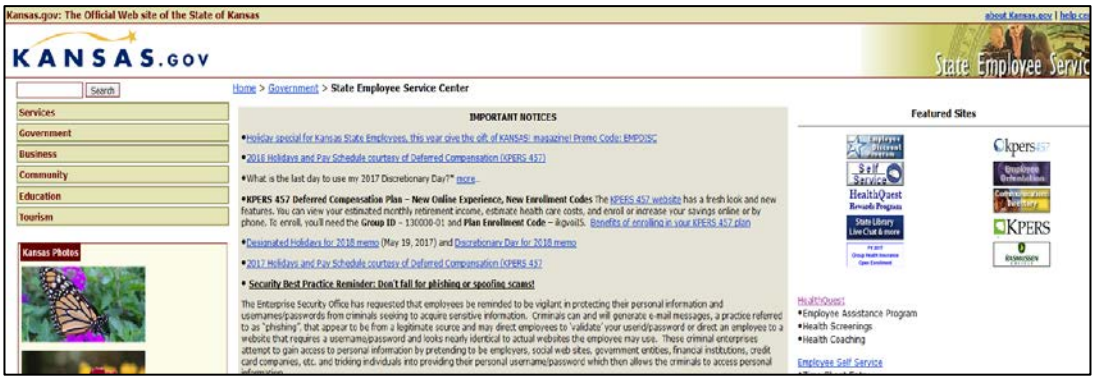
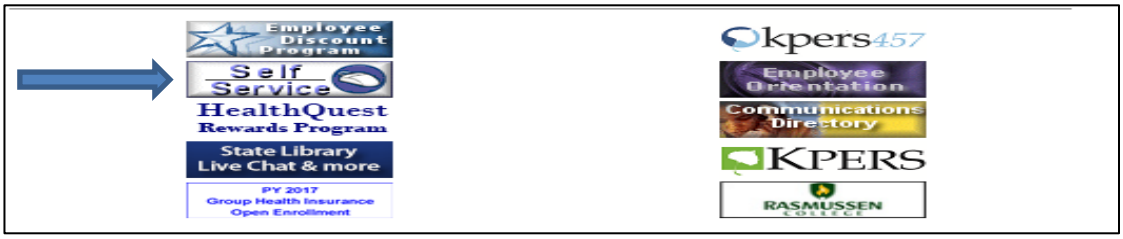
Job Aid

W-2 and Electing Electronic Access

This Job Aid discusses how an employee can access his or her W-2 on the State of Kansas (SOK) Employee Service Center site starting in early January of the next calendar year.

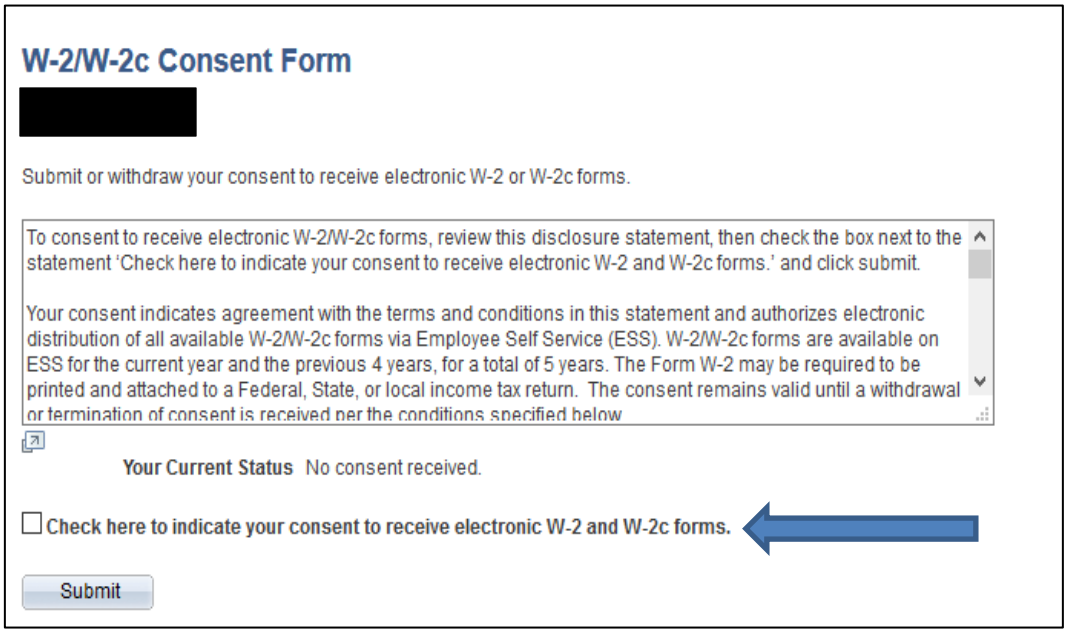
This Job Aid is to be used by:

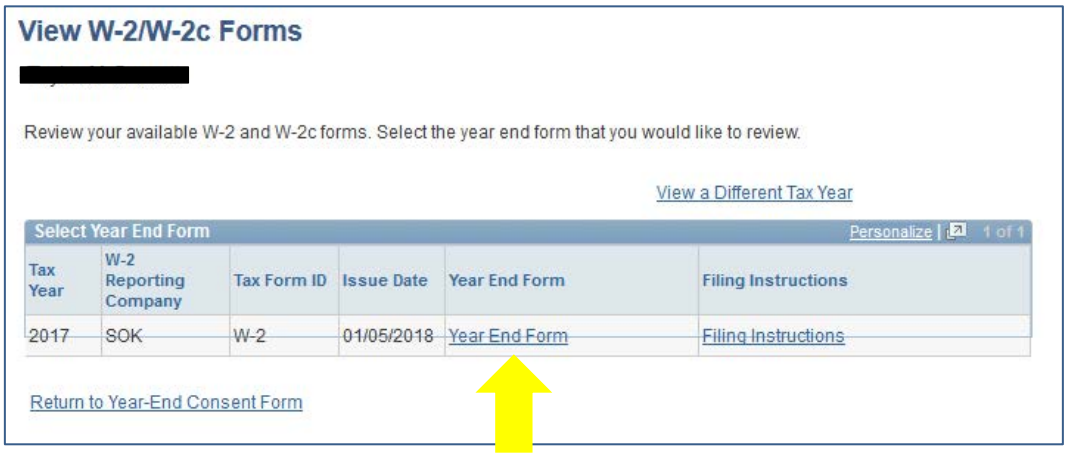
- ✓ All Employees

1.1	To access the State of Kansas (SOK) Employee Service Center, visit www.kansas.gov/employee  On the upper right hand side there will be links to a variety of different applications. Click on the link that says Self Service. This will take you to the Signin Page 

1.2	Log into the SOK Self Service Site.  If this is your first time accessing the site you will need to call 1-866-999-3001 to request a temporary password. You will also need your SOK Employee # that is 11-digits and starts with an alpha character. It is not your PSU ID#. Don't forget to capitalize the first letter of the SOK Employee #). How to find your SOK Employee #: • Employees hired prior to June 18, 2017 can find their SOK Employee # on a paystub in GUS Classic: >>Payroll and Personnel Information>>Electronic Pay Stub>>Click on any paydate>>Upper left-hand side under your name. • Employees hired on or after June 18, 2017 can contact HRS (payroll@pittstate.edu or x. 4191) to get their SOK Employee #. **Note: The Employee Self Service site times out often, best practice is to complete these steps in an uninterrupted timeframe.**

1.3	Once you have logged in, it will display a list of options for you to pick from.  Click on the option "**W-2/W-2c Consent**"

1.3	This will now display the W-2/W-2c Consent Form. Consenting to this will allow you to access your W-2 electronically. 
1.4	It will then ask you to verify your password before final submit. 

1.5	One the left side of the screen select “View W-2/W-2c Forms.  This will display a list of years for which the W2 can be downloaded.  Click **Year End Form** to view the W-2. *Note you may need to allow pop-ups in order for the W-2 to display.