

W-2 Employee Consent Process

1. Go to PeopleSoft Employee Self Service and log on.
2. Go to Main Menu > Self Service > payroll and Compensation > W-2 Consent
 - a. Your Consent Status below should read “No consent received”
3. In order to consent check below to receive electronic W-2 forms only.

The screenshot shows the 'W-2 Consent Form' page in PeopleSoft. The breadcrumb trail at the top reads: Favorites > Main Menu > Self Service > Payroll and Compensation > W-2 Consent. Below the breadcrumb is a header with 'PS9HRSC2' and 'WEB1'. The main title is 'W-2 Consent Form' followed by the user name 'John Smith'. A message says 'Submit or withdraw your consent to receive electronic W-2 forms.' Below this is a text box containing 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 the text box is a note: '*Only for New Orleans Employee's.' Underneath is a status indicator: 'Your Current Status No consent received.' There is a checked checkbox with the text 'Check here to indicate your consent to receive electronic W-2 forms.' At the bottom is a yellow 'Submit' button.

4. Click the Submit button.