



How to View my Paystubs, W-2 or 1099 end of year

Steps to View your W-2 or 1099 Form

Step 1: Log in to guHroo

- Go to <https://cloud.guhroo.co/login> and log in with your username and password.

Step 2: Navigate to Your Profile

- From the left-hand menu, click on the **Paystub/W-2** tab.

Step 3: Access the Job Tab

- View the stub or form based on dates

If you have any questions or notice discrepancies in your job information, contact your HR department for clarification or assistance.

The screenshot shows the guhroo web application interface. On the left is a sidebar menu with options: DASHBOARD, PROFILE (highlighted with a red box), MY TEAM, DOCUMENTS, ANNOUNCEMENTS, GOAL TRACKING, TIMECARD, and LOGOUT. The main content area has a top navigation bar with tabs: Personal, Job, Banking, Time Off, Emergency, Documents, Notes, Tasks, Assessments, and Paystub/W2 (highlighted with a red box). Below the tabs, there's a section titled "Paystub/W2" with two sub-tabs: Paystub and W2. Under the W2 tab, there's a table with columns "Pay Date" and "Actions". The first row of the table, corresponding to the date "2023-12-01", is highlighted with a red box. The "Actions" column for this row contains a download icon. Other rows in the table show dates from 2023-11-17 down to 2023-09-22, each with a download icon. The top right of the interface includes a user profile dropdown, an FAQ link, and a "REVERT USER" button. A search bar and a "Search" button are also present.



Troubleshooting:

- If you encounter any issues accessing your profile or documents, ensure you are using a supported web browser and that your internet connection is stable.
- If documents are not loading or appearing as expected, try refreshing the page or logging out and back into your account.
- For any persisting issues or if you cannot find specific documents, reach out to our support team at support@guhroo.co