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



Job Tool

EMP-CS-2002JT Revision 05 | Date 11/05/2015

### **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 is 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.

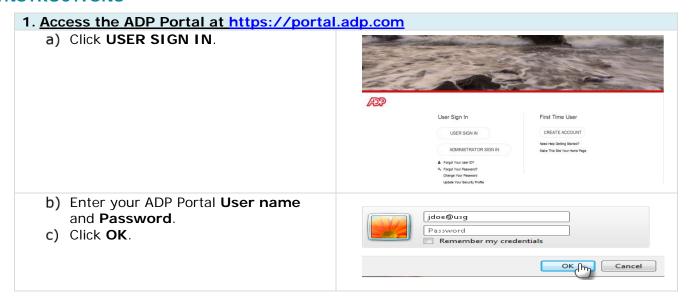
You elect to receive your annual W-2 statements electronically **once**. Your consent applies to annual forms furnished every year until consent is withdrawn. You may withdraw your consent at any time by changing your election on the secure website.

Until you select the option to "Go Paperless", you will receive a pop up message reminder on the Pay & Taxes Annual Statements page on the ADP Portal.

### **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



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## 2. Portal Home Page a) Depending on your access, you may ger ▼ Home ▼ Organization & Staffing ▼ Reports ▼ or may not see the Message Center at a Glance Employee/Manager tab on your home page. If the Employee/Manager tab is Welcome To Your Employee Portal displayed, ensure Employee is selected. ----Or--ne ▼ Time & Attendance ▼ Pay & Taxes ▼ Personal Information ▼ Benefits ▼ Career If you are a Manager, point to the Manager tab and click Employee. Welcome To Your Employee Portal Your one-stop source for HR/Payroll/Benefits/Time Card information 3. Enroll to Go Paperless a) Point to the Pay & Taxes tab and mployee ▼ Home ▼ Time & Attendance ▼ Pay & Taxes ▼ Personal Information ▼ Benefits ▼ Career ▼ Welcome then click Annual Statements. Message Center at a Glance Pay Statements Direct Deposit Welcome To Your Em Your one-stop source for HR/Pa informatic Deductions Click on the follow b) Click Go Paperless. gögreen Go Paperless go**green** c) Read the statement and select the Finalityee ▼ Home ▼ Time & Attendance ▼ Pay & Taxes ▼ Personal Information ▼ Benefits ▼ Career ▼ Access my annual statements (W-2s and W-2Cs) online only check You can choose to stop receiving paper copies of your statements and access your statements online only. Your statements will remain on the sector of 3 years. If you want to retain a copy for longer than that, you must either print a copy or save an electronic copy. You may go back to receiving a box. d) Click Next. By selecting this option, you will access your annual statements (W-2s and W-2cs) online only. You will no longer receive paper copies. After you cick Mexit, you need to accept terms and conditions and then verify that you can view your statement ordine. After a new annual statement becomes available on the website, an e-mail notification will be automatically sent to the e-mail address that you provided. If your e-mail address changes, click Change E-mail Address on the Annual Statements Home page to update your e-mail address If the Next button appears dimmed, Next Cancel it is unavailable. Next Cancel You have already elected to receive

your W-2 electronically, click Cancel.

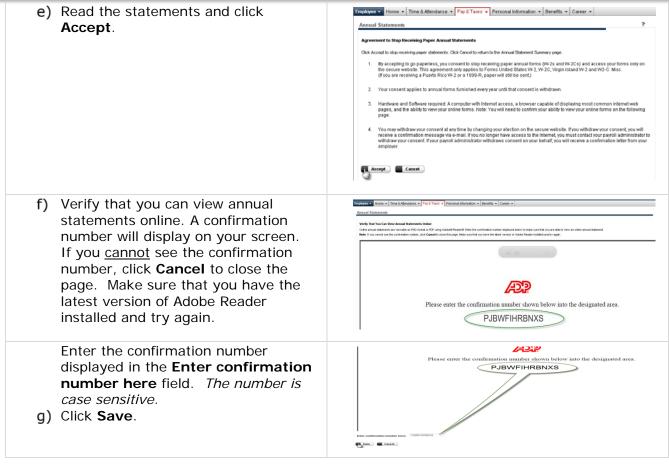
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### 4. Verify Your Notification E-mail Address a) If the default E-mail address is Employee Home Time & Attendance Pay & Taxes Personal Information Benefits Career correct, click **Done**, this completes Annual Statements your enrollment for paperless W-2s. sing to stop receiving paper copies of your annual forms (N-2, W-2Cs and/or 1099 ) and access these forms on the secure website only Reminder: When your latest annual form becomes available on the website, a notification will be sent automatically to the e-mail address that you p -Or-Done Cancel If you would like your notification sent Your annual filing form will remain on the website for 3 years. Click Done to save your settings to a different E-mail address, click der. When your latest annual form becomes available on the website, a notification will be sent automatically to the e-mail address that yo Edit. Done Cancel

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b) Enter the new E-mail address and Employee ▼ Home ▼ Time & Attendance ▼ Pay & Taxes ▼ Personal Information ▼ Benefits ▼ Career ▼ click Save. Change Your E-mail Address **Important**: Changing this E-mail Important: Changing this e-mail address affects notification for both pay statements and annual statements address affects notification for both pay Current E-mail Address: jdoe@usg.edu New E-mail Address: statements and annual statements. Save Cancel c) Click **Done**, this completes your Personal Information - Benefits - Career enrollment for paperless W-2s. Donn Cancel

### 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 if 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. Employee 
Home 
Time & Attendance 
Pay & Taxes 
Personal information 
Benefits 
Career is page displays the annual tax forms available for viewing. Click the fax year to view defails. In forms remain ordine for 3 years. You will need the Annua Reader playin (proof people armany) have 70 M you don't have it induled, you can click <u>have</u> or contact your 17 departs b) Select Send e-mail notification Employee • Home • Time & Attendance • Pay & Taxes • Personal information • Benefits • Career • Annual Statements Welcome when new annual statements are available. If you select this option, an e-mail will be sent to the address below whenever a new annual statement (W-2s, W-2cs or 1099s) is available to vier c) Verify the E-mail address is correct. Send e-mail notification when new annual statements are available. Click **Edit** if you need to modify your e-mail address. Sarre Cancel

Note: After you cease employment, your W-2 and payroll information will be accessible through 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