

WEBSITE CONTENT

Announcement

[Georgia Highlands College](#) is pleased to announce that employees may now consent to receive their W-2 statements online through OneUSG Connect in an IRS approved PDF format. This allows you to print and send the online form with your tax return.

An employee who consents to receiving their W-2 electronically will not receive a paper copy. Employees must consent to electronic delivery by Dec. 31, 2018. If an employee does not consent, a paper W-2 will be postmarked no later than Jan. 31, 2019, to the current address on record.

For employees who have separated from [Georgia Highlands College](#), a paper W-2 will be mailed to the current address on record.

Why Should You Consent to Electronic W-2?

1. Online delivery provides access to the W-2 statement earlier than the traditional paper process.
2. Online delivery minimizes the chance that the W-2 statement will get lost, misdirected or delayed during delivery or misplaced after the employee receives it.
3. Employee sensitive information is safer. Electronic delivery helps ensure the W-2 is delivered directly to the employee and not opened by the wrong person.
4. Employees can retrieve their W-2 statements at any time of day and on weekends.
5. Go Green! Employees are contributing to institutional cost savings (e.g., forms, printing and postage expense).
6. W-2 statements will remain online for multiple years.

Federal regulations require that employees give their consent to receive the W-2 in an electronic format. Once consent is given it carries forward each year and does not need to be repeated.

How to Consent to Electronic Delivery

The process for giving consent or to confirm your current status to receive your W-2 electronically is quick and easy.

Follow these steps:

1. Log into OneUSG Connect.
2. Click the **Taxes** tile from Employee Self Service.

3. Click **W-2/W-2c Consent**.
 - If you have already consented in OneUSG Connect to receive electronic W-2 or W-2c forms your status will indicate “Consent received,” no further action is required.
 - If your current status is “No consent received,” proceed to step four.
4. Click the box for “**Check here to indicate your consent to receive electronic W-2 and W-2c forms.**”
5. Click **Submit**.

If you want to receive your W-2 electronically, you must give your consent by Dec. 31, 2018.

Please note: OneUSG Connect will be down during the following time frames:

- Dec. 7, 5 p.m. until Dec.13, 7 a.m.
- Dec. 21, 5 p.m. until Dec. 27, 7 a.m.

Once the W-2s are processed, current employees who gave their consent will be able to view and print the earning statements immediately.

Important Security Reminder: These documents contain your Social Security Number, which you will want to protect to help prevent identity theft. Employees are advised to not leave their computer screen unattended when viewing W-2 forms. Also, be sure to retrieve the printed copy promptly if routed to a network printer shared by others.

For additional information or questions, please contact oneusgsupport@usg.edu.