

Office Memorandum

Date: January 17, 2020
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 17, 2020, [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.

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



DATE: January 17, 2020

SUBJECT: Accessing W-2s in Self Service

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

If you do not routinely access Self Service; or have never signed in, please access Self Service and consent to receive your W-2 online. If you originally declined to give consent for receiving your W-2 electronically – you can reconsider and give consent in order to be able to access your W-2 information immediately, rather than waiting for the printing and mailing process to be completed.

Current and former employees can consent to receive their W-2 electronically at any time by following the steps below:

1. Sign into Self Service, www.mn.gov/selfservice , using the same user ID and password that you use to access your paystub.
2. Select the Self Service tile.
3. On the Self Service Homepage, select **Other Payroll**.
4. On the Other Payroll page, select **W-2 Information**.
5. On the W-2 Information page, select **View W-2 Forms**.
6. A pop-up box will appear allowing you to consent to receive the W-2 form electronically.

Once consent is provided, you can access W-2 information immediately. If consent is given prior to the time W-2s are printed by the state, a W-2 will not be mailed.

The following are some advantages to W-2 forms accessed in Self Service:

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

Questions?

If you have questions about this information, please contact your Human Resources or Payroll office. You can obtain contact information from within Self Service: under **Need Assistance?**, select **Employee Contacts**.