

# ELECTION FOR ONLINE W-2 SERVICE



## QUICK REFERENCE CARD

One of the features in SCEIS Central is the ability to view and print your W-2s online. You can elect to receive your original W-2 exclusively online through SCEIS Central or continue to receive a paper copy using the My Online Selections tile. Changing your election is also outlined in this Quick Reference Card.

## PROCESS

During the election period, you will need to choose whether you would like to receive your W-2 exclusively online through SCEIS Central, or continue to receive a paper W-2.

[Please read the frequently asked questions below regarding election for online W-2s.](#)

### **Q: What does it mean if I select the “Online” option?**

A: You elect to *exclusively* receive an online W-2 through SCEIS Central in January of each year. You will no longer receive a printed W-2 form. In other words, you are opting out of receiving a paper W-2. You will receive your form faster than the paper only option.

### **Q: What does it mean if I select the “On Paper” option?**

A: You will receive a printed version of your original W-2 in January of each year. You will also be able to view the online version of your W-2 through SCEIS Central at the beginning March of each year.

### **Q: What happens if I do not make an election?**

A: If you do not make an election, you will receive a printed original W-2 in January of each year.

### **Q: Can I change my election?**

A: Yes, if needed, you can change your election each year during the election period (February 1 through December 31). If you do not wish to change your election, it will remain the same as the previous year.

### **Q: If I transfer to a different state agency, is my previous W-2 election still the same?**

A: Yes, if you transfer to a different state agency that uses SCEIS, your W-2 election will remain the same as the previous year.

### **Q: Can my agency’s human resources or payroll department enter my election for me in SCEIS?**

A: No. Your agency’s human resources or payroll department can view your election in SCEIS (Infotype 3228), but cannot make an election for you, or change your election.

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### PROCESS

#### **Make Your Election**

1. In SCEIS Central, under the Employee Self-Service section, click the **My Online Selections** tile.
2. Click the **Create** button.

My Online  
Selections  
Manage My Online S...



Create

(100 )

PROGRAM MANAGER I



Organizational Unit:

Cost Center:

#### Online W-2 Selection



No records found

3. **Read the consent information** in the yellow box on the screen.

[My Online Selections](#) /

#### New Online W-2 Selection

IRS regulations require the State to receive consent before an employee may receive his/her W-2 and W-2c (the "forms") exclusively in an electronic format through SCEIS Central. By selecting to receive your W-2 as "online", you are agreeing to receive the forms electronically and format giving online consent. This election will be in effect for all future years unless consent is withdrawn. If you do not choose to give online consent you will continue to receive paper forms.

You can withdraw your consent by selecting paper below at any time during the election period of February 1st - December 31st for each upcoming calendar year-end. If consent is withdrawn it would be effective immediately for the current reporting year, and it will not apply to any forms issued in prior years. Please note that termination in employment will automatically default to paper forms regardless of previous consent. If you must obtain a paper copy of the forms and/or experience any issues with reprints, please contact your agency payroll office for assistance. Such a request will not be considered a change of consent. Consent status can always be confirmed by reviewing the screen or confirmed by

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### PROCESS

4. On the Receive W-2 line, click the **On Paper** button to receive a paper W-2.
5. Or, on the Receive W-2 line, click the **Online** button to receive an online W-2 through SCEIS Central. You will no longer receive a printed W-2 form.
6. Click the **Save** button in the bottom right corner of the screen. Click **Cancel** to return to the previous screen.

Tax Company: Valid for all tax companies

Receive W-2: **On Paper** **Online**

Validity Period: 01/01/2022 - 12/31/9999

Election Period: 02/01/2022 - 12/31/2022

**Save** Cancel

7. You will receive a **"Record saved"** message at the bottom of the screen.
8. Your election choice is now displayed.

(100) Create

PROGRAM MANAGER I

Organizational Unit: [redacted]  
Cost Center: [redacted]  
Manager Name: [redacted]

Online W-2 Selection

Valid from 01/01/2022 Edit

Valid for all tax companies Election Open

Receive Online

**Record saved**

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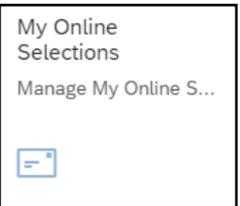
## QUICK REFERENCE CARD

### PROCESS

#### **Change Your Election**

Each year, you can change your election at any time during the election period. If you do not wish to change your election, it will remain the same as the previous year.

1. In SCEIS Central, under the Employee Self-Service section, click the **My Online Selections** tile.
2. In the My Online Selections tile, your current selection displays. If it's within the election period, you will see "Election Open" to the right of your current election.
3. To change your election, click the **Edit** button.



4. **Read the consent information** in the yellow box on the screen.

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### PROCESS

5. On the Receive W-2 line, click the **On Paper** button to receive a paper W-2.
6. Or, on the Receive W-2 line, click the **Online** button to receive an online W-2 through SCEIS Central.
7. Click the **Save** button in the bottom right corner of the screen. Click **Cancel** to return to the previous screen.

The screenshot shows a form for selecting W-2 service. At the top, there is a dropdown menu for 'Tax Company' with the value 'Valid for all tax companies'. Below this is the 'Receive W-2:' section with two buttons: 'On Paper' and 'Online', both highlighted with red boxes. The 'Validity Period' is '01/01/2022 - 12/31/9999' and the 'Election Period' is '02/01/2022 - 12/31/2022'. At the bottom right, there are 'Save' and 'Cancel' buttons, with the 'Save' button highlighted by a red box.

8. You will receive a **"Record saved"** message at the bottom of the screen.
9. Your updated election choice is now displayed.

The screenshot shows a user profile for 'PROGRAM MANAGER I' with a 'Create' button. Below the profile, there are fields for 'Organizational Unit', 'Cost Center', and 'Manager Name'. The 'Online W-2 Selection' section shows 'Valid from 01/01/2022' with an 'Edit' link. The selection is 'Valid for all tax companies' and 'Receive on Paper'. The 'Election Open' status is shown in green. At the bottom, a dark grey button displays 'Record saved'.

If you have difficulty using this procedure, contact the SCEIS help desk at 803-896-0001 then select option #2. **Note: SCEIS Central may appear differently than above depending on the browser and device you are using.**