******State of Kansas**

**Electronic W2 Consent**

***Statewide Human Resource and Payroll System***

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| **Date Created** | | 1/5/2022 |
| **Version** | | 1.0 |
| **System** | | Employee Self-Service |
| **Description** | | Completing these steps will allow you to receive your W2, electronically, through Employee Self-Service (ESS). Once consent has been completed, that consent will remain in effect until one of the following events have occurred:   * Consent is Withdrawn * Retirement * Termination of Employment * Death |
| **Navigation** | | [https//sharp.sok.ks.gov/sokhrprdess/signon.html](https/sharp.sok.ks.gov/sokhrprdess/signon.html) |
| **1.** | Enter your Employee ID and Password. Select Sign In.  If you do not remember your password, click on the Forgot Your Password? link. |  |
| **2.** | Select the W-2 Consent, Reissue, Forms tile.  (The tile will note the most recent year available.) |  |
| **3.** | Select the I consent to receive W-2 or W-2c forms electronically box  Select Submit  Enter your Employee ID as the User ID and enter your Password.  Continue |  |
| **4.** | W-2 will be delivered electronically. |  |
| **Additional Information** | | Consent can be withdrawn by following the process above. The statement in Step 3 will now show I withdraw my consent    Follow Steps 3 and 4 above to withdraw consent. |
|  | END OF PROCESS | |