Office Memorandum

Date: January 11, 2019
To: Agency Payroll, HR, and Accounting Staff
From: Mary Muellner, Director, Statewide Payroll Services
Subject: Accessing W-2s in Self Service

W-2s are now available to view and print in Self Service!

Please remind employees about the advantages of accessing their W-2 electronically. This information is also posted for employees on the Announcements page of the Self Service website. Feel free to use that announcement dated January 11, 2019, Accessing W-2s in Self Service, as a template.

Employees who have not consented to receive their W-2 electronically, or have never accessed Self Service, can consent to receive their W-2 on line at any time. Once consent is provided, the employee will be able to access the W-2 form immediately. Employees who consent to receive their W-2 online now will not need to wait for the printing and mailing process to be completed.

Providing W-2s to employees electronically allows for significant savings in printing and mailing costs for the state. There are equally significant benefits for employees. The following are some of the advantages to W-2 forms accessed in Self Service:

- Employees can obtain new W-2 information several days prior to the date the paper W-2s are mailed.
- Employees can obtain historical W-2 form information.
- Employees can print W-2 forms.
- Employees can access W-2 form information from any PC connected to the Internet – at work, at home, or while traveling.
- Employees continue to have access to W-2 information after separating or retiring.
- W-2 forms will not be delayed or lost in the mail.

Current and former employees may consent to receive their W-2 electronically at any time by accessing Self Service and selecting Other Payroll and then View W-2 Forms. A pop-up box will appear allowing the employee to consent to receive the W-2 form electronically. Once consent is provided, the employee will be able to access the W-2 form immediately. If consent is given prior to the time W-2s are printed by the state, a W-2 will not be mailed.

Questions?
Agency Payroll, HR, or Accounting staff should contact Jennifer Goossen at 651-201-8072 or jennifer.goossen@state.mn.us if there are questions.

PLEASE SHARE THIS INFORMATION WITH APPROPRIATE AGENCY STAFF