

W-2: Consent, Withdraw, and Reissue Instructions

To view and print electronic W-2 or W-2c forms in Employee Self-Service (ESS), an employee must grant consent. After consent has been granted, this status will remain valid until a withdrawal of consent is submitted. Once consent has been granted, employees may view and print electronic W-2s for the prior five years. If you prefer to receive paper W-2 and W-2c forms, you should not grant consent or, if consent has been granted, you must submit a withdrawal of consent. This status will remain valid until you submit a consent form.

Accessing Employee Self-Service

1. Go to the State Employee Service Center home page: www.kansas.gov/employee
2. Click on the 'Employee Self-Service' hyperlink (located on the right side of the page)
3. Click on 'Click here to Sign In' button (located on the left side of the page)
4. Enter your Employee ID (Must capitalize the first letter). You can contact your agency Human Resource office if you do not know your Employee ID
5. Enter your Password
If you forgot your password, click the 'Forgot Your Password?' hyperlink and follow the prompts. If you still have difficulty signing in, contact the Employee Self-Service help desk at 296-1900 (Topeka area) or 1-866-999-3001 (if outside Topeka)
6. Click on the 'Sign In' button
7. Click on the 'W-2: Consent, Reissue, Forms' tile
8. Depending upon if you have consented or not consented the page will appear with your selection

Grant Consent

1. If you want to consent, then click on the box next to the caption that states, 'I consent to receive W-2 or W-2c forms electronically' on the 'W-2/W-2c Consent' hyperlink
2. Click the 'Submit' button
3. The Verify Identity pop up appears with your User ID (Employee ID) displayed
4. Enter your password and click the 'Continue' button
Note: Entering your password is your electronic signature.
5. An email will automatically generate confirming your status change to the email address that is your primary email account displayed on the 'My System Profile' tile.
6. You can now view or print your W-2/W-2c forms from the 'View W-2/W-2c Forms' hyperlink on the left-hand side of the page
Note: Your name will default on the page and your most recent W-2/W-2c Tax Year option will appear in the 'Select Year End Form' section.
7. Click the 'Year End Form' hyperlink
8. A window with a .pdf version of your W-2 or W-2c form will appear. You may print this form for your records.
9. To exit the form, click the 'X' in the upper right corner of the window
10. Click the 'Filing Instructions' hyperlink to display a window with a .pdf version of the W-2/W-2c instructions that correspond to the W-2/W-2c tax year. You may print these instructions for your use.

11. To exit the instructions, click the 'X' in the upper right corner of the window
12. To view a different W-2/W-2c, click the 'View a Different Tax Year' hyperlink
13. Click on the desired 'Tax Year' hyperlink in the Select Tax Year section. Follow steps 8-9 to view and print.

Withdrawing Consent

1. If you want to withdraw your consent, then click on the box next to the caption that states, 'I withdraw my consent to receive W-2 or W-2c forms electronically' on the 'W-2/W-2c Consent' hyperlink
2. Click the 'Submit' button
3. The Verify Identity pop up appears with your User ID (Employee ID) displayed
4. Enter your password and click the 'Continue' button
Note: Entering your password is your electronic signature.
5. An email will automatically be generated confirming your status change to the email address that is your primary email account displayed on the 'My System Profile' tile.
6. You may no longer view or print your W-2/W-2c forms from the 'View W-2/W-2c Forms' hyperlink.

W-2 Reissue Request

1. If necessary, complete the steps listed under the 'Withdrawing Consent' of this document to withdraw consent to receive W-2 or W-2c forms electronically
2. Click on the 'W-2 Reissue Request' hyperlink
3. Verify the mailing address
4. For 'W-2 Year', input the calendar year for the W-2 being requested to be reissued
5. Click the 'Submit' button
6. The Submit Confirmation page will appear click the 'OK' button
7. Reissued W-2s should be received in the mail within 14 days
8. For immediate access to view/print W-2 forms, complete the steps listed under the 'Grant Consent' section of this document