



Electronic W-2s

Employee Self Service

Great News! Employees can now receive their W-2s electronically via the PeopleSoft HCM Employee Self Service site by opting in **no later than 12/31**. Get your W-2 faster and ensure it isn't "lost in the mail." Once your consent is entered, it will be effective until changed.

All active employees are *required* to log into Employee Self Service (ESS) and update their personal information. Employees should ensure their contact information is updated, including email address, so they do not miss important Self Service notifications. An email address is not required to receive an electronic W-2, but it is required to receive important email notifications.

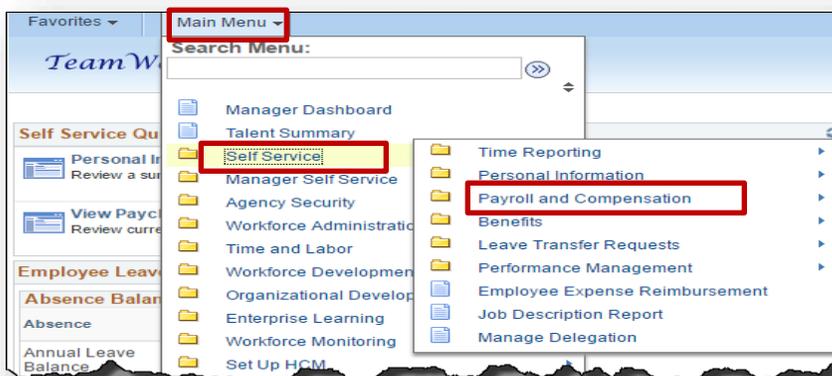
NOTE: There is a blackout period from January 1st until approximately mid-January while W-2s are prepared. No consents can be entered during this time. Check the TeamWorks Home page for notification when electronic W-2s are available.

How Do Employees Consent/Opt-In to receive an Electronic W-2?

1. Log in to TeamWorks HCM no later than December 31st by going to Team Georgia and selecting "Employee Self Service." (URL omitted for security purposes)



2. Select Main Menu in upper left corner.
3. Select Self Service in the drop-down menu.
4. Select Payroll and Compensation in the drop-down menu.



5. Then Select **W-2 Consent** in the drop-down menu to open the consent form. Your “Current Status” of the W-2 Electronic Consent is displayed as one of the following:
 - If “No consent received”, then click on the checkbox **to add a check** requesting electronic receipt of your W-2 Form and select “Submit.”
 - If “Consent received,” then no further action is required.

- If “Consent Withdrawn”, then click on the checkbox to indicate your consent to receive electronic W-2 forms and select “Submit”.
- If “Consent reset by employer”, then click on the checkbox **to add a check** requesting electronic receipt of your W-2 Form and select “Submit.”

Favorites ▾ Main Menu ▾ > Self Service ▾ > Payroll and Compensation ▾ > W-2 Consent

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

TeamWorks

New Window | Help | Personalize Page | [grid icon]

W-2 Consent Form

John William Smith

Submit or withdraw your consent to receive electronic W-2 forms.

I hereby acknowledge and agree that, by checking the box below, I consent to receive my Form W-2 electronically through TeamWorks HCM Employee Self Service (ESS). I acknowledge that this consent is valid for all subsequent years unless revoked by me, or upon termination of employment, or the service is no longer supported in a future given tax year. I acknowledge that I may withdraw my consent at any time by accessing ESS. I acknowledge that I have read and fully understand this consent. Employees that do not consent to receiving their Form W-2 electronically will be provided a paper copy by January 31st of each calendar year.

Your Current Status No consent received.

Check here to indicate your consent to receive electronic W-2 forms.

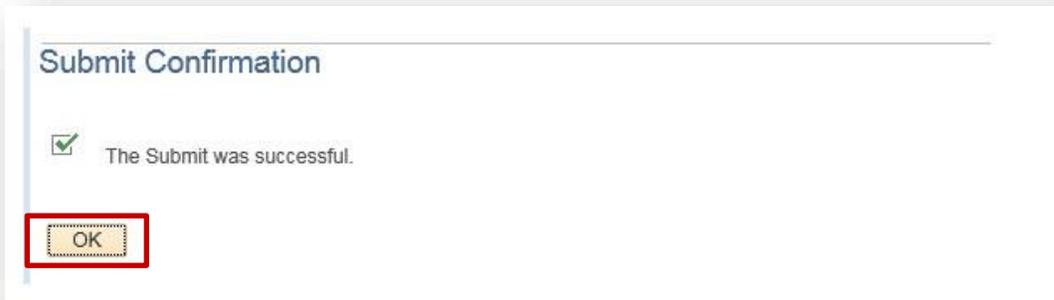
Submit

6. Re-enter your ESS password to verify your identity.
7. Select **Continue**.



You will receive confirmation of your successful submission.

8. Select OK to exit.



You will also receive a confirmation email when your consent form has been processed stating something similar to:

Your consent to receive Form W-2 electronically has been processed. Your consent is valid for all subsequent years unless revoked by you, or upon termination of employment, or the service is no longer supported in a future given tax year. You may withdraw your consent at any time, except during the

lockdown period, by returning to the consent page in TeamWorks HCM Employee Self Service and submitting a withdrawal of consent. The lockdown period begins January 1st and ends approximately mid-January when the annual W-2 reporting process is being run by the State Accounting Office.

How Do Employees Withdraw Consent/Opt-out of an electronic W-2?

An employee who chooses to receive his/her W-2 statement electronically may withdraw consent.

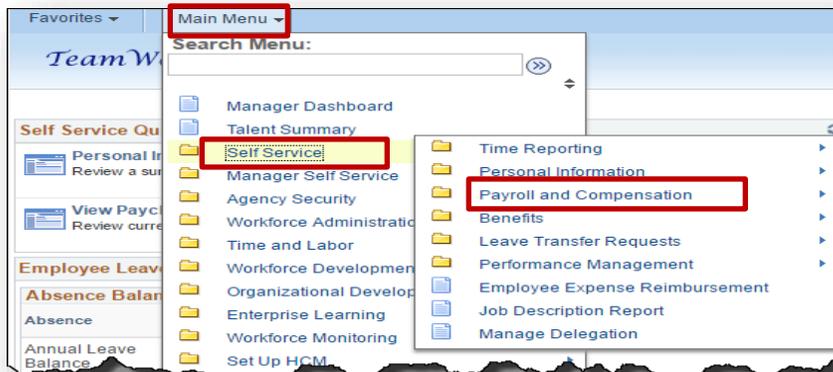
To withdraw your consent, you can log into Employee Self Service and select the W-2 withdrawal option. If consent is withdrawn, it will only be effective for W-2 statements not yet issued.

1. Log in to TeamWorks HCM no later than December 31st by going to Team Georgia and selecting “Employee Self Service.” (URL omitted for security purposes)



2. Select **Main Menu** in upper left corner.
3. Select **Self Service** in the drop-down menu.
4. Select **Payroll and Compensation** in the drop-down menu.

5. Then Select **W-2 Consent** in the drop-down menu to open the consent form.



Your “Current Status” of the W-2 Electronic Consent is displayed as one of the following:

- If “No consent” received,” then no further action is required.
- If “Consent received,” then click on the checkbox **to remove** the check that requests electronic receipt of your W-2 Form and select “Submit.”
- If “Consent Withdrawn”, then no further action is required.
- If “Consent reset by employer”, no further action is required.

Favorites ▾ Main Menu ▾ > Self Service ▾ > Payroll and Compensation ▾ > W-2 Consent

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John William Smith

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Your Current Status No consent received.

Check here to indicate your consent to receive electronic W-2 forms.

6. Re-enter your ESS password to verify your identity.
7. Select **Continue**.

[Help](#)

Verify Identity

To protect your privacy, verify your identity by typing your password. If you are not this user, click **Sign Out**.

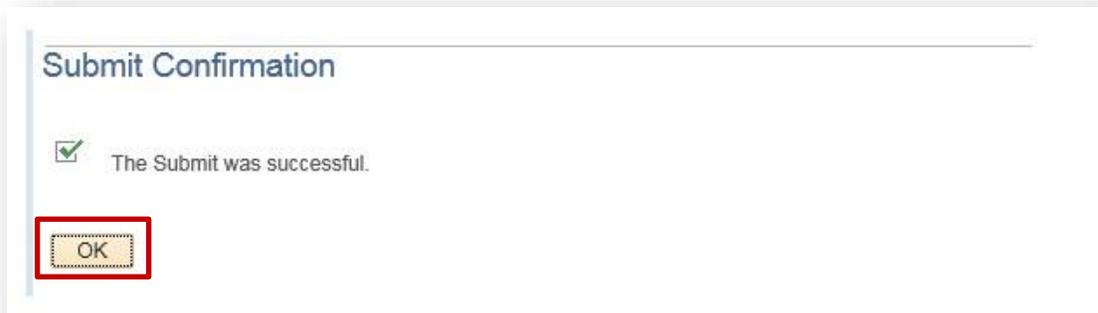
User ID: 01038

Password:

< >

You will receive confirmation of your successful submission.

8. Select **OK** to exit.



You will also receive a confirmation email when your consent form has been processed stating something similar to:

Your withdrawal to receive Form W-2 electronically has been processed. Your withdrawal is valid until you reauthorize consent again. You may consent at any time, except during the lockdown period, by returning to the consent page in TeamWorks HCM Employee Self Service and submitting your consent. The lockdown period begins January 1st and ends approximately mid-January when the annual W-2 reporting process is being run by the State Accounting Office.

OTHER W-2 ELECTRONIC NOTIFICATIONS:

Withdrawal Instructions Sample:

You have consented to receive electronic W-2 forms. If you prefer to receive paper W-2 forms, you must submit a withdrawal of consent form. After you submit the withdrawal of consent form, it is valid until you submit a new consent form.

Consent Confirmation Email Sample:

Your consent to receive Form W-2 electronically has been processed. Your consent is valid for all subsequent years unless revoked by you, or upon termination of employment, or the service is no longer supported in a future given tax year. You may withdraw your

consent at any time, except during the lockdown period, by returning to the consent page in TeamWorks HCM Employee Self Service and submitting a withdrawal of consent. The lockdown period is during the month of January when the annual W-2 reporting process is being run by the State Accounting Office.

Withdrawal Confirmation Email Sample:

Your withdrawal to receive Form W-2 electronically has been processed. Your withdrawal is valid until you reauthorize consent again. You may consent at any time, except during the lockdown period, by returning to the consent page in TeamWorks HCM Employee Self Service and submitting your consent. The lockdown period begins January 1st and ends approximately mid-January when the annual W-2 reporting process is being run by the State Accounting Office.

IMPORTANT!

- Active employees are required to log into Employee Self Service (ESS) and update their personal information. Please ensure you update your email so that you don't miss any of the W-2 related emails.
- An email address is not required for you to receive an electronic W-2 but it is required to receive W-2 email notifications.