5 STEPS TO ACCESSING YOUR W-2 FORM

FOR ENROLLED STUDENTS ONLY

STEP 1
Go to www.bu.edu/buworkscentral. Make sure to use Firefox or Internet Explore as your browser.
The W-2 display does not work properly in Safari or Chrome.

STEP 2
Enter your BU username and Kerberos password.

IF YOU HAVE DUO APP
Verify through Duo and proceed.

IF YOU HAVE DON'T DUO APP
Go to http://www.bu.edu/tech/support/duo/ and click on the enroll a device option.

STEP 3
Click the employee self-service tab at the top of the page.

STEP 4
Click Benefits and Pay. Click W-2 Display.

STEP 5
There will be a pop-up showing a list of available forms where you can click on your 2017 W-2, or any previous W-2. Your W-2 will be displayed below the selection box.

If you do not see the Employee Self Service tab visit an IT Help Center on campus or contact ITHelp@bu.edu to have your security level raised.