

W-2 Electronic Election

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PURPOSE

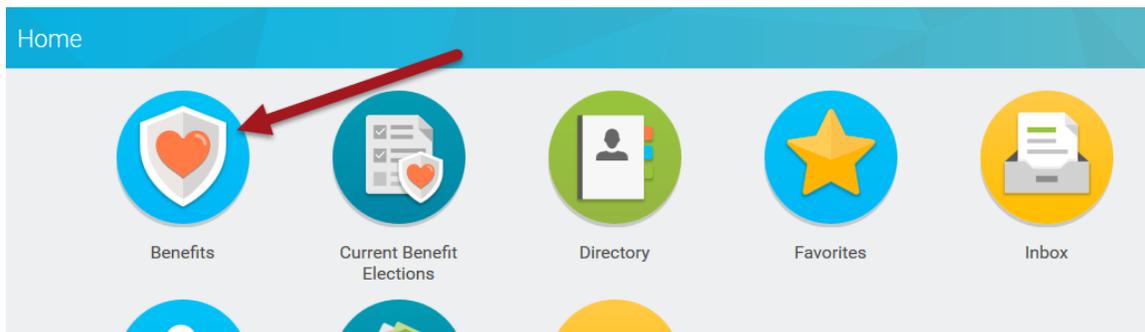
This is for employees to elect to receive their W-2 electronically rather than paper. The electronic version of the W-2 should be available to employees at least a week (possibly two weeks) before the paper copies.

LOG IN TO THE EMPLOYEE WORK CENTER

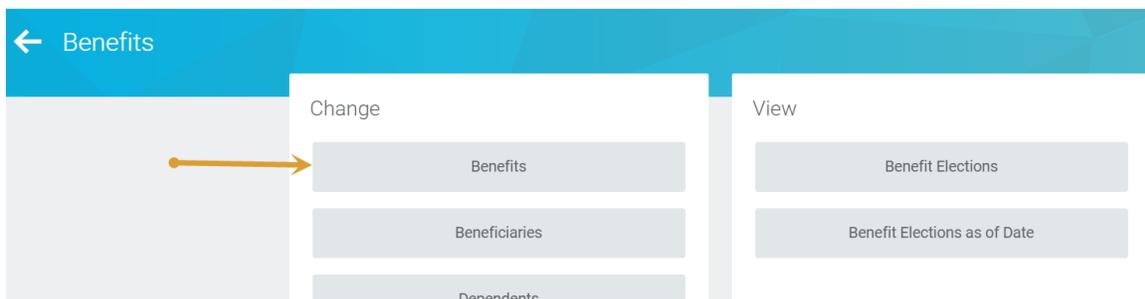
1. The Employee Work Center can be accessed from this page, <http://link.nebraska.gov/>.
2. Type your User Name, press tab and then type your password.
3. Click Sign In (or press Enter).

W-2 ELECTRONIC ELECTION

1. Click the Benefits icon.



2. The employee benefits page will open; click Benefits in the Change column (in the left column).



W-2 Electronic Election

3. In Benefit Event Type, click the drop down arrow, scroll to the bottom, and click W-2 Electronic Election.

The screenshot shows the 'Change Benefits' form with the 'Benefit Event Type' dropdown menu open. The dropdown list includes options such as 'Marriage', 'Medicaid Gain or Loss', 'Medicare Gain or Loss', 'Part time employee newly eligible for benefits', 'Spouse Open Enrollment - Adding Spouse and/or Dependents', and 'Spouse Open Enrollment or New Job/Dropping Coverage and /or Spouse and/or Dependents'. The option 'W-2 Electronic Election' is highlighted in yellow. The form also includes fields for 'Benefit Event Date', 'Submit Elections By', and 'Enrollment Offering Types', along with an 'Attachments' section and a 'Submit' button.

4. Enter (or select) the current date in the Benefit Event Date field. After entering the date, the two remaining fields will automatically populate.

The screenshot shows the 'Change Benefits' form with the 'Benefit Event Type' dropdown menu set to 'W-2 Electronic Election' and the 'Benefit Event Date' field populated with '11/20/2014'. The 'Submit Elections By' field is also populated with '11/20/2014' and the 'Enrollment Offering Types' field is populated with 'W-2 Elections'.

5. Click Submit at the bottom of the page.
6. On the next screen, click Open to Change Benefit Elections.

Up Next



Open

Do Another

[Change Benefits](#)

> [Details and Process](#)

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7. Elect/Waive radio buttons.
 - a. If you are a new employee, the Elect/Waive should default to Waive. Click the “Elect” radio button.
 - b. If you previously completed Benefit Elections, Elect should already be selected.
8. In the Coverage column, click the prompt to select ‘Yes’ to receive an electronic W-2.

Additional Benefits Elections 1 items

Benefit Plan	*Elect / Waive	Coverage
W-2 Elections - State of Nebraska W-2 Election	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	X Yes

9. Click Continue, which takes you to the final page where the W-2 Election can be reviewed.
10. Click “I agree” regarding the electronic signature, and then click Submit to process the request.

Change Benefit Elections Benefit Elections Review for W-2 Electronic Election - Step 2 of 2

Worker
Event Date 11/16/2015
Total Employee Net Cost/Credit
\$0.00 Semi-monthly Cost

Elected Coverages 1 items

Benefit Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Dependents	Beneficiaries
W-2 Elections - State of Nebraska W-2 Election	12/01/2015	11/16/2015	Yes		

I Agree

enter your comment

Change benefits for Life Event: [Awaiting action](#)

Submit Save for Later Go Back Cancel

11. On the next screen, you have the option to print the confirmation page. Click the Print button to create a pdf of the page. You will see a dialog box to Open the pdf. Click OK.
12. You can either then print a paper copy or save it to your local computer to view and/or print later.
13. Click Done to finish the W-2 Electronic Election process.

LINK HELP DESK CONTACT INFORMATION

The LINK Help Desk provides assistance for the following programs:

- The Employee Work Center
- The Employee Development Center

Email: as.linkhelp@nebraska.gov

Phone: 402.471.6234