

EMP-CS-2002JT Revision 03 | Date 01/16/2013

OVERVIEW

You can utilize the ADP self-service application to **Go Paperless** and enroll to receive your annual W-2 statements electronically instead of receiving your W-2 through the mail. Receiving your W-2 electronically not only reduces the risk of identity theft since sensitive personal information such as social security numbers are not sent through the mail, it also gives you the ability to access and print your W-2 statement earlier than receiving your statement in the mail.

You elect to receive your annual W-2 statements electronically **once**. Your consent applies to annual forms furnished every year until that consent is withdrawn. You may withdraw your consent at any time by changing your election on the secure website.

Need Assistance

If you need assistance with these instructions, receive an error message at any step in the process, or have any concerns once you are logged in, please contact our Shared Services Center (SSC) Customer Support team for assistance. Our normal business hours are Monday through Friday 8:00 A.M. – 5:00 P.M. except holidays. You can call us toll free at (855) 214-2644 or email us at helpdesk@ssc.usg.edu.

INSTRUCTIONS

1. Access the ADP Portal at https://portal.adp.com	
a) Click User Login .	Userstogin Administrator Login
 b) Enter your ADP Portal User name and Password. c) Click OK. 	jdoe@usg Password Remember my credentials
2. <u>Portal Home Page</u>	
 a) Depending on your access, you <u>may or</u> <u>may not</u> see the Employee/Manager tab on your home page. If the Employee/Manager tab is displayed, ensure Employee is selected. 	Manager V Home V Organization & Staffing V Reports V Employee Inv Manager Welcome To Your Employee Portal Your one-stop source for HR/Pavroll/Benefits/Time Card Click on the following Or
If you are a Manager, point to the Manager tab and click Employee .	Home Time & ABendance Yey & Taxes Personal Information Benefits Career Message C What's New Message C Welcome To Your Employee Portal Your one-stop source for HR/Payroll/Benefits/Time Card Information Click

University System of Georgia Shared Services Center

1005 George J. Lyons Pkwy, Sandersville, Georgia 31082 Toll Free (855) 214-2644 • Phone (478) 240-6500 • Fax (478) 240-6414 Email <u>helpdesk@ssc.usg.edu</u> • Website <u>www.ssc.usg.edu</u> Normal Business Hours: Monday through Friday 8:00 A.M. – 5:00 P.M. Self-Service support is available at <u>https://answers.ssc.usg.edu</u>

Go Paperless, Enroll to Receive Annual W-2 Statements Electronically Job Tool



EMP-CS-2002JT Revision 03 | Date 01/16/2013

3. Enroll to Go Paperless	
 a) Point to the Pay & Taxes tab and then click Annual Statements. 	Imployee Home Time & Attendance Pay & Taxes Personal Information Benefits Career What's New Pay Statements Direct Deposit Message Center at a Glance Your one-stop source for HR/Ps informatic Deductions e Card Click on the follow Benefits News Annual Statements Message Center at a Glance Click on the follow Your one-stop source for HR/Ps informatic Deductions e Card Benefits News • To access the elime system, go to the "Time & Attendan", "dropdown Benefits News Benefits News
b) Click Go Paperless .	Street/second Time & Attendance ~ Pay & Taxes ~ Personal Information ~ Benefits ~ Career ~ Annual Statements Wetcome ? Size Paperiness Select Notification Options Chance F-mail Address ? Annual Statements ?
 c) Read the statement and select the Access my annual statements (W-2s and W-2Cs) online only check box. d) Click Next. If the Next button appears dimmed, it is unavailable. 	Implayee Mome & Time & Attendance P Pry & Taxes P Personal information R Benefits C Career Annea
 You have already elected to receive your W-2 electronically, click Cancel. e) Read the statements and click Accept. 	Employee • Home • Time & Attendance • Pay & Taxes • Personal Information • Benefits • Career • Annual Statements ? Agreement to Stop Receiving Paper Annual Statements ? Cick Accept to stop receiving paper talements Cick Accept to stop receiving paper talements Cick Accept to stop receiving paper talements
	 Priv sceeding big ps pspring to the previous top precising paper annual forms (M-2 big and W-2 big an

Go Paperless, Enroll to Receive Annual W-2 Statements Electronically Job Tool



EMP-CS-2002JT

Revision 03 | Date 01/16/2013

f)	Verify that you can view annual statements online. A confirmation number will display on your screen. If you <u>cannot</u> see the confirmation number, click Cancel to close the page. Make sure that you have the latest version of Adobe Reader installed and try again.	Particular Part & Debandance Part of the standbard stan
g)	Enter the confirmation number displayed in the Enter confirmation number here field. <i>The number is</i> <i>case sensitive.</i> Click Save .	Place enter the confirmation number shown below into the designated area.
4. Ve	rify Your Notification E-mail Address	
a)	If the default E-mail address is correct, click Done , this completes your enrollment for paperless W-2s. - Or - If you would like your notification sent to a different E-mail address, click Edit .	Employee Home ~ Time & Attendance ~ Pay & Taxes ~ Personal Information ~ Benefits ~ Career ~ Annual Statements Use anyon fing form will remain on the website for 3 years. Cits Dane to save your settings. Remainder: Vitery your listed enzyal form becomes available on the website, and fiction (Vite y Vite 2.2.2. and/or 1009.) and access these terms on the secure website onto. Email Addresse: jobe@uig.edu Description East Descre D
b) In aff	Enter the new E-mail address and click Save. portant: Changing this E-mail address fects notification for both pay statements	
an	d annual statements.	New E-mail Address:
c)	Click Done , this completes your enrollment for paperless W-2s.	Exceptioner • Time & Addendance • Par & Taxes • Personal Information • Dependent • Annual Statements Time & you for diversity to we remain on the velocity for 3 yours. Oak Down to some your settings. There you for diversity to she income a webble on the velocity of yours. Oak Down to some your settings. There you for diversity to she income a webble on the velocity of your access there form and a setting of your access there and advect they you provide. Example of your web advecting to be income a webble on the velocity of the access there and advect they you provide. Example of your web advecting to be income a webble on the velocity of the access there and advect they you provide. Example of your web advecting to be advected form bactering approximation of the velocity of the access there and advect they you provide. Example of your web advecting to be advected form bactering approximation of the velocity of the access there are advected to be your provide. Example of your web advected form bactering approximation of the velocity of the access there are advected to be your provide. Example of the advected form bactering approximation of the set advected to be your provide. Example of the advected form bactering approximation of the set advected to be your provide. Example of the advected form bactering approximation of the set advected to be your provide. Example of the advected form bactering approximation of the set advected to be your provecond to be your provide.

University System of Georgia Shared Services Center 1005 George J. Lyons Pkwy, Sandersville, Georgia 31082 Toll Free (855) 214-2644 • Phone (478) 240-6500 • Fax (478) 240-6414 Email <u>helpdesk@ssc.usg.edu</u> • Website <u>www.ssc.usg.edu</u> Normal Business Hours: Monday through Friday 8:00 A.M. – 5:00 P.M. Self-Service support is available at <u>https://answers.ssc.usg.edu</u>

Go Paperless, Enroll to Receive Annual W-2 Statements Electronically Job Tool



5. Select Notification Options

Note: Each year when your annual W-2 becomes available on the website, you will receive a notification to the email address you provided <u>if</u> you select the **Notification Option** for **Annual Statements**. This is separate from the **Go Paperless** option; you will need to make this additional selection to receive an email notification when your W-2 is available.

a) Click Select Notification Options.	Instance Instance Page Alternations Page Alternations Page Alternation Pa
 b) Select Send e-mail notification when new annual statements are available. c) Verify the E-mail address is correct. Click Edit if you need to modify your e- 	
mail address.	are Canet

the ADP Portal for up to three (3) years. You will not have access to other ADP functions. Use the same user ID and password when last employed. If you need assistance, contact our SSC Customer Support team.

Task Complete