

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.

The screenshot shows the 'W-2 Consent Form' page in the PeopleSoft system. The breadcrumb trail at the top reads: 'Favorites > Main Menu > Self Service > Payroll and Compensation > W-2 Consent'. The page header identifies the user as 'PS9HRSC2 WEB1'. The main title is 'W-2 Consent Form' for 'John Smith'. Below the title, it says 'Submit or withdraw your consent to receive electronic W-2 forms.' A text box contains the following instructions: '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.' Below this, a note states '*Only for New Orleans Employee's.' The 'Your Current Status' is 'No consent received.' There is a checkbox labeled 'Check here to indicate your consent to receive electronic W-2 forms.' which is currently checked. At the bottom, there is a yellow 'Submit' button.

4. Click the Submit button.