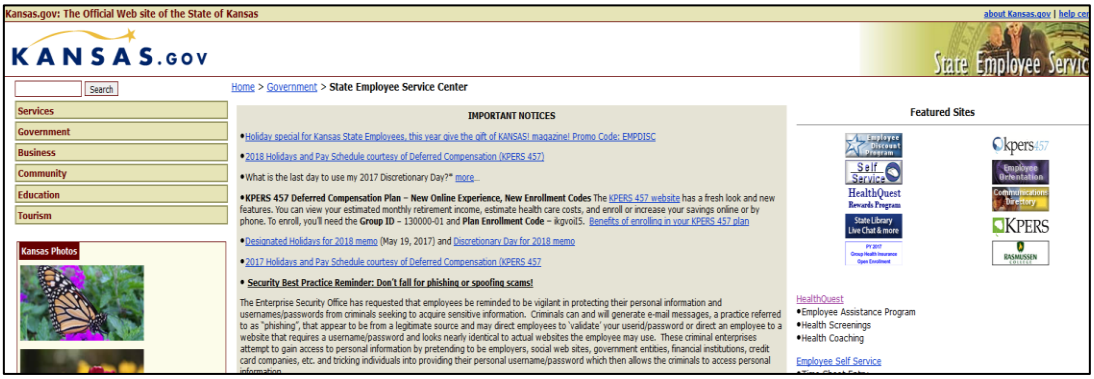
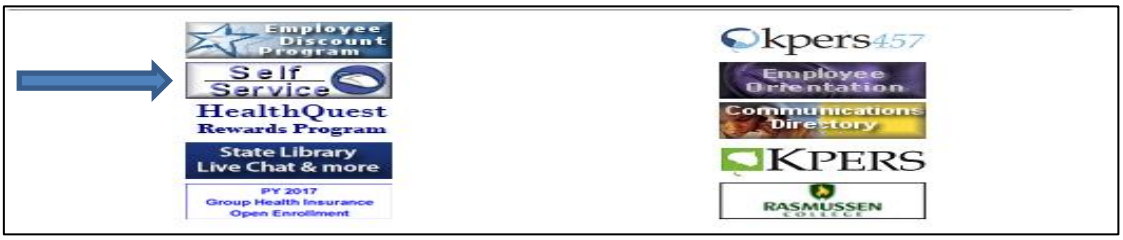
Job Aid

W-2 and Electing Electronic Access – All Employees

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.

Audience: **All Employees**

Step	Action
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 **Sign In** Page 

2.



1. Click on **Sign In** to Employee Self Service (located on the left side of the page).
2. Enter your **State of Kansas (SOK) Employee #**. The SOK Employee # 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 #:Login to GUS Cloud, then click on the Dashboard icon on the springboard page. Look for the "My GUS HR Information" dashboard, then the State of Kansas Employee Number page.
3. Enter your **Password**.

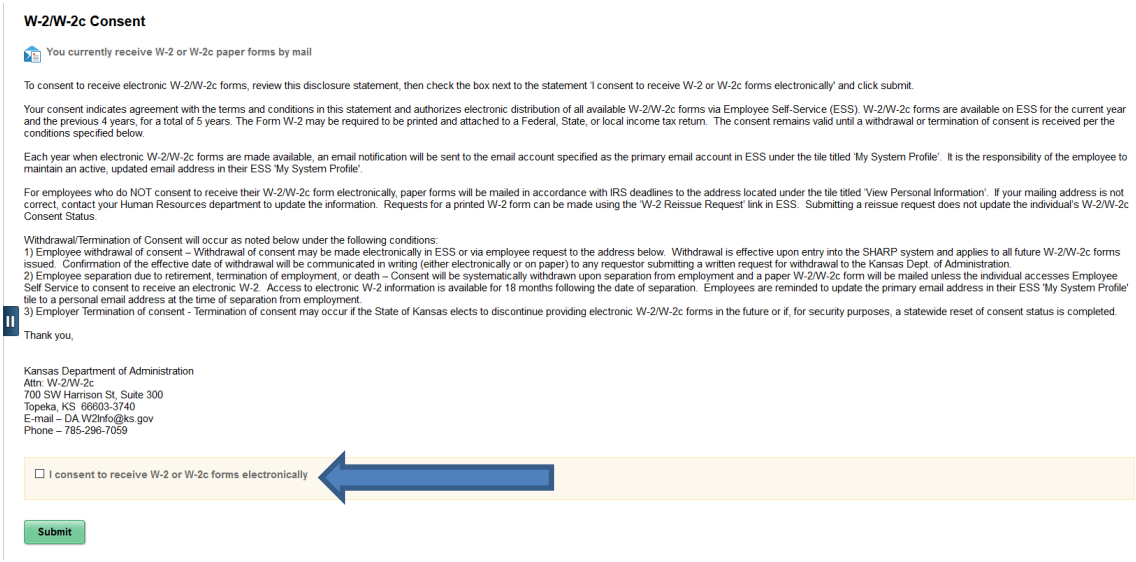
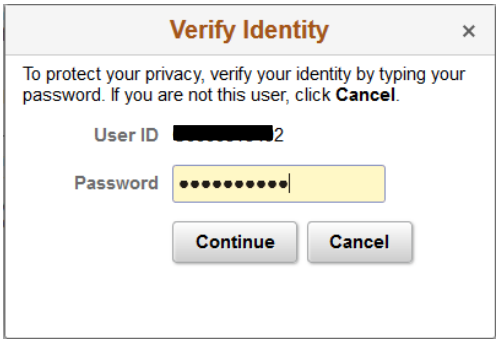
*Note: The **password expires every 30 days** and as PSU employees, we do not use the portal on a frequent basis and your password will have expired, therefore, click the "Forgot My Password" hyperlink and follow the prompts. If you still have difficulty signing in, contact the State's Employee Self Service help desk at **1-866-999-3001**.*

*Note: If you are a **first-time user**, you must call the contact the State's Employee Self Service help desk at **1-866-999-3001** to request a temporary password.*

4. Click on the **Sign In** button.

	Note: The Employee Self Service site times out often, best practice is to complete these steps in an uninterrupted timeframe.

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**"

4.	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** You currently receive W-2 or W-2c paper forms by mail To consent to receive electronic W-2/W-2c forms, review this disclosure statement, then check the box next to the statement 'I consent to receive W-2 or W-2c forms electronically' 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. Each year when electronic W-2/W-2c forms are made available, an email notification will be sent to the email account specified as the primary email account in ESS under the tile titled 'My System Profile'. It is the responsibility of the employee to maintain an active, updated email address in their ESS 'My System Profile'. For employees who do NOT consent to receive their W-2/W-2c form electronically, paper forms will be mailed in accordance with IRS deadlines to the address located under the tile titled 'View Personal Information'. If your mailing address is not correct, contact your Human Resources department to update the information. Requests for a printed W-2 form can be made using the 'W-2 Reissue Request' link in ESS. Submitting a reissue request does not update the individual's W-2/W-2c Consent Status. Withdrawal/Termination of Consent will occur as noted below under the following conditions: 1) Employee withdrawal of consent – Withdrawal of consent may be made electronically in ESS or via employee request to the address below. Withdrawal is effective upon entry into the SHARP system and applies to all future W-2/W-2c forms issued. Confirmation of the effective date of withdrawal will be communicated in writing (either electronically or on paper) to any requestor submitting a written request for withdrawal to the Kansas Dept. of Administration. 2) Employee separation due to retirement, termination of employment, or death – Consent will be systematically withdrawn upon separation from employment and a paper W-2/W-2c form will be mailed unless the individual accesses Employee Self Service to consent to receive an electronic W-2. Access to electronic W-2 information is available for 18 months following the date of separation. Employees are reminded to update the primary email address in their ESS 'My System Profile' tile to a personal email address at the time of separation from employment. 3) Employer Termination of consent - Termination of consent may occur if the State of Kansas elects to discontinue providing electronic W-2/W-2c forms in the future or if, for security purposes, a statewide reset of consent status is completed. Thank you, Kansas Department of Administration Attn: W-2/W-2c 700 SW Harrison St, Suite 300 Topeka, KS 66603-3740 E-mail – DA.W2Info@ks.gov Phone – 785-296-7059 ☐ I consent to receive W-2 or W-2c forms electronically Submit
5.	It will then ask you to verify your password before final submit.  **Verify Identity** To protect your privacy, verify your identity by typing your password. If you are not this user, click **Cancel**. User ID [redacted]2 Password •••••••••• Continue Cancel

6.	One the left side of the screen select “View W-2/W-2c Forms.  This will display a list of years for which the W-2 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.