

## **Consenting for Access to Electronic W-2 Forms from the State of Kansas Employee Self Service (ESS)**

If you have not yet consented to receive your W-2 information electronically through the State of Kansas Employee Self Service (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 You only need to consent once and your consent remains in effect until it is withdrawn, or upon retirement, termination or death.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 the State of Kansas ESS once you complete the consent! Simply login to the State of Kansas ESS web site using your employee ID and the password and following the instructions below.

**Attention first time users!** [HRIS Self Service](#) will provide you with the information needed to log into the State system for the first time. In the past, first time users had to call Human Capital Services for this information. It's now been made available in HRIS by logging into Self Service>Payroll & Compensation>W2 State of Kansas Consent & Access. Review the password login schema, then click the link that follows which takes you to the State of Kansas ESS. (1) Enter your employee ID and the password schema you found in HRIS Self Service. (2) Select "Update My Profile" to update password; set up a security question for forgotten password help. (3) Update your e-mail address. (4) Click "Save".

### **Steps to Access Your W-2 On-Line in State of Kansas Employee Self Service (ESS):**

- 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 by copying and pasting the following link into your web browser:  
[www.da.ks.gov/ps/subject/ssc](http://www.da.ks.gov/ps/subject/ssc)**

#### **QUICK TIPS:**

- Use the [Forgot Your Password?](#) link if you are not a first time user and have forgotten your password.
- Your State of Kansas Employee ID consists of a letter followed by a ten-digit number. Be sure to use a capital letter when entering the employee ID number (i.e. W1234567890).

- 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 State of Kansas ESS password and click continue and OK. Printed W-2 forms for employees who do not consent will be mailed the last week of January in accordance to IRS regulations.**

#### **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. Your agency IT staff should be able to assist with internet browser compatibility issues.
- You can also call the State of Kansas Help Desk at 296.1900 or 1.866.999.3001 if you experience any issues.

- 3) Click on View W-2/W-2C Forms link in the State of Kansas 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-2's 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 'Preferred' e-mail address stored in the payroll system for your account is valid. To verify, click on the View Personal Information tile in ESS and click on the Contact Details menu. If the e-mail address marked 'Preferred' contains any errors (spaces, extra period, etc.) it will prevent you from viewing your W-2 form. Contact your agency human

resource office to correct this address in the SHARP system. 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 296.1900 or 1.866.999.3001.

As a reminder, after consenting, employees may view, print, or download their W-2 electronically, any time the State of Kansas 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 the State of Kansas ESS contains the exact same information as a standard W-2 and may 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, will be mailed in accordance with IRS regulations.

If you have questions or need assistance, please contact the Human Capital Services Resource Center via phone at (785)532-1888, via email at [ladewell@ksu.edu](mailto:ladewell@ksu.edu), or you can contact the main Human Capital Services office at (785)532-6277.