

2013 W2 Statements: The 2013 W-2 statements have been produced for on line retrieval.

The paper 2013 W-2 forms will not be generated until late January (est, to be Jan. 24, 2014). Employees who have consented to receive their information electronically are expected to retrieve the W-2 electronically per IRS guidelines. **Only employees who do not have a consent in place** at the time of the print file is generated will have a printed copy mailed to them.

Employees are only required to consent once – the consent remains in effect going forward, until the employee removes the consent by going to the Kansas Employee Self Service Website. Immediately upon consent, the employee has access to **all** W-2 years that are available in ESS, normally going back 5 years.

Steps to Getting your W-2 online:

- You will need your State of Kansas Employee ID, which can be found on your pay advice in HR/Pay self-service as SOKS ID. Commonly JXXXXXXXXXX.
- Go to the Kansas Employee Self Service site: <https://sharp.ks.gov/psp/ESS/>
- Once you are there, if you have never used this site before you will need to call the toll free number (1-866-999-3001) at the top of the log in webpage. They will give you a temporary password. They are going to ask for you SOKS ID.
- Now enter your SOKS ID as your *Employee ID* and your temporary password as your *Password*.
- Once you are in, you will need to change your password and provide a security question.
- There will be a list of options on the left side of the page, you will want to click on **W-2/W-2c Consent**
- On the **W-2/W-2c Consent Form** page click on the square in front of this sentence: *Check here to indicate your consent to receive electronic W-2 and W-2c forms.* Now click the “Submit” button.
- You will get a pop up box asking for security verification by entering your password once again. Do not use “copy and paste” as the system will not recognize your password. Then a confirmation message that you were successful.
- Click on **View W-2/W-2c Forms** a link to the most recent W-2 available will be displayed. Click on **Year End Form** to pull up that year’s W-2. Print!
- If you would like a different year’s W-2, click on *View a Different Tax Year* and select the year from the list of available years.
- ***Below are some known solutions to some problems:***
 - 1) *Once an employee has clicked the ‘submit’ button the W2/W-2c Consent form the Verify Identify page pops up requiring the employee to re-validate their identify. The employee **must TYPE** in their password on this page in order to successfully complete the consent and view their W-2. If the employee attempts to ‘copy and paste’ their password, the system will not accept the validation and eventually just times out.*
 - 2) *If an employee is unable to view their electronic W-2 after successfully completing their consent, have them verify the accuracy of their email address stored in ESS **if one exists**. This is located in the View Personal Information menu link – scroll down to the*

email address section. This either needs to be a correct e-mail address or be blank in order for the employee to be able to successfully view their W-2/W-2c. Invalid characters in this field will prevent the employee from successfully viewing their W-2. A data validation effort was made prior to this roll-out to eliminate invalid/incomplete e-mail addresses that existed in this field so this should not be an issue for too many individuals but there is the chance that some were not identified in the data validation effort.

If the employee(s) are experiencing something different than what is identified above, please get detailed information from them (or have them call/email Payroll directly) so we can walk through exactly what they are experiencing and work to determine the root cause.

Below is a link to the guide prepared by the State which explains how each box on the W-2 form is derived. The guide defines what items must be added (+) or subtracted (-) to arrive at the amounts shown on the W-2 form.

<http://www.da.ks.gov/ar/infocirc/FY2014/14-P-019Attachment%20A.xls>

PLEASE post and share this with your department employees. Questions regarding an individual's W-2 information should be directed to payroll@ku.edu; please let your employee's know that they should NOT include their social security numbers on any online correspondence unless the email is encrypted.

NOTE: Deductions for mandatory TSA contributions are NOT reflected on the W-2 form, as the IRS does not require these to be reported. These have reduced the State and Federal taxable gross amounts by the amount of the contributions as required by law.

Original W-2 and Duplicate forms with a foreign mailing address: Documents with a foreign mailing address will be sent to the KU Payroll office. Payroll will contact the employee and the department to have forms picked up from our office.

Duplicate W-2 forms for 2013: Duplicate W-2's for 2013 will be available starting on Wednesday, February 12, 2014. Please note that duplicate W-2's for the year 2008 will no longer be available after mid-April 2014.

For employees needing duplicate W-2's for years 2008 through 2013, we recommend that employees consent to view these W-2's electronically using 'W-2/W-2c Consent' found in Employee Self Service at <https://sharp.ks.gov/psp/ESS/>, and then viewing and printing the duplicate using 'View W-2/W-2c Forms'.

For those employees not wishing to consent to receiving their W-2 Form electronically, they should use the 'W-2 Reissue Request' functionality also found in Employee Self Service to request a paper W-2 duplicate if a paper W-2 was processed for the year being requested. Desk Aids that explain these procedures, [Desk Aid - View W-2/W-2c Forms - Employee Self Service](#)

and Desk Aid - W-2 Reissue Request - Employee Self Service are available to employees to assist them in this process.

Employees who retired or terminated on or after September 16, 2011, have access to consent to view/view/print and to request duplicate paper W-2's for 18 months following their date of separation and should utilize Employee Self Service to consent/view/print or request a duplicate W-2. For requesting paper W-2 reissues, after logging into the system and selecting 'W-2 Reissue Request', the employee will be asked to review the Tax Address and make any needed corrections. **Please note that the Tax Address is where the reissued paper W-2 will be mailed**, so it is imperative that the address is correct. The employee will also need to specify for which tax year (2013, 2012, 2011, 2010, 2009, or 2008) the reissued W-2 is needed. Duplicate W-2's for 2008- 2012 are currently available.

Employees, who have been gone more the 18 months and are requesting a duplicate W-2, will need to contact the Payroll Office at payroll@ku.edu with an email. The email must include:

- request for a duplicate W-2 of a specific year
- employee's full name
- address where they want the duplicate mailed
- last 4 digits of their social security number.

The request must be made by the employee. Payroll will then make a request to the State of Kansas for a duplicate W-2 to be mailed to the address provided.