

Employee Self Service (ESS) Option for Consenting to go Completely Paperless and Receive Electronic W-2 Forms

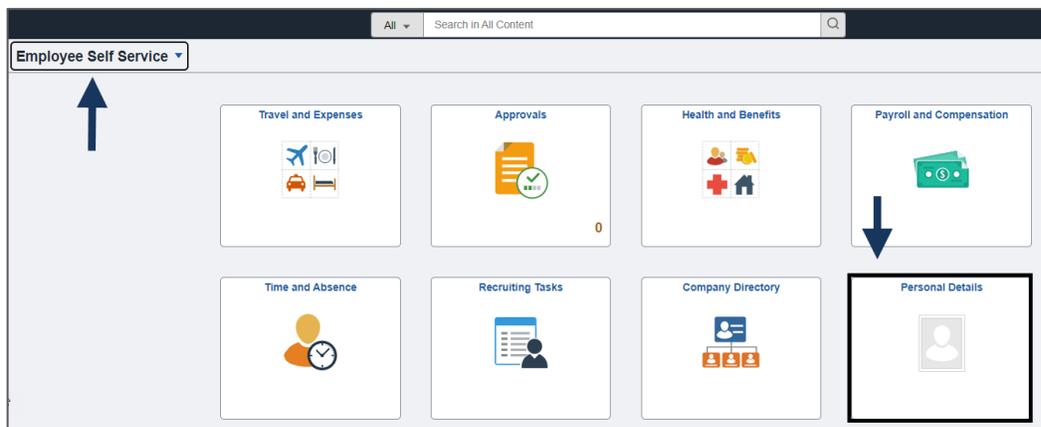
Version 1.1 | December 16, 2024

This job aid explains the ESS option for consenting to go completely paperless with W-2 forms, providing employees with a secure, convenient, and eco-friendly way to receive and access their W-2 tax forms electronically.

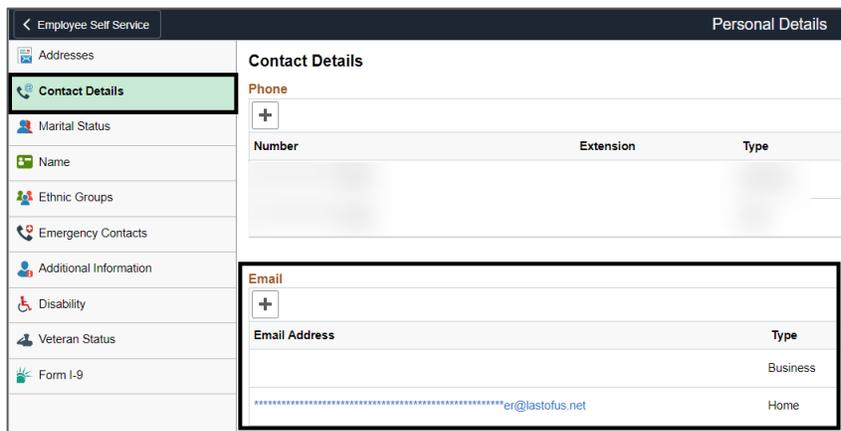
Important: Each year, there will be a lock-out period from mid-January through the end of January while the current year W-2 forms are being processed. During this time, the option to make consent changes will not be available.

Once logged in to Employee Self-Service (ESS), confirm your email address.

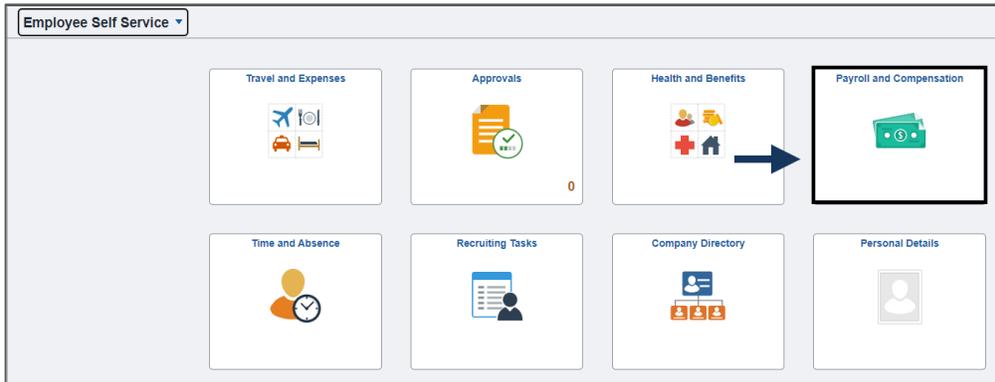
1. Click the Personal Details tile.



2. Click **Contact Details** to confirm you have an email address listed. If you do not have an email listed, you will need to click “+” to add an email address.



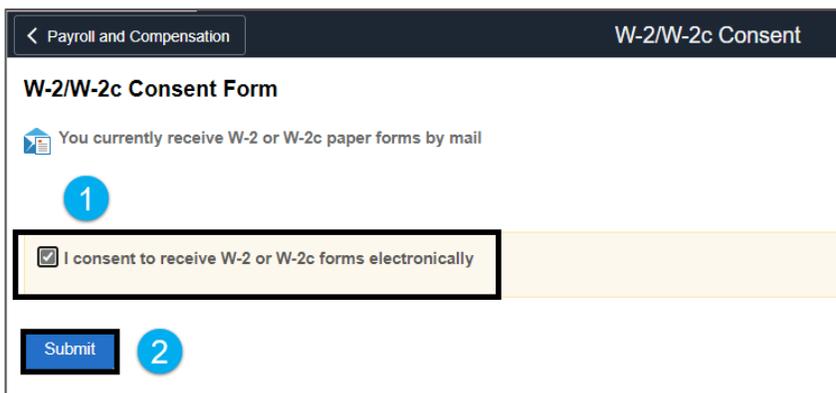
- Once confirmed, return to the portal page, and click the **Payroll and Compensation** tile.



- Click the **W-2/W-2c Consent** tile.

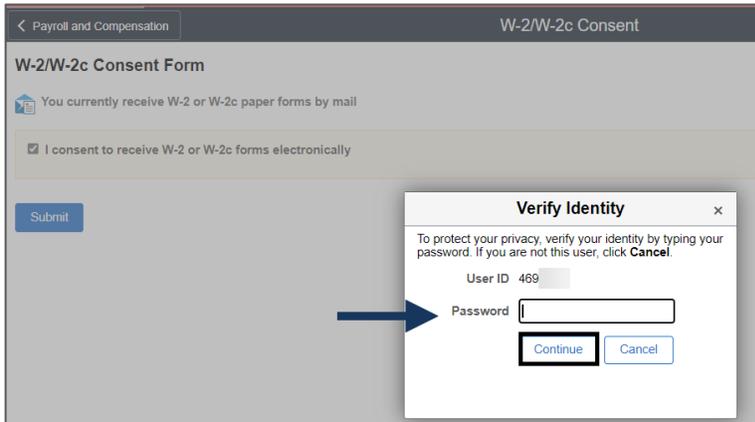


- Click the check box stating you consent to receive the W-2 form(s) electronically.
- Click **Submit**.



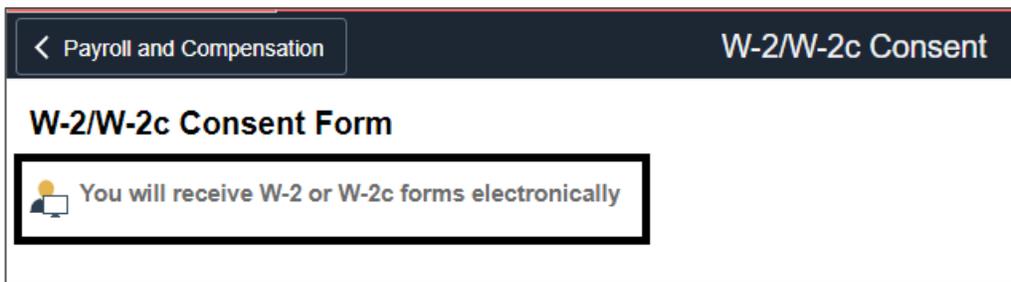
The screenshot shows the 'W-2/W-2c Consent Form' page. At the top, there is a navigation bar with a back arrow and the text 'Payroll and Compensation' on the left, and 'W-2/W-2c Consent' on the right. Below the navigation bar, the title 'W-2/W-2c Consent Form' is displayed. A message states: 'You currently receive W-2 or W-2c paper forms by mail'. A blue circle with the number '1' is positioned above a checkbox that is checked and contains the text 'I consent to receive W-2 or W-2c forms electronically'. Below the checkbox, there is a blue 'Submit' button and another blue circle with the number '2'.

7. Enter your ESS Password to verify your identity and click Continue.



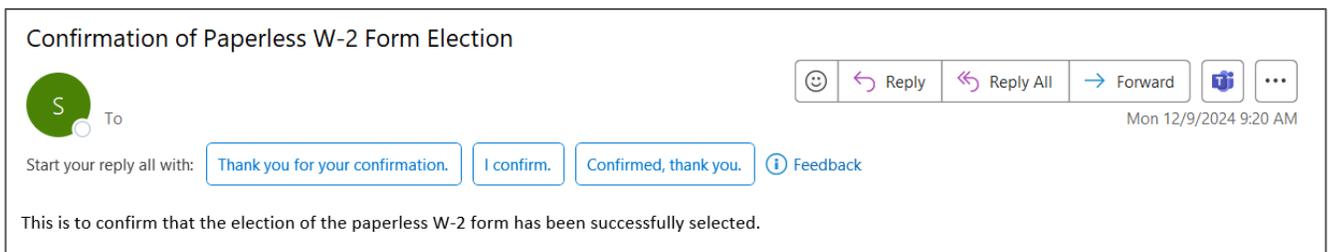
The screenshot shows a web interface for "W-2/W-2c Consent". The main form has a "Submit" button. A modal box titled "Verify Identity" is overlaid on top. The modal contains the text: "To protect your privacy, verify your identity by typing your password. If you are not this user, click **Cancel**." Below this text, it shows "User ID 469" and a "Password" input field. A blue arrow points to the "Continue" button in the modal.

Once you click **Continue** you will see the following message stating you will receive your W-2 form(s) electronically.



The screenshot shows the "W-2/W-2c Consent Form" page. A message box is highlighted with a black border, containing the text: "You will receive W-2 or W-2c forms electronically".

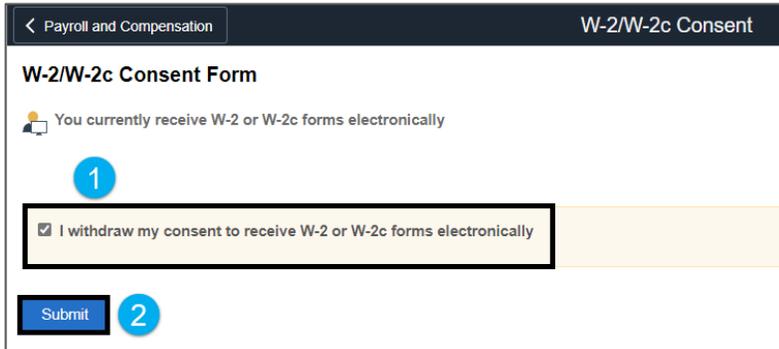
You will also receive an email confirming that you have consented to receive your W-2 form(s) electronically.



The screenshot shows an email titled "Confirmation of Paperless W-2 Form Election". The email body contains the text: "This is to confirm that the election of the paperless W-2 form has been successfully selected." The email interface includes a "Start your reply all with:" section with three buttons: "Thank you for your confirmation.", "I confirm.", and "Confirmed, thank you.", along with a "Feedback" link. The email was received on "Mon 12/9/2024 9:20 AM".

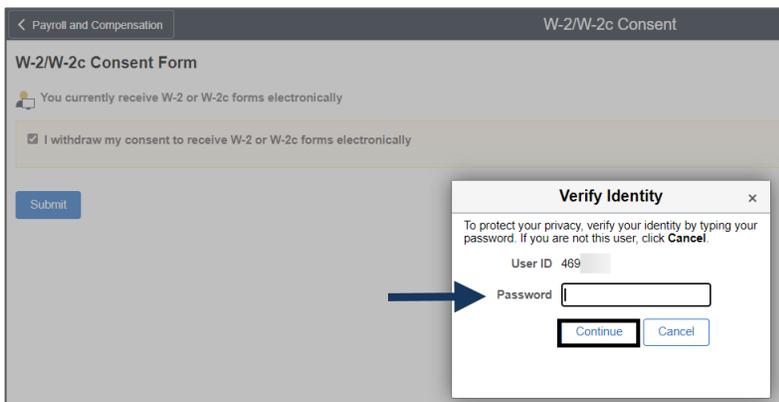
If you decide you no longer wish to receive your W-2 electronically, you will have the option to withdraw your consent.

1. Click the checkbox stating you withdraw consent to receive W-2 form(s) electronically.
2. Click **Submit**.



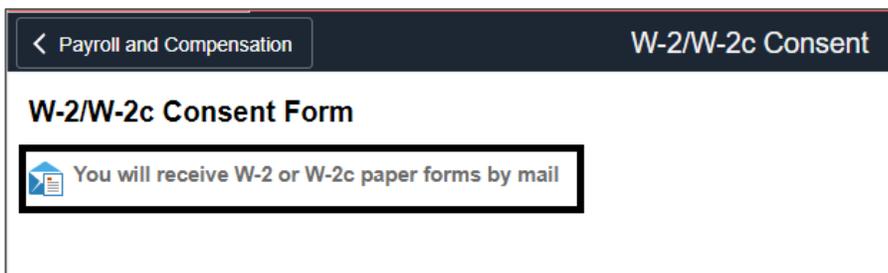
The screenshot shows the 'W-2/W-2c Consent Form' page. At the top, it says 'Payroll and Compensation' and 'W-2/W-2c Consent'. Below the title, it states 'W-2/W-2c Consent Form' and 'You currently receive W-2 or W-2c forms electronically'. A blue circle with the number '1' points to a checkbox labeled 'I withdraw my consent to receive W-2 or W-2c forms electronically', which is checked. A blue circle with the number '2' points to the 'Submit' button.

3. Enter your ESS Password to verify your identity and click Continue.



The screenshot shows the 'W-2/W-2c Consent Form' page with a 'Verify Identity' dialog box overlaid. The dialog box contains the text: 'To protect your privacy, verify your identity by typing your password. If you are not this user, click Cancel.' Below this, it shows 'User ID 489' and a 'Password' input field. A blue arrow points to the 'Continue' button in the dialog box. The 'Submit' button on the main form is also visible.

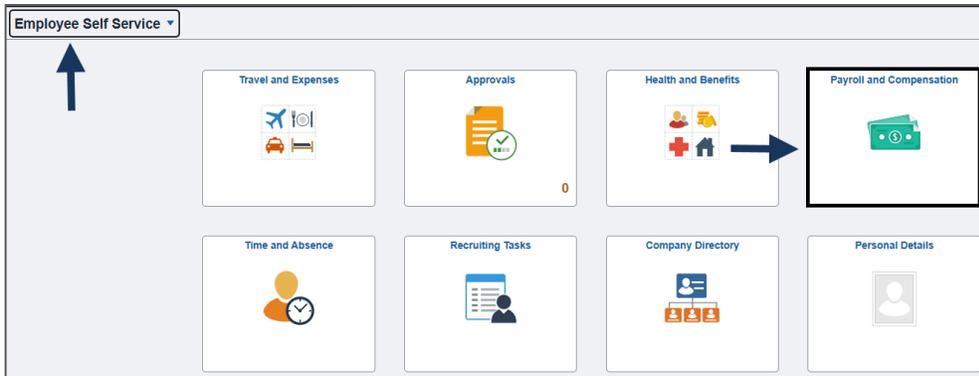
Once you click **Continue**, you will see the following message stating you will receive your W-2 form(s) by mail. You will also receive an email confirming that you have consented to withdraw from receiving W-2 electronically.



The screenshot shows the 'W-2/W-2c Consent Form' page. At the top, it says 'Payroll and Compensation' and 'W-2/W-2c Consent'. Below the title, it states 'W-2/W-2c Consent Form'. A message box with a mail icon says 'You will receive W-2 or W-2c paper forms by mail'.

Once the W-2 is available, you will be able to access it in the ESS Portal.

4. Click the **Payroll and Compensation** tile.



5. Click the **View W-2/W-2c Forms** tile.



6. Choose the **Tax Year** from the dropdown menu.

7. Click **View Form**.



The W-2 will open as a PDF at which time you will be able to print your Electronic W-2 form(s).

For employees who work in multiple districts, once you select the Tax Year, you will see the list of all districts that have an Electronic W-2 available. Click the **View Form** for each school district listed.

View W-2/W-2c Forms

Tax Year

Company	Tax Form	Issue Date	Year End Form
	W-2	01/30/2018	View Form
	W-2	01/30/2018	View Form