

Employee Self-Service Training **Consenting to Electronic W-2**

Overview:

Understanding the Consenting to Electronic W-2 or W-2c Forms Process

By consenting to receive your W-2 or W-2c electronically, you will not receive this form by mail. Instead, the W-2 or W-2c forms will be accessible online via OMNI.

FLORIDA STATE UNIVERSITY - CONSENT TO RECEIVE FORM W-2 IN ELECTRONIC FORMAT IN LIEU OF PAPER FORM

As required by the Internal Revenue Service (IRS), Florida State University must provide all employees a Form W-2 Wage and Tax Statement each calendar year to be used by the employee in completing their annual tax returns. The Form W-2 details the employee's compensation and tax withholding amounts for the year. The Internal Revenue Service (IRS) allows the use and distribution of Form W-2 Wage and Tax Statements in electronic format in lieu of paper forms only with the consent of the employee. To receive all future Form W-2 Wage and Tax Statements only in electronic format, please read this entire Notice and provide your consent by clicking the Consent box, "Check here to indicate your consent to receive electronic W-2 and W-2c forms," and click the "SUBMIT" button.

Disclosure Notices:

An employee who consents to receiving his/her Form W-2 online will not receive a paper copy of the W-2 from Payroll Services. An employee can access and print his/her Form W-2 using any computer with internet access. The employee will need to have Adobe Reader installed on his/her computer to view their W-2 information. If the employee does not have this software, it can be downloaded and installed free of charge. The link to download Adobe Reader is: <http://www.adobe.com/products/acrobat/readstep2.html>. If an employee does not consent, a paper copy of the Form W-2 will be provided to the employee on or before January 31st of each year.

Copies of Form W-2 statements issued for years prior to 2008 will continue to be available only in paper form. Request for a paper copy does not withdraw the employee's consent for electronic delivery of future Form W-2 statements.

A terminated employee will have access to his/her Form W-2 online through May 1st of the year following his/her termination date. If a copy of Form W-2 is needed after this date, employee must submit a written request to Payroll Services and a paper copy of said form will be provided to the employee. An employee may continue to update his/her mailing address as needed through the OMNI Employee Central Portal Page. By checking the Consent box, "Check here to indicate your consent to receive electronic W2 and W-2c forms," I acknowledge that I understand the above information and hereby consent to receive all future Form W-2 statements only in electronic format via the OMNI Employee Central Portal Page.

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An employee who chooses to receive his/her Form W-2 online can withdraw consent to online delivery. An employee may withdraw consent by selecting the box "Check here to withdraw your consent to receive electronic W-2 and W-2c forms," and clicking the SUBMIT button. The withdrawal of consent will be effective on the date entered. If consent is withdrawn, it will only be effective for those Form W-2 statements not yet issued. Once the employee enters the withdrawal of consent into the OMNI system, an email confirmation will be sent to the employee.

Consent may also be withdrawn by providing written notice to the following: Florida State University, Payroll Services, 282 Champions Way, UCA-5600, Tallahassee, FL 32306. Written notice of withdrawal will be effective within three business days of receipt. Payroll Services will not accept email notification as a valid withdrawal request. Any changes in Payroll Services' contact information will be made available to employees via the OMNI Employee Central Portal Page by updating the W-2 consent instructions.

Procedure

Scenario:

In this topic, you will learn the steps to consenting to receive your W-2 or W-2c electronically.


Key Information:

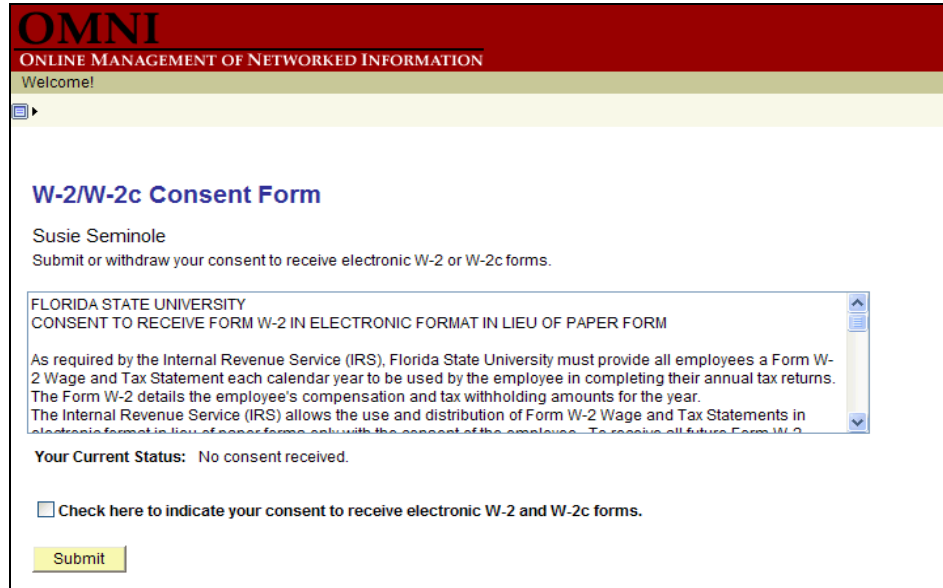
OMNI password

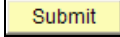
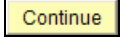
The screenshot displays the OMNI portal interface. At the top, it says "OMNI ONLINE MANAGEMENT OF NETWORKED INFORMATION" and "FLORIDA STATE UNIVERSITY". The main content area is divided into several sections:

- Employee Central:** A large section on the left with a tree view containing:
 - Financials:** Links to employee functions within the financials system, Expense Reports, Travel Authorizations.
 - HR / Payroll:** Access Human Resources and Payroll functions, Benefits Summary, Compensation History, Direct Deposit, Job Opening Search/Application, View Paycheck, Personal Information Summary, Email Addresses, Home and Mailing Address, Timesheet, W-4 Information, W-2 Release Request, W-2/W-2c Consent, Certify Effort.
 - Resources and Applications:** Links to supporting materials including departmental websites, reporting functions, applications and helpdesk resources. Sub-sections include Job Aids, Budget Office, Controller, Human Resource, FSU Help Desk, Purchasing, and Travel.
- e-ORR - Online Role Requests:** Actions: Submit Online Role Request, Approve Online Role Request; Job Aids: Submit Role Request Job Aid, Approve Role Request Job Aid.
- OMNI FINANCIALS 9.0:** Financials 9.0, Access OMNI Financials 9.0.
- OMNI HR 9.0:** Human Resources 9.0, Access OMNI Human Resources 9.0.
- FSU Budget Crisis Committee:** Important! In response to on-going state fiscal problems, the President recently formed the Budget Crisis Committee. The Committee will review, analyze and discuss the financial challenges facing the university and develop appropriate recommendations for consideration by the President and the University Board of Trustees. The Committee will meet regularly and, to every extent possible, will try to keep the university community apprised of its deliberations. Materials developed for and used by the Committee will be placed in a Blackboard Organization and can be accessed at <http://blackboard.fsu.edu/budget>. In addition to such Materials, the site also offers a way to provide suggestions and feedback to Committee members.
- OMNI e-Market:** OMNI e-Market, OMNI online shopping.
- OBI Reporting:** Interactive Dashboards, OBI Reporting, OMNI related reporting and dashboards.
- FSU Help Desk:** FSU Help Desk, FSU's Technology Services Help Desk. Research help topics or submit an online help request.
- Business Objects XI:** Business Objects XI, Use this reporting tool to reach Business Objects reports.

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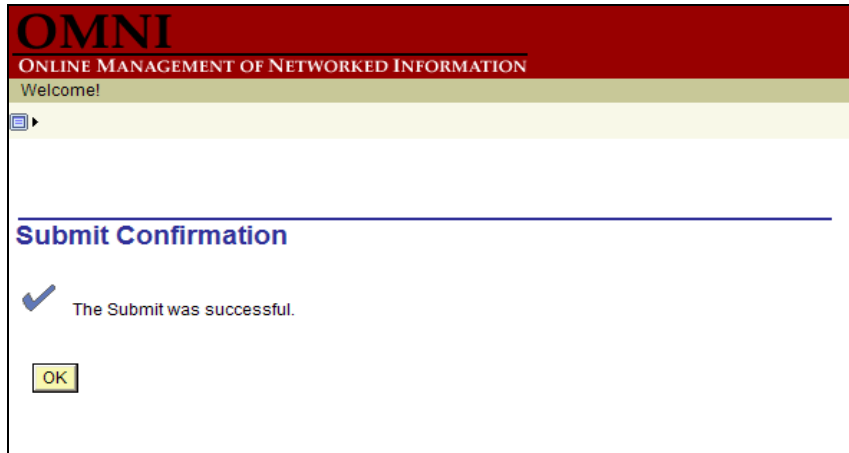
Step	Action
1.	Click the W-2/W-2c Consent link. 




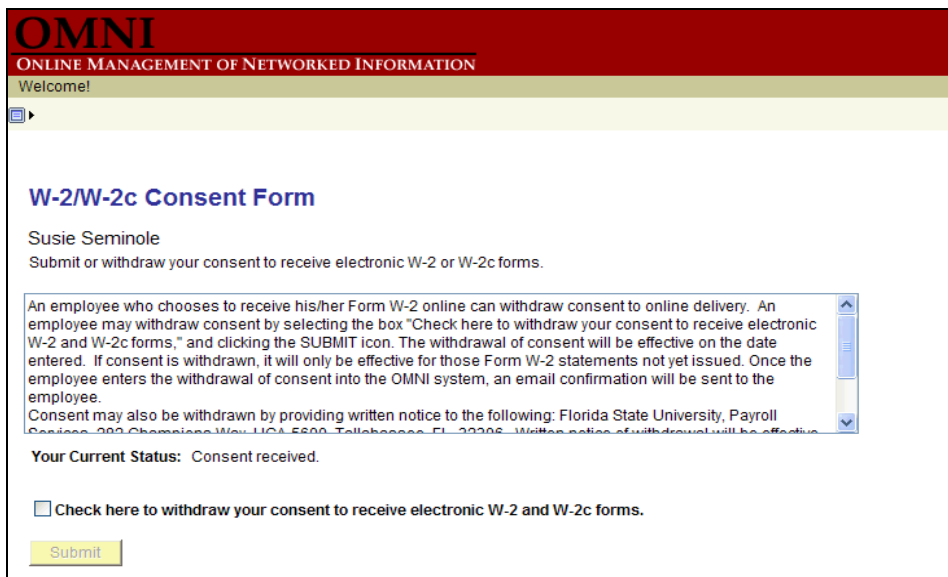
Step	Action
2.	Scroll through and read the above statement carefully. To consent to receive electronic W-2 and W-2c forms, click the Check here option. <input type="checkbox"/>
3.	Click the Submit button. 
4.	Enter your OMNI password to verify your identity. Then, click the Continue button. 

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Step	Action
5.	Click the OK button. 



Step	Action
6.	You have successfully consented to receive your W-2 or W-2c electronically.
7.	Congratulations! You have completed this topic. For information regarding how to view your W-2 electronically, review the "Viewing Electronic W-2" tutorial. End of Procedure.

