

VERY IMPORTANT NOTE:

It is highly recommended that you perform the download on your personal home computer, tablet or other electronic device with a hard drive to ensure that you have access to the information after UMC closes.

a. PAYSTUBS:

Depending on your Years of Service at UMC, there may be a large number of files. Please download your paystubs for each calendar year: January 1, 20XX – December 31, 20XX (date range).

b. W2 Forms:

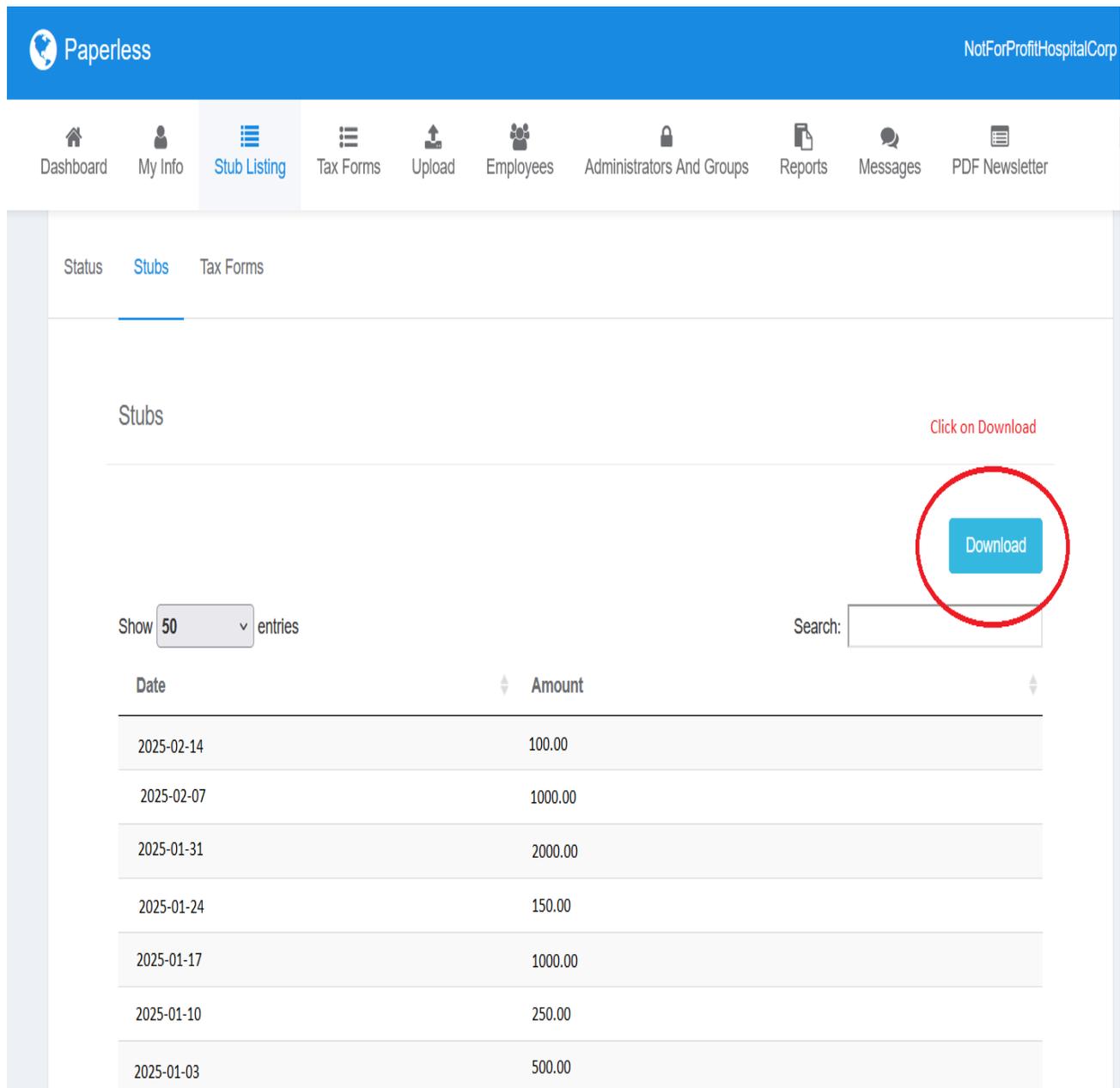
These you can download in a single file or by a group of years, if necessary.

From the downloaded files, you can print a single page or multiple pages of your Paystubs or IRS Form W2s as needed.

To Download Pay Stubs:

Log into your UnitedMedicalCenter.ppcstubs.com account using your Account Number and password.

Once logged in, navigate to Stub Listing and click on Download:



The screenshot shows the Paperless Pay web application interface. The top navigation bar includes the Paperless logo and the text "NotForProfitHospitalCorp". Below the navigation bar is a menu with icons for Dashboard, My Info, Stub Listing (selected), Tax Forms, Upload, Employees, Administrators And Groups, Reports, Messages, and PDF Newsletter. The main content area has tabs for Status, Stubs (selected), and Tax Forms. Under the Stubs tab, there is a "Stubs" heading and a "Click on Download" link. A "Download" button is circled in red. Below the heading, there is a "Show 50 entries" dropdown and a "Search:" input field. A table displays the following data:

Date	Amount
2025-02-14	100.00
2025-02-07	1000.00
2025-01-31	2000.00
2025-01-24	150.00
2025-01-17	1000.00
2025-01-10	250.00
2025-01-03	500.00

Download Paystubs and W2 Forms

You'll see an option to select a date range to download. Select the dates you want to download, any forms within this range will automatically be included.

From To

Click on Print 

Show entries Search:

Date	Amount
2025-02-14	100.00
2025-02-07	1000.00
2025-01-31	2000.00
2025-01-24	150.00
2025-01-17	1000.00
2025-01-10	250.00

Once the date range is selected, click on Print. Another tab will open with the forms. Once you have the tab open, you can select Print on the page, this entirely depends on your browser and computer setup.

Download Paystubs and W2 Forms

To Download Taxforms:

Navigate to Tax Forms and click the check boxes next to the years of Tax forms you want to download.

- Dashboard
- My Info
- Stub Listing
- Tax Forms**
- Upload
- Employees
- Administrators And Groups
- Reports
- Messages
- PDF Newsletter

Employees - NFP1234JOHN

Status Stubs **Tax Forms**

Year

All ▾

Download

Show 50 ▾ entries

Search:

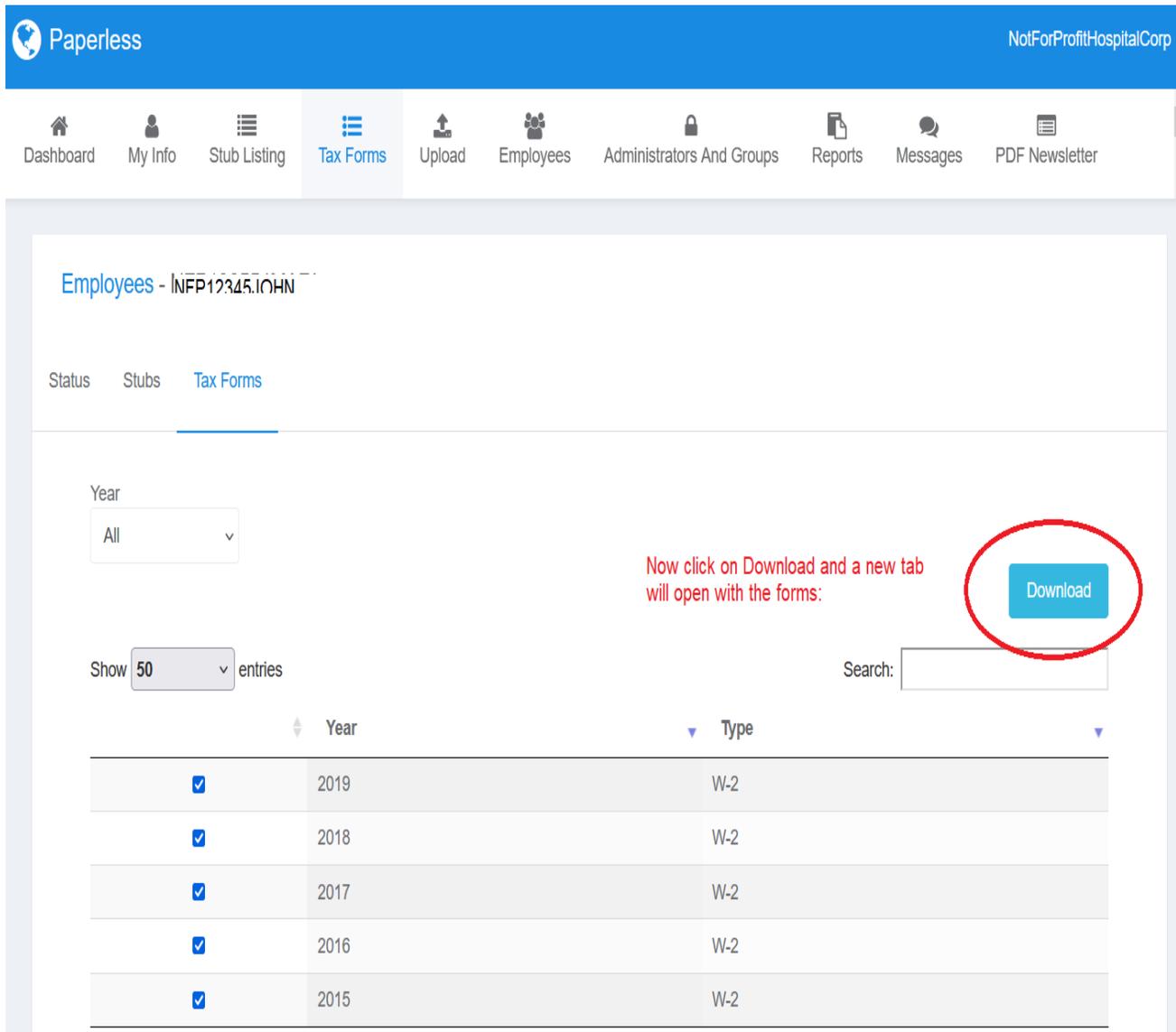
You need to check the ones that you wish to Download:

	Year	Type
<input type="checkbox"/>	2019	W-2
<input type="checkbox"/>	2018	W-2
<input type="checkbox"/>	2017	W-2
<input type="checkbox"/>	2016	W-2
<input type="checkbox"/>	2015	W-2

Showing 1 to 5 of 5 entries

Previous 1 Next

Once checked, click on Download and a new tab will open with the forms:



The screenshot shows the 'Paperless' web application interface. The top navigation bar includes 'Paperless' and 'NotForProfitHospitalCorp'. The main navigation menu has icons for Dashboard, My Info, Stub Listing, Tax Forms (selected), Upload, Employees, Administrators And Groups, Reports, Messages, and PDF Newsletter. The 'Employees - INFP12345.IOHN' page is displayed, with tabs for Status, Stubs, and Tax Forms. A 'Year' dropdown menu is set to 'All'. A 'Show 50 entries' dropdown is visible. A search box is present. A table lists tax forms for the years 2015 through 2019, all of which are checked. A red circle highlights the 'Download' button in the top right corner of the table area. A red text annotation reads: 'Now click on Download and a new tab will open with the forms:'.

	Year	Type
<input checked="" type="checkbox"/>	2019	W-2
<input checked="" type="checkbox"/>	2018	W-2
<input checked="" type="checkbox"/>	2017	W-2
<input checked="" type="checkbox"/>	2016	W-2
<input checked="" type="checkbox"/>	2015	W-2

Another tab will open with the forms. Once you have the tab open, you can select Print on the page, this entirely depends on your browser and computer setup.

Password protection for your files:

Both the paystubs and the W2 forms will be downloaded as PDF documents. In order to protect your data, you may want to add a password to each file. It is preferable to use the same password for all your files. Make sure that the password is unique and easy to remember:

1. Open the PDF document
2. Select – File
3. Select – Properties
4. Click Down arrow next to – “No Security”
5. Check Box - “Require a Password to Open Document”
6. Type in the Password – Write down the Password – make sure the status bar shows Green / Best
7. Click “OK”
8. Re-enter the Password
9. Click “OK”
10. Click “OK”
11. Select File
12. Select Save