

## DESK AID – Employee

### W-2 Reissue Request – Employee Self Service

#### Accessing Employee Self Service

1. Go to the **State Employee Service Center** home page: [www.kansas.gov/employee](http://www.kansas.gov/employee).
2. Click on the **Employee Self Service** hyperlink (located on the right side of the page).
3. Click on **Sign In** to Employee Self Service (located on the left side of the page).
4. Enter your **Employee ID** (don't forget to capitalize the first letter).  
*You can find your Employee ID number on a printed pay advice or timesheet. You can also contact your agency human resource office.*
5. Enter your **Password**.  
*If you forgot your password, click the "Forgot My Password" hyperlink and follow the prompts. If you still have difficulty signing in, contact the Employee Self Service help desk at 296-1900 (Topeka area) or 1-866-999-3001 (if outside Topeka).*
6. Click on the **Sign In** button.

#### Accessing "Request W-2 Reissue"

1. Select "Request W-2 Reissue" from the Main Menu (left side of the page).  
*Note that your name, Social Security Number, and address from your most current W-2 will default into the request page.*

#### Requesting a duplicate W-2

1. If the year needed is not displayed in the **\*W2 Request for year** box, click the magnifying glass next to the box and select the year needed.  
*Only reissues for the tax years in the drop down list are available to be requested using this process. ( The previous five years will be available.) Contact your Agency Payroll Office to request a duplicate for a year prior to those available here. No duplicates are available for years prior to 2002.*
2. Verify that the defaulted address is the correct address to which the duplicate should be sent. If not, change the incorrect address to the correct one.
3. Click on the **Submit** button.
4. If the address was corrected, a warning message will appear stating that the address has only been updated for the mailing of the reissued W-2. The address has not been updated in the payroll system. Click on the **OK** button.
5. The Submit Confirmation page indicates that the request has been submitted. Click on the **OK** button.
6. If more than one duplicate W-2 is needed, repeat steps 1-5.
7. When all reissues have been requested, click the **Sign out** link at the top right of the screen (in small white font).

#### Receiving duplicate W-2 after requesting through Employee Self Service

1. W-2 reissue requests are processed every Thursday afternoon and are normally mailed the same day.  
*During peak request weeks in tax season (January through April), W-2 reissue requests may be processed two or three times per week.*

## W-2 Reissue Request

John Smith

Social Security #: 555-55-5555

Complete the following information to request a reissue of your W-2 form.

### W2 Reissue Address. If incorrect, please correct here.

1234 Sunrise Lane  
Topeka KS 66605

### W-2 Reissue Request

\*W2 Request for year

2010

Only reissues for the tax years in the drop down list are available through this process. Contact your Agency Payroll Office to request a reissue for a prior year that is not listed.

Submit