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Office of Comptroller General

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MEMORANDUM

TO: Human Resource and Payroll Directors

FROM: Ronnie Head, CPA 
Senior Assistant Comptroller General

SUBJECT: Consent for Electronic Form W-2

DATE: May 25, 2022

Effective June 1st, state employees will have the option to receive their **original** form W-2 electronically and discontinue receiving this form in paper format. To take advantage of this opportunity, employees must **first provide consent**. Some benefits of providing consent include:

- Original online forms will be available before the paper forms. Printing and distribution time is eliminated.
- Online forms will be accessible 24/7
- Cost savings to your agency with less distribution time, fewer forms to mail, and less reissue requests.

Employees who elect to provide consent

Employees provide consent within SCEIS Central. The initial consent enrollment period will be from June 1st through December 31st of this year. Going forward, the period will be from February through December of each year. Employees will not have access to maintain their election during the month of January. Employee electronic consent is saved on infotype 3228 and is for **display purposes only**.

During January 2023, we will provide notification through various communication channels to advise the 2022 W-2 forms are available online. This communication will be provided:

- within SCEIS Central
- to agency human resources and payroll personnel
- to individual employees using their email address on file within SCEIS Central

Therefore, it is vitally important that employees review their email address on file within SCEIS Central to ensure it is correct when providing consent. If an error is found, please encourage your agency employees to work with their human resources and payroll team members to correct.

Consent will remain active until withdrawn by the employee. A terminated employee will default to a paper version of the W-2 form since withdrawn employees do not have SCEIS Central access. In either case, employees will then receive a paper form. Therefore, *as always*, we strongly encourage you to timely record any termination actions. This is especially important at calendar year-end.

Employees who do not provide consent

Employees who do not provide consent will continue to receive an original paper form W-2 by January 31st of each year. Electronic copies will also be available to these employees within SCEIS Central, **but access will not be available until March 1 of each year.**

Next Steps

SCEIS will implement this enrollment change opportunity over this weekend (May 28th). This will create a display change to SCEIS Central. The location for giving consent to online only W-2s will be added to the portal as a new tile entitled "My Online Selections." This change will also consolidate the W-2 forms, leave statements and pay statements into one new tile called "My Forms."

Attached you will find quick reference cards and a communication to share with all agency employees. Whether you send it as an email or place it in a high traffic employee area, we encourage you to help spread the news of this new significant development in W-2 reporting for the State. As always, please let our team know if you have any questions.