

Subject: Consenting for Access to Electronic W-2 Forms in Employee Self Service (ESS)

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If you have not yet consented to receive your W-2 information electronically through ESS, it is as easy as 1-2-3...just follow the steps below. You only need to consent once and your consent remains in effect until it is withdrawn, or upon retirement, termination or death. Your W-2 form (and up to 5 years of prior W-2 forms) will be available immediately in ESS once you complete the consent!

Please Note: 2019 W-2s have not yet been processed. An additional message will be sent when they are available.

Steps to Access Your W-2 On-Line in Employee Self Service:

- 1) Use your **State of Kansas Employee ID** and Password to sign in to Kansas Employee Self Service via the KS Employee Self Service Center at www.da.ks.gov/ps/subject/ssc

QUICK TIPS:

- Use the [Forgot Your Password?](#) link if you have forgotten your password
- Your State of Kansas Employee ID (SHaRP ID) consists of a letter followed by a ten-digit number (i.e. S123456789)
- If you are signing in to ESS for the very first time, contact the State of Kansas at 785.296.1900 or 1.866.999.3001 for information on the password schema to be used for the initial log in. Upon signing in for the first time, select the 'My System Profile' tile to update your password, set up a security question for forgotten password help, update your ESS E-mail Address (this is the address to which ESS notifications/confirmations will be sent), and click Save.
- **Security Reminder!** Beware of fraudulent/suspicious e-mails that ask you to click a link and provide your sign-on information to 'confirm' or 'update' your information even if it appears to be from a familiar sender. If in doubt, contact the sender directly before taking any action when an e-mail instructs you to click a link and provide information.

- 2) Click on **W-2: Consent, Reissue, Forms** tile to view the consent form. If you agree, Click on the checkbox to indicate your consent. Submit and confirm by typing in your ESS password (do not use copy/paste) and clicking continue and OK.

QUICK TIPS:

- If you are experiencing issues in a particular web browser such as Internet Explorer, it is often helpful to use a different web browser such as Mozilla Firefox or Google Chrome.

- 3) Click on **View W-2/W-2C Forms** link in the ESS W-2 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.

QUICK TIP:

- If you are unable to view your W-2 form after successfully completing your consent, ensure that the pop-up blocker is turned off for your web browser and verify that the 'primary' e-mail address stored in the system for your account is valid. To verify, click on Employee Self Service, then "My System Profile" tile in ESS and update the email address as needed. If the e-mail address marked 'Primary' contains any errors (spaces, extra period, etc.) it will prevent you from viewing your W-2 form. If the e-mail address appears to be correct and you are unable to view your W-2 form after consenting, please contact the Help Desk at 785.296.1900 or 1.866.999.3001.

As a reminder, after consenting, employees can view, print, or download their W-2 electronically, any time ESS is open, to get the information needed to file tax returns or complete financial aid/loan applications. The electronic W-2 form available through ESS contains the exact same information as a standard W-2 and can be printed on an 8.5x11 inch sheet of paper. Please be aware that agency e-mail security standards will not allow you to send your W-2 as an e-mail attachment unless it is sent securely.

By consenting to receive your W-2 electronically you are saving time and resources - THANKS! Please note, printed W-2 forms, generated only for employees who do not consent to receive their W-2 information electronically in ESS, will be mailed in accordance with IRS regulations.

W-2/W-2c Consent

 You currently receive W-2 or W-2c forms electronically

Check the box next to the statement 'I withdraw my consent to receive W-2 or W-2c forms electronically' and click submit. This withdrawal of consent is valid until you submit a new consent form.

As a result of withdrawing consent, you will be unable to access electronic W-2/W-2c forms and paper W-2/W-2c 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.

If you have any questions, please contact your Human Resources department.

Thank you,

Kansas Department of Administration
Attn: W-2/W-2c
700 SW Harrison St, Suite 300
Topeka, KS 66603-3740
Email – DA.W2Info@ks.gov
Phone – 785-296-7059

I withdraw my consent to receive W-2 or W-2c forms electronically

Submit