How to View Your W2 Online

Go to https://my.sandiego.edu/cp/home/displaylogin

Type in your e-mail username and password and click Login.

Click on the Employee tab and Employee Resources

Under Employee Links, click on HR Employee Self Service.

- USD Policy Manual
- HR Employee Self Service (Oracle)

Type in your USD One User Name and Password (If you forgot your password, contact the ITS Help Desk at extension 7900 for assistance)

Click on USD Employee Self Service

Under Payroll Self-Service, click on W-2

Select Organization/Year: Click the drop down to select the year and Go

Click the printer icon that is on the lower part of the screen

If you have any questions, please call the Payroll Department at (619) 260-4818 or email at payroll@sandiego.edu.