

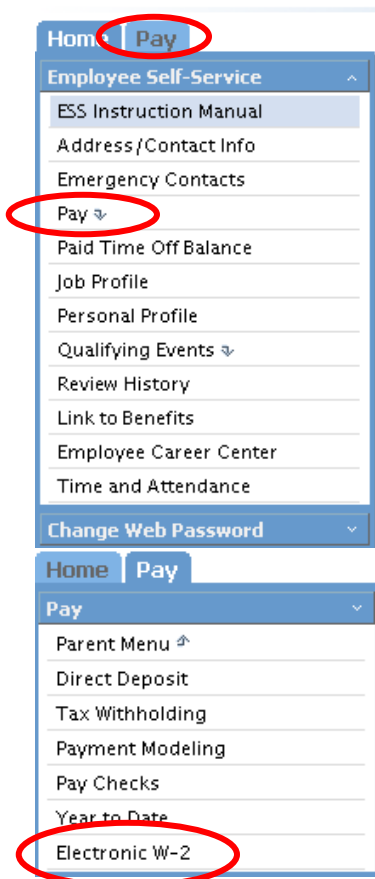


Banner Health®

Electronic W-2 Authorization Instructions

To authorize Banner Health to generate your W-2 electronically rather than through the mail, you must log into Employee Manager Self Service - EMSS before December 30th, 2011. (First time user's password will be date of birth in the MMDDYY format)
Be sure to complete all steps in order to "authorize", do not close out of the application process until all steps are completed.

To begin you will log into EMSS. Once you have successfully logged into EMSS you can choose either the Pay section or the Pay tab then select Electronic W-2.



You will sign into the Electronic W-2 system using your same EMSS user id and password.



Document Self Service for W2's

Document Self Service Login

User Name:

Password:

Once on the Electronic W-2 page, select Authorize Electronic W2s.

Document Self-Service

[Home](#)
[Authorize Electronic W-2s](#)
[View Sample W-2 for Print Test](#)
[Log Out](#)

Not Authorized

None	Print Test	Compliance
0%	50%	100%



Document Self-Service - Welcome

Welcome to Document Self-Service for W-2s

Welcome to the Banner Health Electronic W2's Home Page!

If you would like to receive your W-2 electronically through Employee Self Service, select "Authorize Electronic W2's" and follow the instructions.

Notifications will be sent to your Email address that is stored in Employee Self Service. Notifications will also be sent to a secondary Email address (such as your home) if you wish. To change your secondary Email address, select "Change Secondary Email" and input the desired address.

If you already signed up for electronic W2's but have decided you would like to receive a paper copy only, select "Revoke Authorization" and follow the instructions.

From the Authorization page select Print Test. You will have to successfully print a test page before you agree.

Document Self-Service

[Home](#)
[Authorize Electronic W-2s](#)
[View Sample W-2 for Print Test](#)
[Log Out](#)

Not Authorized

None	Print Test	Compliance
0%	50%	100%



Document Self-Service - Welcome

Authorize Electronic W-2s

COMPLIANCE MESSAGE

I wish to receive my W-2 electronically via the Banner Health Employee Self Service Web Site. I understand that I could receive my W-2 form as a printed document at no charge. I understand that the W-2 form needs to be attached to my tax returns, and I need to print my W-2. My W-2 will be delivered as a PDF, and I will use Adobe Reader (available at no charge) to print it. I have printed the sample W-2 successfully.

I understand that I may revoke my consent to receive my W-2 electronically with 30 days advance notice anytime through December 31 of the current tax year. Otherwise, my consent will carry forward from year to year.

It is anticipated that the electronic W-2's may be available by January 15th, but in no case later than January 31. I will be notified via email when my W-2 is available on line. Once posted to Employee Self Service, my W-2 will be available for re-print.

You must successfully print a test page before you agree.

Select the "Download this sample W2 in PDF format and print it." link.

The screenshot shows the 'Document Self-Service - Welcome' page. On the left, a navigation menu includes 'Home', 'Authorize Electronic W-2s', 'View Sample W-2 for Print Test', and 'Log Out'. Below the menu is a 'Not Authorized' status bar with a progress indicator for 'Print Test' at 50%. The main content area features a 'Print Test' dialog box with the text: 'View [this sample W-2 in PDF format](#) and print it. Were you able to print it successfully?' with 'Yes' and 'No' buttons. A 'Download Adobe Reader' link is at the bottom.

Click on the printer icon to print your sample W2. After you have successfully printed the sample W2 select the "Download Sample W2 for Print Test" link in the navigation bar. This will take you back to the download page.

The screenshot shows a sample W-2 form for SALLY SAMPLE. The navigation menu on the left has 'Download Sample W2 for Print Test' circled in red. The form is split into two columns for 'BIG COMPANY LEVEL #3' and 'HEAD3 PL ADDRESS'. The data is as follows:

Control number		Wages, tips, other compensation		Federal income tax withheld	
001	001	6216.00	6216.00	699.36	699.36
OMB No. 1545-0048		Social security wages		Social security tax withheld	
This information is being furnished to me:		8160.00	8160.00	505.92	505.92
Internal Revenue Service		8160.00	8160.00	118.32	118.32
Medicare wages and tips		Medicare tax withheld			
8160.00		118.32			
Employee's name, address and ZIP code		Employee's name, address and ZIP code		Employee's name, address and ZIP code	
BIG COMPANY LEVEL #3		BIG COMPANY LEVEL #3		BIG COMPANY LEVEL #3	
HEAD3 PL ADDRESS		HEAD3 PL ADDRESS		HEAD3 PL ADDRESS	
HEAD3 MN 55102		HEAD3 MN 55102		HEAD3 MN 55102	
Social security tips		Allocated tips		Advance EIC payment	
Dependent care benefits		Nonqualified plans		Advance EIC payment	
		D 1584.00			
Tab G 360.00		Tab G 360.00		Tab G 360.00	
Employee's identification number (EIN)		Employee's social security number		Employee's identification number (EIN)	
41-1231231		444-44-4444		41-1231231	
Employee's social security number		Employee's social security number		Employee's social security number	
444-44-4444		444-44-4444		444-44-4444	
Statutory employee		Retirement plan		Non-party sick pay	
X		X		X	
Employee's name, address and ZIP code		Employee's name, address and ZIP code		Employee's name, address and ZIP code	
SALLY SAMPLE		SALLY SAMPLE		SALLY SAMPLE	
380 St Michael		380 St Michael		380 St Michael	
St. Paul MN 55102		St. Paul MN 55102		St. Paul MN 55102	

In order to authorize you must select Yes you were able to successfully print.

This screenshot is identical to the previous one, but the 'Yes' button in the 'Print Test' dialog box is circled in red, indicating the correct selection for successful authorization.

From the Authorize Electronic W2s page read the compliance message and select, I Agree.

Document Self-Service
Home
[Authorize Electronic W-2s](#)
[View Sample W-2 for Print Test](#)
[Log Out](#)

Not Authorized
None 0% Print Test 50% Compliance 100%

Document Self-Service - Welcome

Authorize Electronic W-2s
COMPLIANCE MESSAGE

I wish to receive my W-2 electronically via the Banner Health Employee Self Service Web Site. I understand that I could receive my W-2 form as a printed document at no charge. I understand that the W-2 form needs to be attached to my tax returns, and I need to print my W-2. My W-2 will be delivered as a PDF, and I will use Adobe Reader (available at no charge) to print it. I have printed the sample W-2 successfully.

I understand that I may revoke my consent to receive my W-2 electronically with 30 days advance notice anytime through December 31 of the current tax year. Otherwise, my consent will carry forward from year to year.

It is anticipated that the electronic W-2's may be available by January 15th, but in no case later than January 31. I will be notified via email when my W-2 is available on line. Once posted to Employee Self Service, my W-2 will be available for re-print.

Enter the email address(es) you would like the notification of availability sent to. If you have a personal Banner Health email address, this will default as your Primary Email Address. The W-2's are not sent to the email address. The actual W-2 is stored on our secure EMSS servers and accessed by you after you receive notification of availability. You can also enter a secondary email address if you wish to receive the notices of W-2 authorization and availability outside the Banner System. In order to authorize electronic W2 you are required to have a valid email address in either the Primary email address or Secondary email address, without an email address you will not be allowed to proceed with the authorization. When finished select SAVE.

Document Self-Service
Home
[Authorize Electronic W-2s](#)
[View Sample W-2 for Print Test](#)
[Log Out](#)

Not Authorized
None 0% Print Test 50% Compliance 100%

Document Self-Service - Welcome Tina Campbell -- Tina.Campbell@bannerhealth.com

Your Email Addresses

Your 'Primary Email Address' is the one that is currently on file through Self Service. If you input a secondary email address, all notifications will also be sent to this address. Your W2 will not be emailed to either address, only the notification that your W2 is available through Self Service.

You can validate you are authorized after selecting the SAVE button by checking the Authorized status bar on the left hand side of the screen, it should be green up to the 100% and say "Authorized".

Authorized
None 0% Print Test 50% Compliance 100%

You must also receive a confirmation email in order to have successfully authorized to receive your W2s electronically.

Electronic W-2 Authorization

BHSPayroll@bannerhealth.com

Sent: Thu 11/6/2008 11:47 AM

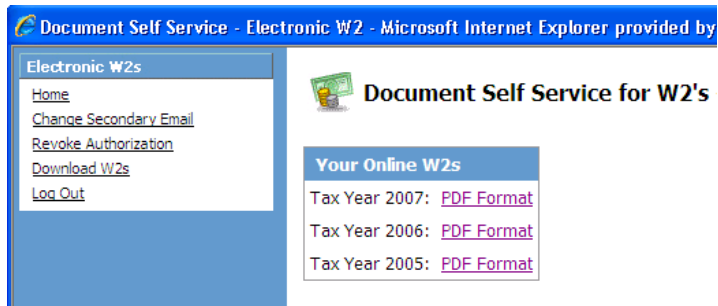
To: Your Name

We have processed your authorization to receive your W-2 form electronically via the Banner Health Employee Self Service Web Site. Your authorization was processed on 11/06/2008 at 11:47.20. This notice was also sent to YourName@bannerhealth.com . You will be notified at the same email address when your W-2 is available on-line.

Thank you,

Banner Health Payroll Department
Electronic W-2's
BHSPayroll@bannerhealth.com

After you have authorized your W2s to be received electronically, you will be able to view and download all Banner Health issued W2s through 2007 by Selecting Download W2s. (Prior year W2's for former Sun Health employees *cannot* be accessed through EMSS, contact your HR rep for these documents)



If you change your mind at any point prior to December 30th you can revoke your authorization and receive your W-2 by mail.

Once W-2's are available, an email will be sent to you and you can then log-back into EMSS and access you're W-2. You can print it as many times as you like and can access it repeatedly if necessary.

Should you have any questions or need assistance, contact your payroll representative.