

How to Access W2's on payroll portal

Employee Payroll Portal link

<https://portals.nucenter.org/MSDESP/Login.aspx>

Please use the following directions to access your W2 once you have logged onto the payroll portal.

1. Choose payroll tab
2. Choose View W2's
3. Select year - the W2 will download in adobe as a pdf.

Your W2 will be 6 pages long. You will want to print all 6 pages for your records. Pages 2, 4, 6 are the instructions and explain the different boxes on your W2.

Contact Lara Bartol at 801-829-3411 or lbartol@morgansd.org with questions or corrections.