W-2 FORMS AVAILABLE ONLINE
If you have never logged into AtYourServiceOnline before, please follow the instructions below to access your W-2s and earning statements.

1. Go to the AtYourServiceOnline login page: You get to the login page by going to http://ucnet.universityofcalifornia.edu/ and then clicking on the blue button on the right hand side that says “AYS Online”.
2. Click on the link that says “Forgot your Username or Password?”
3. The next page will say “Sign in notification”
4. Click on “Continue” at the bottom
5. Enter in your full social security number with no dashes
6. The password is your date of birth in the following format: MMDDYYYY

The website will prompt you to create a new password.
Once you’re logged in, the right side of the home page will say “Income & Taxes”. Beneath that section is a link that says “W-2”. Click on that link and it will take you to a page with a copy of your W-2 **all employees have access to AYSO up to 13 months after separation.**

If you are experiencing difficulties logging in, please call 1-800-888-8267 for assistance.

UNDERSTANDING YOUR PAYSUB: