



SOP: Viewing Your Paycheck and Your W2 (Tax Documents)

1. Log onto your Bamboo App:
 2. From the Home Page:
 - a. Select [My Info] icon
 - b. Select [Pay Info] icon
 - c. Select any pay period you have in question
 3. You can view each part of your pay stub by selecting the the appropriate Icon:
 - a. The little pig is the *Net Pay Summary*
 - b. The stacks show *Gross Pay Summary*
 - c. The bank shows Taxes paid (you can also select this period or YTD directly across from the “Taxes” title).
 - d. The scissors show any additional deductions
 4. To print the entire pay stub as a whole:
 - a. Select the PDF file at the top right hand corner
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Viewing Your W2

1. Accessing a W2 is **NOT** a feature included in the **Bamboo app**.
2. Employees must log into their BambooHR account through a **web browser** on their computer, tablet, or phone web browser.
3. Once logged in:
 - a. Go to **More**
 - b. Go to **Pay Info**
 - c. *Scroll* down to the bottom of the page
 - d. Go to **Taxes**
 - e. *Scroll* down
 - f. You will there see **Tax Documents**
 - g. Once generated, your W2 can be found under this **Tax Documents** section

All employees are enrolled under “**paperless**” when they are enrolled with Bamboo. Your W2 will be emailed to you at the end of the year. Make sure you have the correct email address entered into the system. This is up to you to update.

If you do not receive your W2, please follow the steps outlined above to access and print at your convenience. If you request a W2 from the payroll department, you will be directed to this procedure first.