

Go Paperless with W-2s!

WHY?

- Easy Access-it is now easier than ever with our new employee user interface! And app!
- Less Administrative Work-no hassle of distributing the forms
- Save Paper & Save on Postage/Shipping Fees
- Secure: No paper floating around

HOW: An employee consents when they initially log in to their Employee Self-Service Portal. Each employee must consent, but the setting saves for future years. This also applies to 1099 & ACA Forms! Terminated employees automatically receive paper W-2s.

What do I need to do? *If you have Employee Self Service but you are unsure of whether you currently have this feature activated for your employees, navigate to Reporting>Client Reports>Electronic Tax Form Delivery Status.* If the date field is empty for all employees, this means you are not offering this service, or no employees have opted out of receiving paper copies. **If the feature is turned on, this report will show which employees opted in for electronic delivery. Please note: Employees MUST accept before the last payroll of the year is processed.**

TIP: To view which electronic elections your employees accepted, navigate to **Employee Admin Tools > Employee Analytics > Electronic Elections.**

Electronic Elections

Expand All Groups Collapse All Groups Clear Grouping/Filters							
Drag a column header here to group by that column							
Legal Name	Employee Name	Employee ID	Electronic Consent			Year End Delivery	
			Consent Status	Consent Date	Consent Withdrawn	Delivery Status	Consent Date
Acme Corporation	Michael Able	9897	Active	4/20/2018		Active	4/15/2021
Acme Corporation	Nicole Acme	10581	Active	1/28/2022		Active	1/28/2022
Acme LTD	Andrew Adams	9002				Never Consented	

How do I communicate this to employees?

To ensure a smooth year-end season, let your employees know about this excellent feature ahead of time. To help inform your staff, we created a Quick Employee Guide. We know employees use both our CLASSIC Employee Self-Service and our Adaptive Employee Experience/App so we created 2 separate guides. Feel free to share both with your employees.

Adaptive Employee Experience/App: [Electronic Employee Year-End Forms Guide](#)

CLASSIC Self-Service: [Electronic Employee Year-End Forms Guide](#)