



Memo

Date: December 14, 2023

To: Agency Payroll and Human Resources Staff

From: Mary Muellner, Director, Statewide Payroll Services

RE: Encourage Agency Employees to Receive W-2 Electronically

An announcement has been posted on the [Self Service Announcements page](#) reminding employees of the advantages of receiving their W-2 electronically. Agencies should encourage their employees to consent to receive their W-2 online. Providing W-2s to employees electronically offers significant benefits such as saving time on reprint requests and keeping personal information confidential.

Resources

- [W-2 Information](#) and [W-2 Reference](#) documents are available in SEMA4 Help.
- FIHU2457 report, designated agency staff should run the report and encourage employees to consent to receive their W-2 online.

FIHU2457, Employees with No W-2 Consent

This On-Demand report will identify employees who have not consented to receive their W-2 online. The report will identify employees who are in an active or paid leave status on the Primary Job and:

- Have not consented to receive their W-2 online.
- Waived their consent.
- Not answered W-2 consent question.

Questions?

Agency Payroll and Human Resources staff should contact Jennifer Goossen at 651-201-8072 or jennifer.goossen@state.mn.us.

PLEASE SHARE THIS INFORMATION WITH APPROPRIATE AGENCY STAFF