

DESK AID – Employee

View W-2/W-2c Forms – Employee Self Service

In order to view and print electronic W-2 or W-2c forms in Employee Self Service, an employee must grant consent. After consent has been granted, this status will remain valid until a withdrawal of consent is submitted. Once consent has been granted, employees may view and print electronic W-2s for the prior five years. If you prefer to receive paper W-2 and W-2c forms, you should not grant consent or, if consent has been granted, you must submit a withdrawal of consent. This status will remain valid until you submit a consent form.

Accessing Employee Self Service

1. Go to the **State Employee Service Center** home page: www.kansas.gov/employee.
2. Click on the **Employee Self Service** hyperlink (located on the right side of the page).
3. Click on **Sign In** to Employee Self Service (located on the left side of the page).
4. Enter your **State of Kansas Employee ID** (be sure to capitalize the first letter). This ID can be found when viewing your Paycheck. It is listed as the SOKI ID.
You can contact your agency human resource office if you do not know your Employee ID.
5. Enter your **Password**. (This is not your KUMC Network password.)
If you forgot your password, click the “Forgot My Password” hyperlink and follow the prompts. If you still have difficulty signing in, contact the Employee Self Service help desk at 296-1900 (Topeka area) or 1-866-999-3001 (if outside Topeka).
6. Click on the **Sign In** button.

Accessing “W-2/W-2c Consent”

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

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 that entering your password is your electronic signature.
5. The **Submit Confirmation** page indicates that the status change has been successful. Click on the **OK** button.
Note that an email to you will be automatically generated confirming your status change.
6. You may now click on the **View W-2/W-2c Forms** link to view your prior W-2/W-2c forms.
Note that 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 **View W-2/W-2c Forms** from the Main Menu (left side of the page).
Note that 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 that correspond to the W-2/W-2c tax year. You may print these instructions for your use.
Note that the “Filing Instructions” link currently only works for 2011 and 2012 W-2/W-2c selections.
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 that your name will default onto the page and your current 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 (Employee ID) displayed.
5. Enter your password and click the **Continue** button.
Note that entering your password is your electronic signature.
6. The **Submit Confirmation** page indicates that the status change has been successful. Click on the **OK** button.
Note that an email to you will be automatically generated confirming your status change.
7. You may no longer view or print your W-2/W-2c forms from the **View W-2/W-2c Forms** page.