**Electronic W-2 information – as easy as 1-2-3!**

**Electronic W-2 Forms are:**

* **Safe, Secure, and Accurate!**
* **Accessible to view/print at any time via Employee Self Service (**[**www.da.ks.gov/ps/subject/ssc/**](http://www.da.ks.gov/ps/subject/ssc/)**) once an employee provides consent in ESS to receive electronic W-2s!**
  + Currently W-2s for 2008-2012 are available on-line!
* **Available earlier than printed W-2s!** 
  + W-2s for calendar year 2013 will be available **electronically** in Employee Self Service in **early** January, 2014.
  + **Printed** W-2s for 2013 will be mailed in **late** January, 2014 to employees who do not consent to receive the information electronically through Employee Self Service.

**All State of Kansas employees (including regent agency employees) are now able to securely view and print their W-2 forms on-line through Employee Self Service using these three simple steps:**

**C:\Documents and Settings\nruoff\Local Settings\Temporary Internet Files\Content.IE5\84W2SLC9\MC900014087[1].wmf**

Log into Kansas Employee Self Service using your **State of Kansas Employee ID** and Password (use the Forgot Your Password? link if you have misplaced your password or call the Help Desk at 296.1900 or 1.866.999.3001)

C:\Documents and Settings\nruoff\Local Settings\Temporary Internet Files\Content.IE5\84W2SLC9\MC900014088[1].wmfClick on W-2/W-2c Consent link to view the consent form. If you agree, Click on the checkbox to indicate your consent. Submit and confirm by entering your ESS password and clicking continue and OK.

C:\Documents and Settings\nruoff\Local Settings\Temporary Internet Files\Content.IE5\3CVZX604\MC900014089[1].wmf

Click on View W-2/W-2C Forms link in the ESS Menu. Click on the Year End Form link to view/print your W-2. Click on View a Different Tax Year link to view/print W-2s for earlier years.

**DURING OCTOBER WHILE IN EMPLOYEE SELF SERVICE**

**COMPLETE YOUR CONSENT TO RECEIVE YOUR W-2 ELECTRONICALLY!**