

2012 W-2s available through Self Service if you Sign up before January 7th 2013!

If you are an employee who would like to have your 2012 W-2 forms delivered securely and conveniently online, simply sign up through Self Service by January 7, 2013. Registration for online W-2 delivery is easy – just follow the instructions below by January 4th. Once registered, you'll receive your W-2 online on January 14th and will have access to your W-2 whenever you need it.

Enroll through Self Service for online W-2 delivery

1. **GO TO: Global Human Resources (GHR).**
2. Enter your **Employee ID** and **Password** to get through Common Logon.
3. Click on “**Employee**” Icon.
4. Click on “**To Do**”.
5. Click on “**Pay And Benefits**”.
6. Click “**Access Electronic W2**”.
7. Enter your **Employee ID** and **Password** to get through Common Logon.
8. Click “**Authorize ElectronicW2s**”.
9. **Read** the Electronic W-2 Consent statement.
10. Click “**I Agree**” to indicate your consent.
11. Enter your **Primary and Secondary email addresses**.
12. Click **Save**.

When will your W-2 be available?

Your original W-2 will be posted on a secure page in Self Service on January 14th. Electronic W-2 forms are normally available before you would receive them in the mail. **You will receive an e-mail notification when your W-2 is available, along with instructions for retrieval.** You can consent to receive your W-2 online at any time; however, only consents entered online by January 7, 2013, will be guaranteed online availability for your 2012 W-2.

What if you decide you want a hard copy W-2?

If you sign up for online delivery, you will not receive a hard copy in the mail. If you file your tax returns in paper form, a printed copy of the electronic form will fulfill that requirement. However, if you do not elect to receive an online copy of your 2012 W-2 by January 7, 2013, a paper copy will be mailed to your address of record, postmarked by January 31, 2013. To verify and make changes to your address, go to [Self Service](#). Log in and choose Employee Self Service > Home Information > Home Address.

Already signed up? You don't have to do anything.

If you are an employee who has signed up to view your W-2 online through Self Service in the past and want to view it online this upcoming year, you don't have to do anything. You will receive an e-mail when your 2012 W-2 is posted on January 14, 2013.

If you have any questions, please contact Payment Services at 720-423-7960.