W-2 information is available at your fingertips!

Electronic W-2 Forms are:

- **Safe, Secure, and Accurate!**
  - Nearly 20,000 SOK employees received 2013 W-2s electronically!
  - Accessible to view/print at any time via Employee Self Service (www.da.ks.gov/ps/subject/ssc/) once an employee provides consent in ESS to receive electronic W-2s!
    - **NOTE:** Employees should **always** access ESS through the official SOK Employee Self Service Center. Employees should **never** respond to an e-mail asking them to confirm/enter userid/password information.
  - Currently W-2s for 2008-2013 are available on-line!

- **Available earlier than printed W-2s!**
  - W-2s for calendar year 2014 will be available **electronically** in Employee Self Service in **early** January, 2015.
  - **Printed** W-2s for 2014 will be mailed in **late** January, 2015 to employees who do not consent to receive the information electronically through Employee Self Service.

All State of Kansas employees (including regent agency employees) who have not yet consented are able to securely view/print their W-2 forms online through Employee Self Service using these three simple steps:

1. 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)

2. Click 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.

3. 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.

**GO TO EMPLOYEE SELF SERVICE NOW TO COMPLETE YOUR CONSENT TO RECEIVE YOUR W-2 ELECTRONICALLY!**