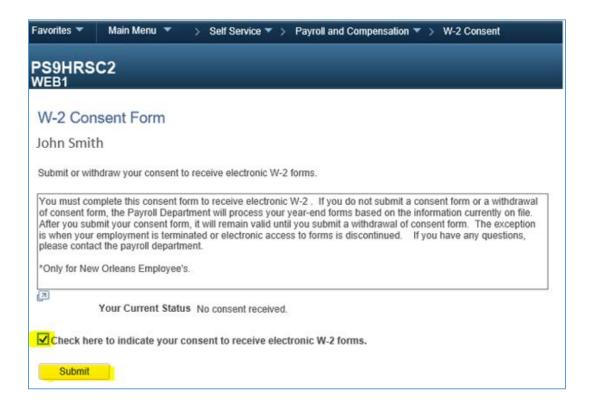


W-2 Employee Consent Process

- 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.



4. Click the Submit button.