



Former employees may log into Vinfen’s HR and Payroll system, UKG, in order to view and download W2s, Pay Statements and other documents, as well as update their own contact information.

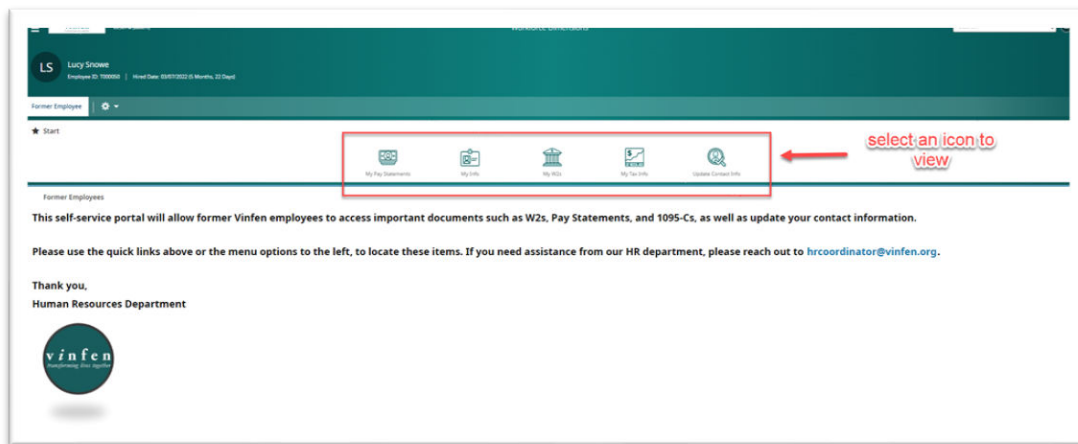
Accessing UKG

Log into UKG by going to <https://bit.ly/FormerVinfenEmployee>

Username: Enter your old Vinfen email address (e.g. smithj@vinfen.org)

Password: Click [Forgot your Password?](#) link to reset the password

Once you log in, you will see a **welcome message** and **icons**. Click on an **icon** and a new page will open.



My Pay Statements – View recent and historical earning statements.

My Info – View current personal information on file for you

My W2s – View recent and historical earning statements.

My Tax Info – View latest tax information we had on file for you while at Vinfen

Update Contact Info – Click **Available** and then **Update My Personal Information** and **Start** to view and update your personal contact information.

If you need assistance from our HR department, please reach out to hrcoordinator@vinfen.org.