

State Employee DESK AID

Viewing and Printing State W-2/W-2c Forms – Employee Self Service

When W-2 forms for the calendar year 2018 are available. These steps will help with accessing electronically through the State of Kansas Employee Self Service (ESS) Portal. This option allows employees to securely receive their W-2 electronically and save or print from your own computer.

Employees who have previously consented to receive the W-2 electronically (last year) will still be in effect for this year. Employees who would like to sign up for the electronic copy must log on to the **ESS** Portal and consent to receive this information electronically. This option indicates you will not receive a printed W-2 form. You can withdraw this option at any time. **Full instructions are below for assistance in using the ESS portal.**

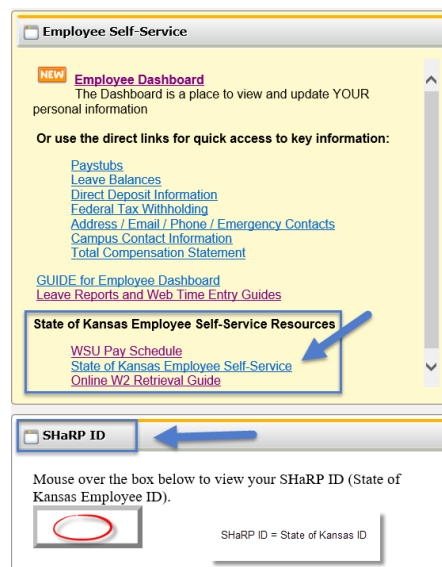
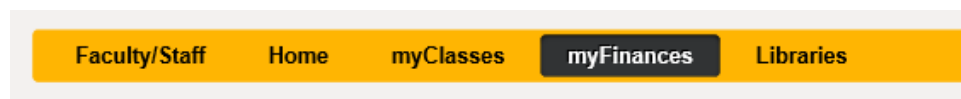
Employees, who **do not** access the portal or do not consent to receiving the electronic W-2 form, **will receive a traditional paper form.** The forms are scheduled to be printed and mailed by January 31, 2018. As always, be sure to have updated your correct mailing address in the personal information on file.

*Note: If you are a first-time user, you must call the State's Employee Self Service help desk at **1-866-999-3001** to request a temporary password. Payroll can help you with your State of Kansas ID, but we cannot provide passwords.*

If you have any questions on how to retrieve your W2, please call the payroll office at 316-978-3074.

Things you need to get started:

1. Log into myWSU
2. myFinances Tab
3. Locate your ShaRP ID (State of Kansas ID#)
4. Wave your mouse over the white box to display your ShaRP ID #
5. Click the link to the State Of Kansas Employee Self Service link

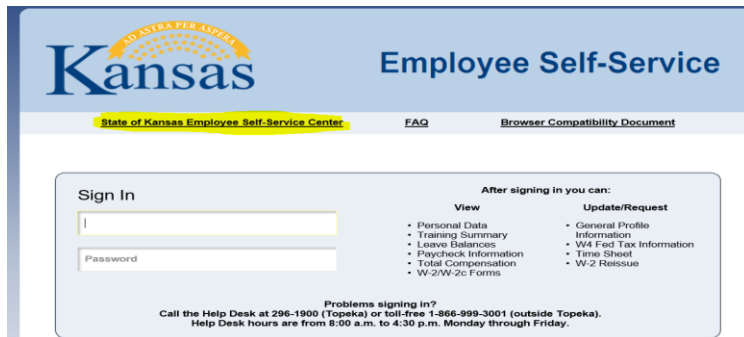


Accessing State of Kansas Employee Self-Service center

Go to the **State Employee Service Center** home page:
https://sharp.sok.ks.gov/psp/sokhrprd_ess/?cmd=login.

1. Enter your **State of Kansas Employee ID** (don't forget to capitalize the first letter).

You will need the 11-digit alpha/numeric ShaRP ID found on *myWSU*. (This is not your WSU ID number)



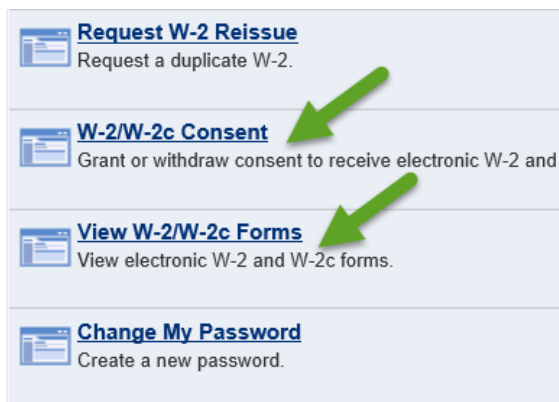
The screenshot shows the 'Kansas Employee Self-Service' login page. At the top left is the Kansas state logo with the motto 'AD ASTRA PER ASPERA'. To the right of the logo is the text 'Employee Self-Service'. Below this is a navigation bar with links for 'State of Kansas Employee Self-Service Center', 'FAQ', and 'Browser Compatibility Document'. The main content area is titled 'Sign In' and contains two input fields: one for the employee ID and one for the password. To the right of the input fields is a section titled 'After signing in you can:' which lists various services available to users, categorized into 'View' and 'Update/Request'. The 'View' category includes Personal Data, Training Summary, Leave Balances, Paycheck Information, Total Compensation, and W-2/W-2c Forms. The 'Update/Request' category includes General Profile Information, W-4 Fed Tax Information, Time Sheet, and W-2 Reissue. At the bottom of the sign-in area, there is a section for 'Problems signing in?' with contact information for the Help Desk: 296-1900 (Topeka) or toll-free 1-866-999-3001 (outside Topeka), with hours from 8:00 a.m. to 4:30 p.m. Monday through Friday.

2. Click on the **Sign in** button.

Note: The password expires every 30 days and as WSU 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.

Accessing "W-2/W-2c Consent"

1. Select **W-2/W-2c Consent** from the Main Menu (left side of the page).
Note: your name will default onto the page and your current status will be 'No consent received.'



The screenshot shows a vertical list of menu items on the left side of the page. Each item consists of a small icon, a link, and a brief description. The items are: 'Request W-2 Reissue' (Request a duplicate W-2.), 'W-2/W-2c Consent' (Grant or withdraw consent to receive electronic W-2 and...), 'View W-2/W-2c Forms' (View electronic W-2 and W-2c forms.), and 'Change My Password' (Create a new password.). Two green arrows point to the 'W-2/W-2c Consent' and 'View W-2/W-2c Forms' links.

Granting Consent

1. On **W-2/W-2c Consent Form**, check on (click) the box next to the statement, "Check here to indicate your Consent to receive electronic W-2 and W-2c forms."
2. Click the **Submit** button.
3. The **Verify Identity** pop up appears with your User ID (Employee ID) displayed.
4. Enter your password and click the **Continue** button.
Note: entering your password is your electronic signature.
5. The **Submit Confirmation** page indicates the status change has been successful. Click on the OK button.
6. You may now click on the **View W-2/W-2c Forms** link to view your prior W-2/W-2c forms.
Note: if you click on the "View W-2/W-2c Forms" link prior to granting consent or after withdrawing consent, the system will direct you instead to "W-2/W-2c Consent Form". Consent must be granted before viewing and printing your W-2 and W-2c forms in Employee Self Service.

Viewing W-2/W-2c Forms

1. Once consent has been granted, select **ViewW-2/W-2c Forms** from the Main Menu (left side of the page).
Note: your name will default onto the page and your most recent W-2/W-2c Tax Year option will appear in the "Select Year End Form" section.
2. Click the **Year End Form** hyperlink.
3. A window with a .pdf version of your W-2 or W-2c form will appear. You may print this form for your records.
4. To exit the form, click the '**X**' in the upper right corner of the window.
5. Click the **Filing Instructions** link to display a window with a .pdf version of the W-2/W-2c instructions correspond to the W-2/W-2c tax year. You may print these instructions for your use.
6. To exit the instructions, click the '**X**' in the upper right corner of the window.
7. To view a different W-2/W-2c, click the **View a Different Tax Year** hyperlink.
8. Click on the desired **Tax Year** hyperlink in the **Select Tax Year** section. Follow steps 2-6 to view and print.

Withdrawing Consent

1. Select **W-2/W-2c Consent** from the Main Menu (left side of the page).
Note: your name will default onto the page and your status will be 'Consent received.'
2. On **W-2/W-2c Consent Form**, check on (click) the box next to the statement, "Check here to withdraw your consent to receive electronic W-2 and W-2c forms."
3. Click the **Submit** button.
4. The **Verify Identity** pop up appears with your User ID (See Accessing Employee Self Service #4 above) your ID will be displayed.
5. Enter your password and click the **Continue** button.
Note: entering your password is your electronic signature.
6. The **Submit Confirmation** page indicates the status change has been successful. Click on the **OK** button.
7. **After you click OK you will no longer have access to view or print your W-2/W-2c forms from the View W-2/W-2c Forms page.** Log out and close browser.