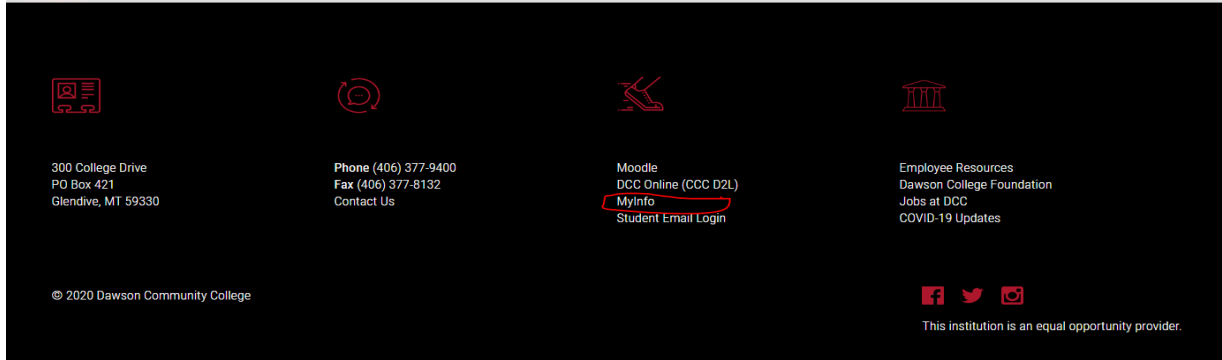


My Info Instructions

Go to the DCC home page www.dawson.edu

On the bottom of the page click on MyInfo



DCC MyInfo

Please enter your Banner ID (D16XXXXXX) and your Password. When finished, select Login.

*If you cannot remember your Password, enter your Banner ID, and click Forgot PIN?

Please Note: ID is Case Sensitive

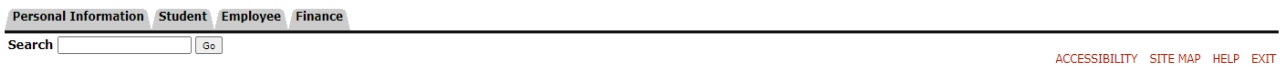
User ID:

PIN:

Your user ID is your D161#

Initial password to get logged on is your date of birth MMDDYY

Once you get into myinfo. Click on employee tab



Main Menu

Welcome, ██████████, to the WWW Information System! Last web access on Aug 31, 2021 at 04:47 pm

- Personal Information**
Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.
- Student**
Apply for Admission, Register, View your academic records.
- Employee**
Time sheets, time off, benefits, leave or job data, paystubs, W2 forms, W4 data.
- Finance**
Create or review financial documents, budget information, approvals.
- Events**
Banner 9 Events
- My Action Items**
Action Items Processing

RELEASE: 8.9.1

Click tax forms

[Personal Information](#) [Student](#) [Employee](#) [Finance](#)

Search

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Employee

Benefits and Deductions

Retirement, health, flexible spending, miscellaneous, beneficiary, benefits enrollment, Benefit Summary.

Pay Information

Direct deposit allocation, earnings and deductions history, or pay stubs.

Tax Forms

W4 information, W2 Form.

Jobs Summary

Leave Balances

RELEASE: 8.9.1

Click W-2 and Tax Statement

[Personal Information](#) [Student](#) [Employee](#) [Finance](#)

Search

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Tax Forms

W-4 Employee's Withholding Allowance Certificate

Electronic Regulatory Consent

W-2 Wage and Tax Statement

W-2c Corrected Wage and Tax Statement

1095 Employer-Provided Health Insurance Offer and Coverage Statement

RELEASE: 8.9.1

Select 2021 and hit display

[Personal Information](#) [Student](#) [Employee](#) [Finance](#)

Search

[RETURN TO TAX MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

W-2 Wage and Tax Statement

You may adjust the display size by selecting View in the menu at the top of your browser.

Tax Year:

Employer or Institution:

[[W-4 Employee's Withholding Allowance Certificate](#) | [W-2c Corrected Wage and Tax Statement](#)]

To print W-2, click printable W-2 at the bottom of the screen.

[[Make New Selection](#) | [W-4 Employee's Withholding Allowance Certificate](#)]

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