

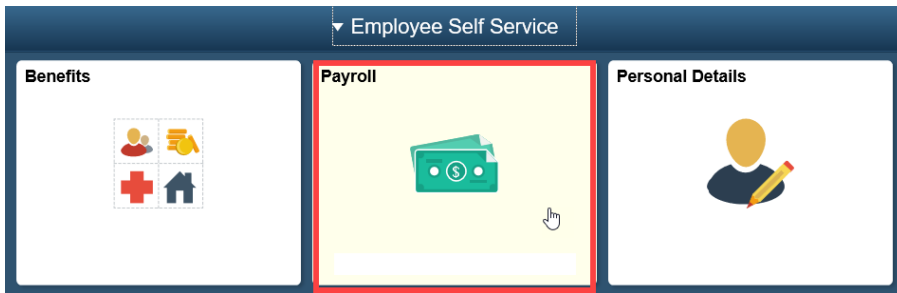
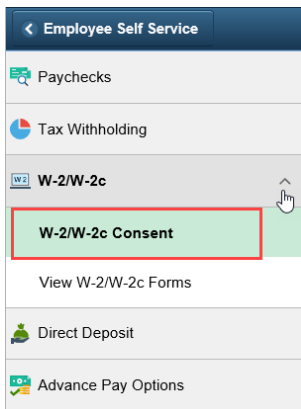


Follow the prompts below to consent *or* withdraw consent to receive year-end forms electronically (PDF version).

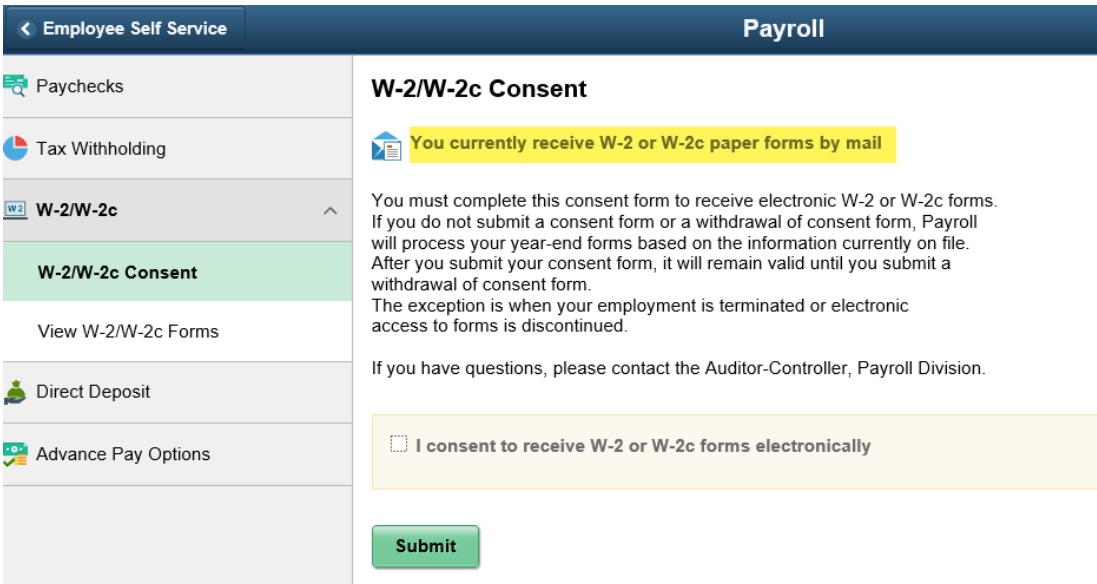
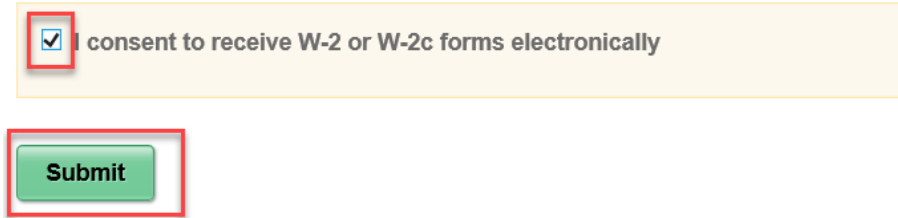
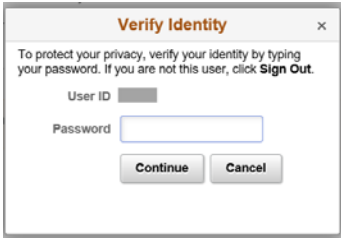
Note: Employees who separate from county service at the time of W-2 processing will receive a paper W-2 form to their mailing address on file.

W-2/W-2c Electronic Consent


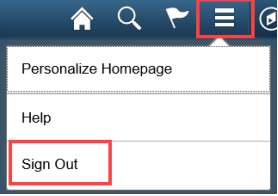
Consenting to receive year-end forms electronically means you will **NOT** receive a paper form in the mail. You will access your W-2, directly through Employee Self-Service, as a **PDF document**.

Step	Action
1.	<p>Login in to Employee Self Service, and click on the Payroll Tile.</p> 
2.	<p>Click on the W-2/W-2c panel to expand the drop down, and select W-2/W-2c Consent</p> 
3.	<p>The consent page opens up and you will see your current W-2/W-2c preferences.</p> <p>Read the instructions displayed on the page.</p>




Step	Action
	
4.	<p>Select the checkbox to indicate your consent to receive forms electronically, and click on Submit.</p> 
5.	<p>You will be prompted to enter your PeopleSoft credentials for verification. Enter your password and click Continue to proceed.</p> 
6.	<p>Once your submission is processed, you will receive a confirmation page that indicates your change was successful.</p>
7.	<p>Your preference is now setup up to receive year-end forms electronically. Once year-end forms are completed, you will NOT receive a paper form in the mail. You will access your W-2 directly through Employee Self-Service, as a PDF document.</p>



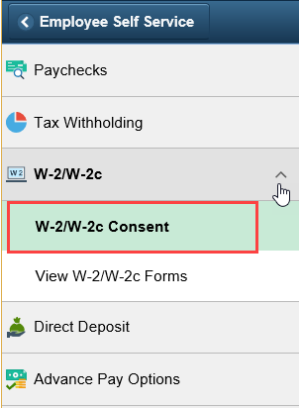
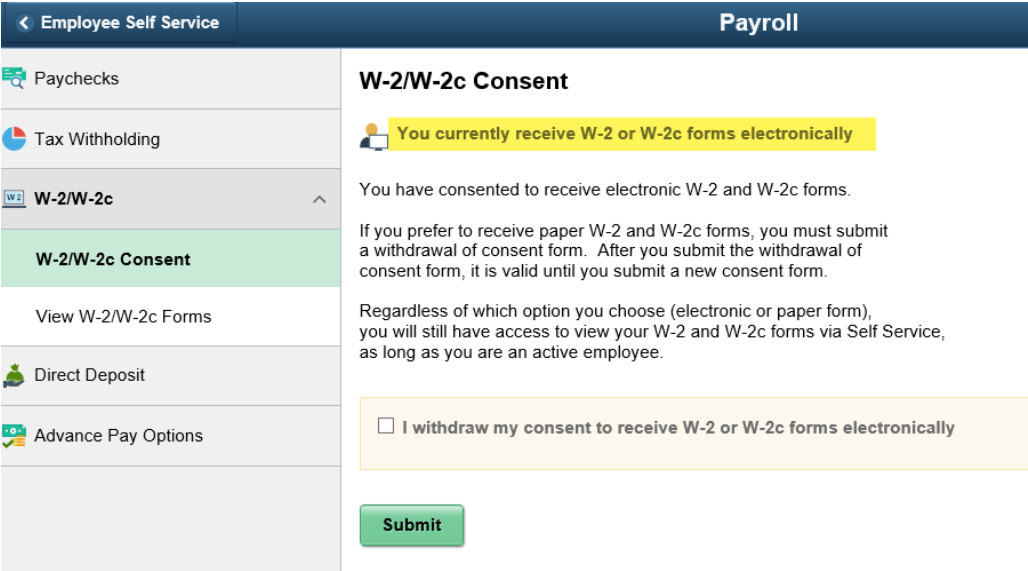
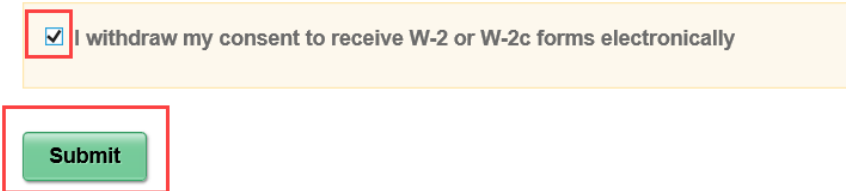
Step	Action
	<p>W-2/W-2c Consent</p> <p> You will receive W-2 or W-2c forms electronically</p> <p>You have consented to receive electronic W-2 and W-2c forms.</p> <p>If you prefer to receive paper W-2 and W-2c forms, you must submit a withdrawal of consent form. After you submit the withdrawal of consent form, it is valid until you submit a new consent form.</p> <p>Regardless of which option you choose (electronic or paper form), you will still have access to view your W-2 and W-2c forms via Self Service, as long as you are an active employee.</p>
8.	<p>If you are completed with your changes, log out of PeopleSoft, by clicking on the menu bar on the top right of page, and selecting Sign Out.</p> 

Withdraw W-2/W-2c Electronic Consent



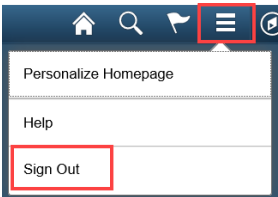
Withdrawing your consent means you are opting to receive year-end forms by mail. However, as long as you are an active employee, you will also have access to your year-end forms through **Self-Service**.

Step	Action
1.	<p>Login in to Employee Self Service, and click on the Payroll Tile.</p> 



Step	Action
2.	<p>Click on the W-2/W-2c panel to expand the drop down, and select W-2/W-2c Consent</p> 
3.	<p>The consent page opens up and you will see your current W-2/W-2c preferences.</p> <p>Read the instructions displayed on the page.</p> 
4.	<p>Select the checkbox to withdraw consent to receive W-2/W-2c forms electronically, and click on Submit.</p> 



Step	Action
5.	<p>You will be prompted to enter your PeopleSoft credentials for verification. Enter your password and click Continue to proceed.</p>  <p>The dialog box is titled 'Verify Identity' and contains the text: 'To protect your privacy, verify your identity by typing your password. If you are not this user, click Sign Out.' It has fields for 'User ID' and 'Password', and buttons for 'Continue' and 'Cancel'.</p>
6.	<p>Once your submission is processed, you will receive a confirmation page that indicates your change was successful.</p>
7.	<p>Your preference is now setup up to receive year-end forms by mail. If you wish to change your consent to electronic, please refresh the page and navigate back to W-2/W-2c Consent.</p> <p>W-2/W-2c Consent</p>  <p>You must complete this consent form to receive electronic W-2 or W-2c forms. If you do not submit a consent form or a withdrawal of consent form, Payroll will process your year-end forms based on the information currently on file. After you submit your consent form, it will remain valid until you submit a withdrawal of consent form. The exception is when your employment is terminated or electronic access to forms is discontinued.</p> <p>If you have questions, please contact the Auditor-Controller, Payroll Division.</p>
8.	<p>If you are completed with your changes, log out of PeopleSoft, by clicking on the menu bar on the top right of page, and selecting Sign Out.</p>  <p>The image shows the top navigation bar of the PeopleSoft system. A red box highlights the menu icon (three horizontal lines). Below the menu, a dropdown list is visible with options: 'Personalize Homepage', 'Help', and 'Sign Out'. The 'Sign Out' option is also highlighted with a red box.</p>