

Common Action Memo

CAM-TX001

October 18, 2022



Subject: Submitting Consent To Receive An Electronic W-2 Form

Introduction

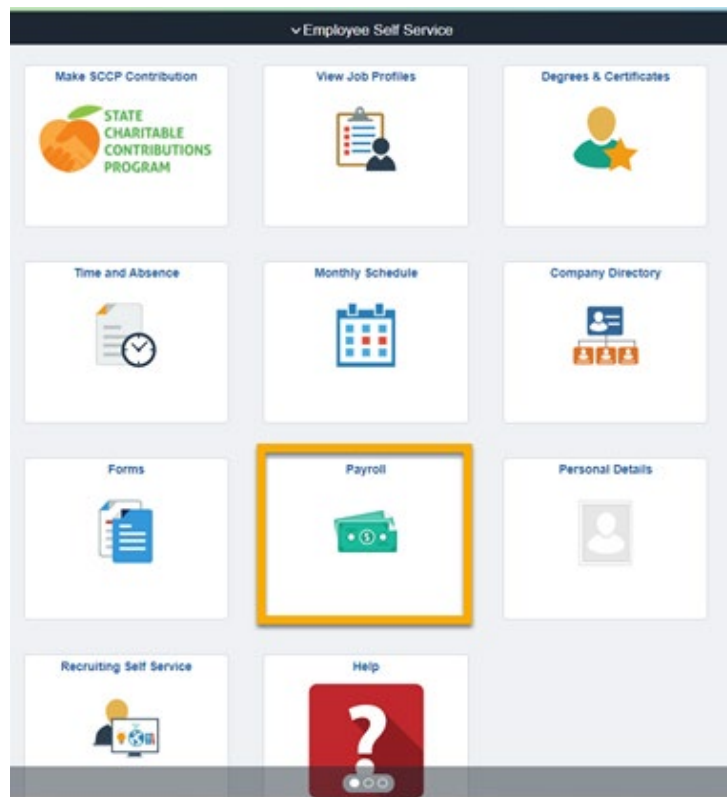
This common action memo describes the steps necessary to submit the consent form which allows you to receive an electronic W-2 by December 31st, to help with your end of year tax preparations.

Please note that if you do **not** consent to receive an electronic W-2 form, your W-2 form will be sent to your home address. To confirm your address in OneUSG Connect is correct, please refer to the job aid - Changing My Address (ESS Job Aid)

Once your employment ends with the institution, you will no longer be able to access OneUSG Connect to retrieve tax documents. Contact oneusgsupport@usg.edu for assistance.

Instructions

1. Log into **OneUSG Connect**.
Navigation: Employee Self Service > Payroll > Taxes
2. Click the **Payroll** tile.
Note: Employee Self Service tile options may vary depending on your employee type.



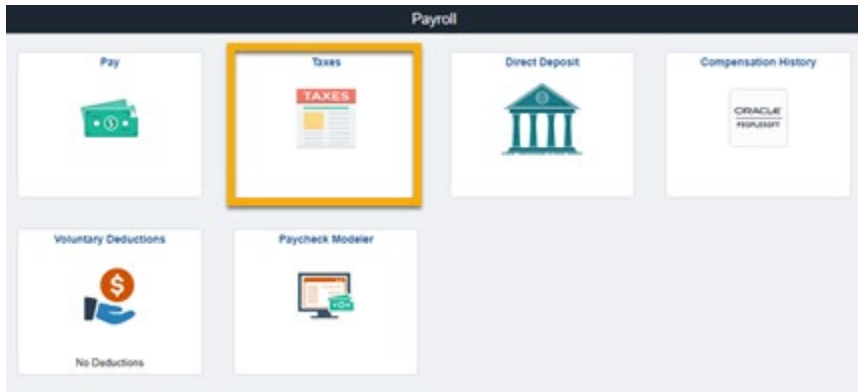
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3. Click **Taxes** from the **Payroll** Dashboard.

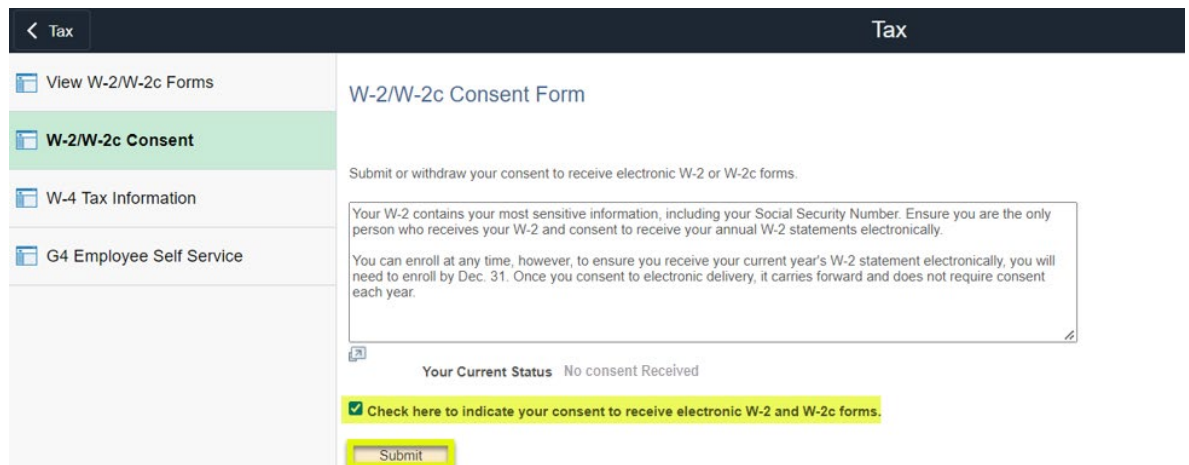


4. Click **W-2 / W-2c Consent** from the menu items.



5. On the **W-2 / W-2c Consent Form** panel:

- a. Check the checkbox to consent to receive your W-2 / W-2c electronically.
- b. Click **Submit**.



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c. Click **OK**.

A screenshot of a web application interface. At the top, there is a dark blue header with a back arrow and the word 'Tax' on the left, and 'Tax' on the right. Below the header is a sidebar menu with four items: 'View W-2/W-2c Forms', 'W-2/W-2c Consent' (highlighted in green), 'W-4 Tax Information', and 'G4 Employee Self Service'. The main content area is titled 'Submit Confirmation' and contains a green checkmark icon followed by the text 'The Submit was successful.' At the bottom of the main content area, there is a yellow 'OK' button.

d. **Your Current Status** is now **Consent received**.

A screenshot of a web application interface. At the top, there is a dark blue header with a back arrow and the word 'Tax' on the left, and 'Tax' on the right. Below the header is a sidebar menu with four items: 'View W-2/W-2c Forms', 'W-2/W-2c Consent' (highlighted in green), 'W-4 Tax Information', and 'G4 Employee Self Service'. The main content area is titled 'W-2/W-2c Consent Form' and contains the text 'Submit or withdraw your consent to receive electronic W-2 or W-2c forms.' Below this text is a large empty rectangular box. At the bottom of the main content area, there is a yellow box containing the text 'Your Current Status Consent received.' Below this box is a checkbox labeled 'Check here to withdraw your consent to receive electronic W-2 and W-2c forms.' and a 'Submit' button.

e. You will receive an email confirming this change.