

**State Employee DESK AID**  
**Viewing and Printing State W-2/W-2c Forms Employee Self Service**

When W-2 forms for the calendar year 2018 are available. These steps will help with accessing electronically through the State of Kansas Employee Self Service (ESS) Portal. This option allows employees to securely receive their W-2 electronically and save or print from your own computer.

Employees who have previously consented to receive the W-2 electronically (last year) will still be in effect for this year. Employees who would like to sign up for the electronic copy must log on to the **ESS** Portal and consent to receive this information electronically. This option indicates you will not receive a printed W-2 form. You can withdraw this option at any time. **Full instructions are below for assistance in using the ESS portal.**

Employees, who **do not** access the portal or do not consent to receiving the electronic W-2 form, **will receive a traditional paper form.** The forms are scheduled to be printed and mailed by January 31, 2019. As always, be sure to have .As e3(1 7en)l)09en 5a 723 03817(6nE/F3 9 Tf1 0 0 1 469.49691 Tm0.0

## **Accessing State of Kansas Employee Self-Service center**

Go to the **State Employee Service Center** home page:  
[https://sharp.sok.ks.gov/psp/sokhrprd\\_ess/?cmd=login](https://sharp.sok.ks.gov/psp/sokhrprd_ess/?cmd=login).

1. Enter your **State of Kansas Employee ID**

