

KB0039614

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Where to find Old Pay Stubs and W-2s (Before 2020)

Introduction

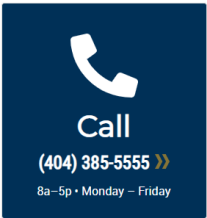
Before the move to OneUSG, GaTech employees used the Techworks system for almost all employee needs. While Techworks is still available the Legacy Pay and W-2 tile are no longer available.

If a current Tech employee would like to access newer paystubs or W-2s (2020 and after) they can log into OneUSG Connect, select the payroll tile, and choose either the pay tile or taxes.

This article will review how to request old Pay Stubs and W-2s before 2020.

Instructions

1. Current employees will navigate to gatech.service-now.com/hr and create a ticket using the Online Request or call the OneUSG Shared Service Center (SSC).



2. The ticket will be assigned to the payroll team.
3. A member from the GT Payroll team will fulfill the ticket request.
4. Once completed, the ticket will be closed.

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