

Electronic W-2 Selection

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SYSTEM POLICIES

The tasks in this documentation provide end users with the tools to enter data and collect data in system. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website.

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Electronic W-2 Selection

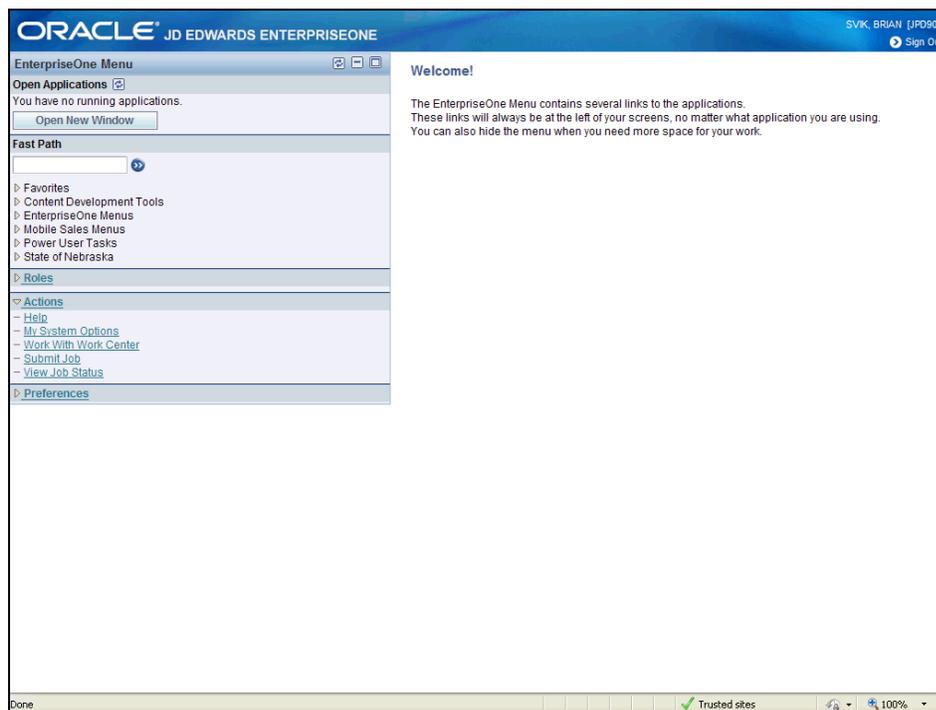
Electronic W-2 Selection Overview

Electronic W-2 Selection enables an employee to elect to receive their W-2 electronically rather than on a paper form. One of the advantages of this feature is the employee will be able to access and print their W-2 sooner than those employees receiving paper forms. Employees can also change their selection back from an electronic copy to a paper copy if they so choose. Changes can be made until mid-December, at which time the employee's selection will be "locked in".

Electronic W-2 Selection Lesson

Procedure

In this lesson you will learn how to select whether to have electronic or paper W-2s.



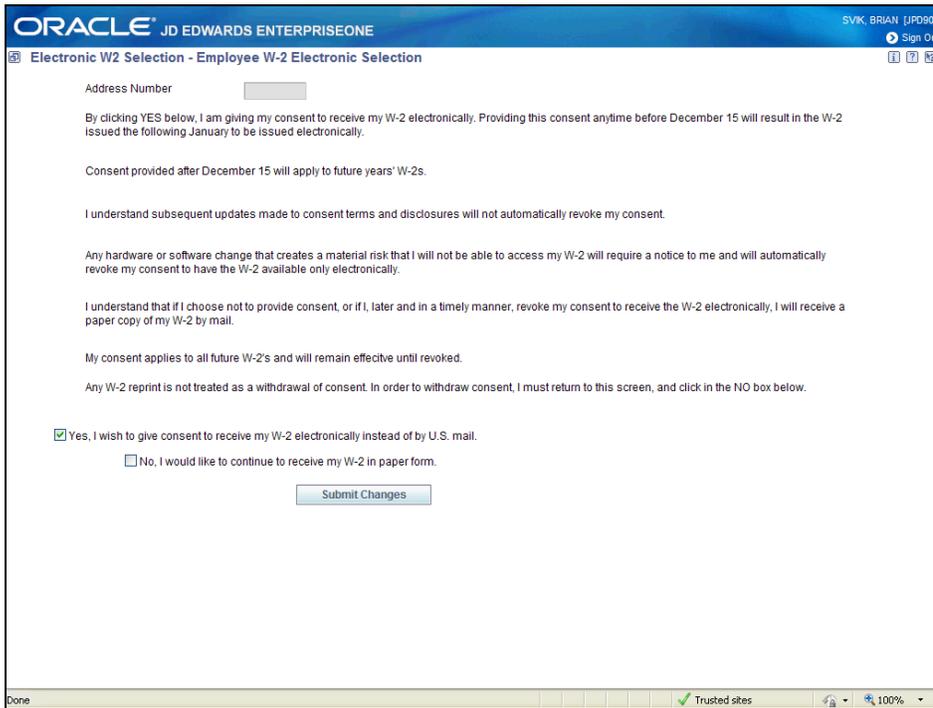
Step	Action
1.	Click the State of Nebraska link. State of Nebraska
2.	Click the Self Service link. Self Service
3.	Click the Electronic W2 Selection link. Electronic W2 Selection

Training Guide

Electronic W-2 Selection



Step	Action
4.	<p>Select one of the two options:</p> <p>To receive your W-2 electronically click the check box which says “Yes, I wish to give consent to receive my W-2 electronically instead of by U.S. mail.”</p> <p>To receive your W-2 in paper form click the check box which says “No, I would like to continue to receive my W-2 in paper form.”</p> <p>Note: If you previously made a selection, that option will be checked by default.</p>



Step	Action
5.	<p>After making your selection click the Submit Changes button.</p> <p>Note: If you did not make a change to your selection you will still need to click the Submit Changes button to exit the screen.</p> <p style="text-align: center;"></p>
6.	<p>You can change your selection at anytime prior to December 15th.</p> <p>You have successfully completed this lesson.</p> <p>End of Procedure.</p>