

W-2 Employee Consent Process

1. Go to PeopleSoft Employee Self Service and log on.
2. Go to Main Menu > Self Service > Payroll Info > W-2/W-2c Consent
3. In order to consent, check below to receive electronic W-2 forms only.

Favorites ▾ Main Menu ▾ > Self Service ▾ > Payroll and Compensation ▾ > W-2 Consent

PS9HRSC2
WEB1

W-2 Consent Form

John Smith

Submit or withdraw your consent to receive electronic W-2 forms.

You must complete this consent form to receive electronic W-2 . If you do not submit a consent form or a withdrawal of consent form, the Payroll Department 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. If you have any questions, please contact the payroll department.

*Only for New Orleans Employee's.

Your Current Status No consent received.

Check here to indicate your consent to receive electronic W-2 forms.

Submit

4. Click the Submit button.