

MEMORANDUM

To: The University Community
From: Office of Human Resources
Date: December 10, 2018
Re: Electronic Delivery of 2018 W-2 and Address Update

You may go into your ESS account to select receiving an electronic copy of your W-2 for 2018. If you signed up for an electronic W-2 previously, you do not need to sign up again. You will continue to receive an electronic W-2 until your consent is withdrawn. If you do not choose to receive an electronic W-2, **please make sure that your address is correct in your ESS account.** If not correct, Faculty/Staff will need to visit the Human Resources office to make changes to their address. Students will need to stop by the Payroll office to make address changes. All address changes must be made by **January 4, 2019** to be incorporated in the W-2s.

You must provide your consent to receive your W-2 in electronic format in lieu of paper format. A consent form will display before you are allowed to select your option. If you wish to attain your 2018 W-2 statement only in electronic format, please follow the directions below. At any time **through December 31, 2018** you may change your mind and withdraw consent to online delivery using the ESS system. Any withdraw after that time will need to be made in writing to the payroll office. An employee's withdrawal of consent will be effective on the date received. If consent is withdrawn, it will only be effective for those W-2 statements not yet issued.

Please note that if you consent to receive your W-2 electronically, you will not receive a paper copy of your W-2. If you do not consent to electronic delivery you will only receive your W-2 in the mail and will not be able to access it electronically.

To enroll in electronic delivery, or to change your election through 12/31/2018 follow the steps below:

1. Access ESS via Millersville Home Page under Faculty & Staff Logins>Click ESS>on next page scroll down to bottom and Click LOGIN>Enter your full email as the user name and Password>Click Enter Portal
2. Open the Employee Self-Service tab>Open the "Payroll" tab>Scroll down to "Update W-2 Election"
3. Once in the application, choose the appropriate button to enroll in electronic delivery. Your current election is displayed directly above the button choices.

4. If you elected to receive an electronic W-2, once the W-2s are run in the system (January, 2019) you will see a link in ESS under the payroll tab which will say Display W-2 Form. For added security, this year you will be required to enter your Social Security Number in order to view your W-2. Enter your SSN without hyphens > Click “OK”.

In the next screen, choose the line for the appropriate year and then the button to Display. Your W-2 form will appear below.

An added plus to electronic W-2 is that the Millersville Payroll Office can access your electronic W-2 if you need help printing it or a copy later down the road. The paper W-2 come from Harrisburg and has to be ordered from them. Millersville Payroll does not have access to your paper record.

If you have any questions, please contact HR Payroll Office at ext. 4275 or the HR Main office at ext. 4950.