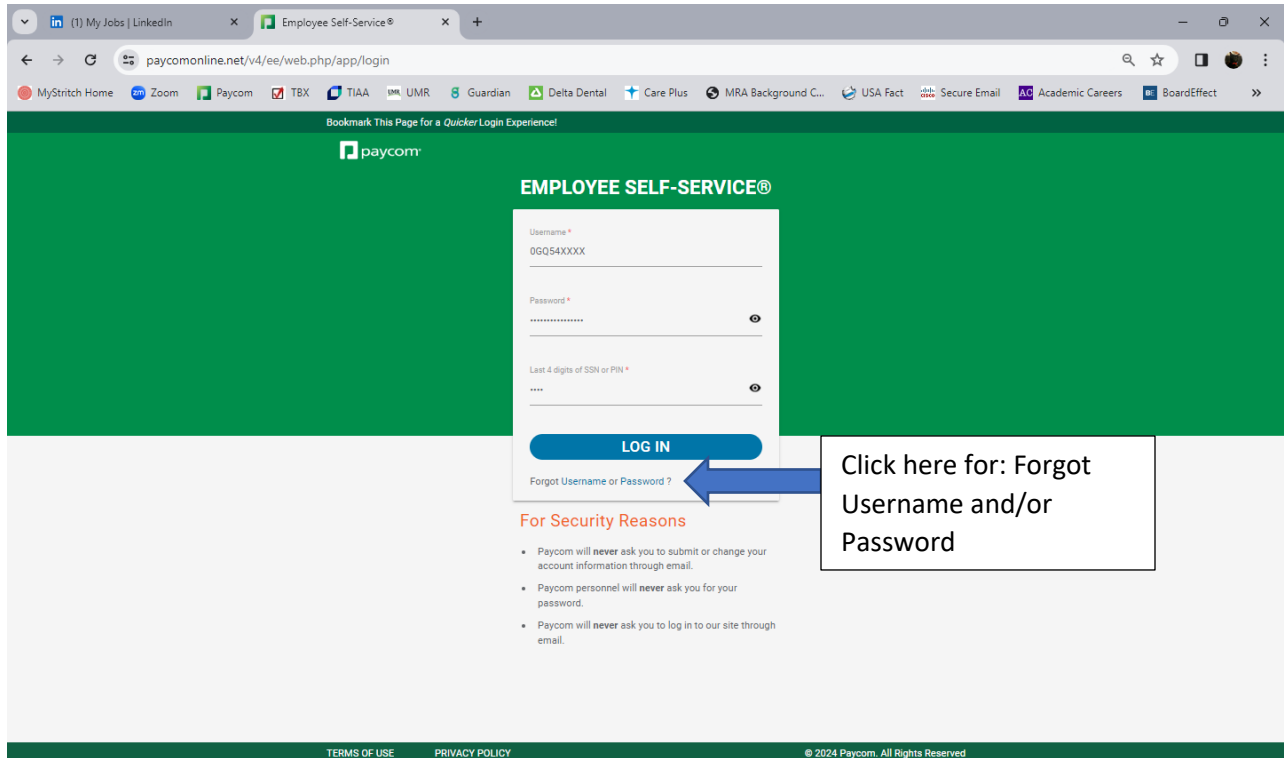


Instructions on How to Access Your W-2 and 1095-C

1. Please visit <https://www.paycom.com/> and click Login on the top right of the page. Once you scroll over to Login, please click Employee.
2. This will take you to the Employee Self-Service page. You will need to enter your Username, Password and the Last 4 Digits for your SSN.

Hint: Your username looks like 0GQ54XXXX (your employee number) or personal email address

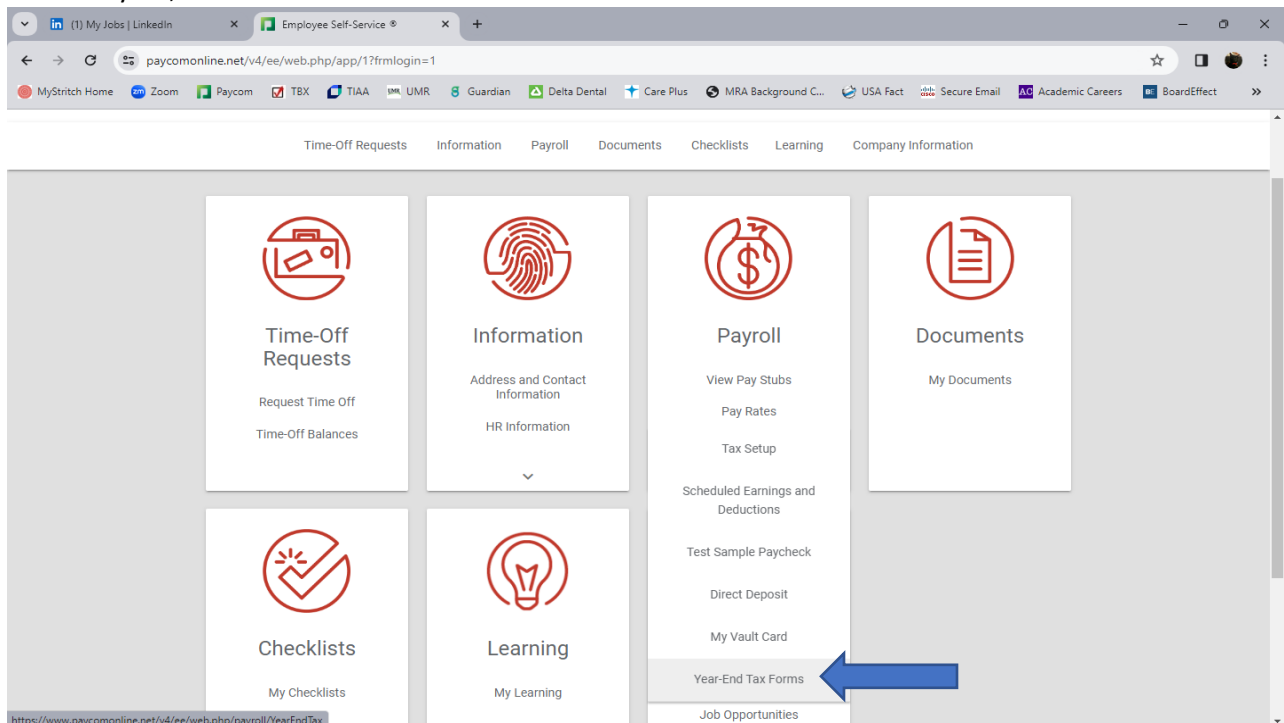


3. **If you do not remember your User Name and/or Password, please click Forgot Username or Password at the bottom of the screen.**

If your Username is still your stritch.edu account, please email communications@stritch.edu for this to be reset.

Please note responses times will be delayed due to very minimal staffing

4. Under Payroll, select **Year-End Tax Forms**



5. In this screen, select **Employee** or **1095** tab at top. Click **View** for appropriate year

Year-End Tax Forms

Employee **1095**

Show 10 1 - 2 of 2

↓ Reporting Year	Employer FEIN	Employer Legal Name	Date Posted	View
2022	390806196	CARDINAL STRITCH UNIVERSITY INC	02/11/2023	
2021	390806196	CARDINAL STRITCH UNIVERSITY INC	01/22/2022	

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6. Your document will be available in the **download** area of your web browser

Year-End Tax Forms

Employee **1095**

Show 10 1 - 2 of 2

↓ Reporting Year	Employer FEIN	Employer Legal Name	Date Posted	View
2022	390806196	CARDINAL STRITCH UNIVERSITY INC	02/11/2023	
2021	390806196	CARDINAL STRITCH UNIVERSITY INC	01/22/2022	

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