

Job Aid

W-2 and Electing Electronic Access

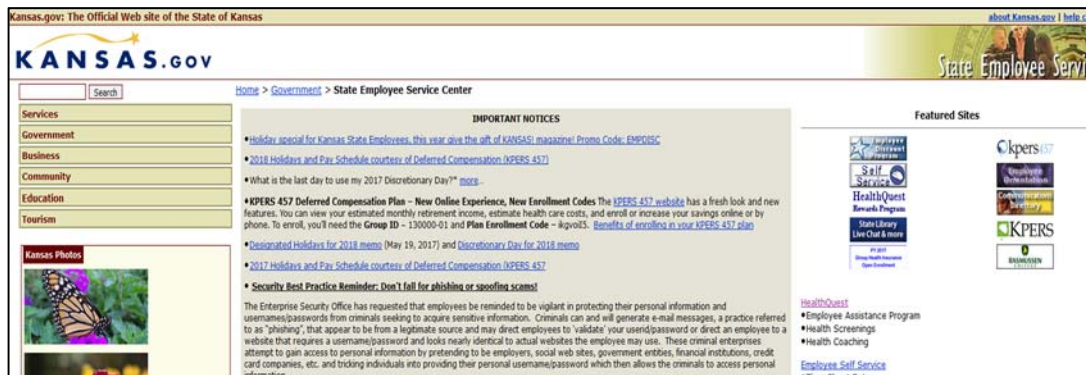


This Job Aid discusses how an employee can access his or her W-2 on the State of Kansas (SOK) Employee Service Center site starting in early January of the next calendar year.

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



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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.

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1.3

Once you have logged in, it will display a list of options for you to pick from.

The screenshot shows the Oracle HR system Main Menu with the following options:

- Update My Profile**: Change your password or email address and set up or change your secret question and answer.
- View Personal Information**: View your name, address, phone number, marital status, birthdate and original hire date.
- View Training Summary**: View a summary of your training information.
- View Leave Balances**: View your leave balance of the most current paycheck. This information is not available for Regent (University) Employees.
- View Paycheck**: Review current and prior paychecks. This information is not available for Regent (University) Employees.
- Total Compensation Statement**: View your total compensation from the previous year. This information is not available for Regent (University) Employees.
- Update W-4 Federal Tax Data**: Review or change your Federal W-4 information. This link cannot be used to request updates for Regent (University) Employees. Regent employees must contact their University HR/Payroll department to request changes.
- Update K-4 State Tax Data**: Review or change your State K-4 information. This link cannot be used to request updates for Regent (University) Employees. Regent employees must contact their University HR/Payroll department to request changes.
- Request W-2 Reissue**: Request a duplicate W-2.
- W-2/W-2c Consent**: Grant or withdraw consent to receive electronic W-2 and W-2c forms. (Indicated by a blue arrow)
- View W-2/W-2c Forms**: View electronic W-2 and W-2c forms.
- Change My Password**: Create a new password.

Click on the option “W-2/W-2c Consent”

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- 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.

W-2/W-2c Consent Form

Taylor M Gravett

Submit or withdraw your consent to receive electronic W-2 or W-2c forms.

To consent to receive electronic W-2/W-2c forms, review this disclosure statement, then check the box next to the statement 'Check here to indicate your consent to receive electronic W-2 and W-2c forms.' and click submit.

Your consent indicates agreement with the terms and conditions in this statement and authorizes electronic distribution of all available W-2/W-2c forms via Employee Self Service (ESS). W-2/W-2c forms are available on ESS for the current year and the previous 4 years, for a total of 5 years. The Form W-2 may be required to be printed and attached to a Federal, State, or local income tax return. The consent remains valid until a withdrawal or termination of consent is received per the conditions specified below



Your Current Status No consent received.

Check here to indicate your consent to receive electronic W-2 and W-2c forms.



Submit

- 1.4 It will then ask you to verify your password before final submit.

Electronic W-2

Verify Identity

To protect your privacy, verify your identity by typing your password. If you are not this user, click Sign Out.

User ID: G0000727163

Password: [masked]

Continue Cancel

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1.5

Once submitted on the left hand side of the screen select the option “**View W-2/W-2c Forms**”. This will display the current W-2 form that is ready for your use.



View W-2/W-2c Forms

Review your available W-2 and W-2c forms. Select the year end form that you would like to review.

[View a Different Tax Year](#)

Select Year End Form						Personalize 1 of 1
Tax Year	W-2 Reporting Company	Tax Form ID	Issue Date	Year End Form	Filing Instructions	
2017	SOK	W-2	01/05/2018	Year End Form	Filing Instructions	

[Return to Year-End Consent Form](#)

Click **Year End Form** to view the W-2