

W-2 information is available at your fingertips!

Electronic W-2 Forms are:

- **Safe, Secure, and Accurate!**
- **Accessible to view/print at any time via State of Kansas Employee Self Service (www.da.ks.gov/ps/subject/ssc/) once an employee provides consent in Employee Self Service to receive electronic W-2s! Note, as a State of Kansas employee you must access the State of Kansas web site. The electronic W-2 forms are not accessible through KSU HRIS Employee Self-Service.**
 - **NOTE: Employees should *always* access Employee Self Service through the official State of Kansas Employee Self Service Center. Employees should *never* respond to an e-mail asking them to confirm/enter userid/password information.**
 - Currently W-2s for 2008-2014 are available on-line!
- **Available earlier than printed W-2s!**
 - W-2s for calendar year 2015 will be available **electronically** through the State of Kansas Employee Self Service in **early** January, 2016.
 - **Printed** W-2s for 2015 will be mailed in **late** January, 2016 to employees who do not consent to receive the information electronically through Employee Self Service.

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



Log into State of 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 785.296.1900 or toll free 1.866.999.3001)



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.

Click on link to



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

GO TO STATE OF KANSAS EMPLOYEE SELF SERVICE NOW TO COMPLETE YOUR CONSENT TO RECEIVE YOUR W-2 ELECTRONICALLY!