



Electronic W-2 Frequently Asked Questions

1. *How do I sign up for Electronic W-2?*

- Log on to [Sharklink](#) or [Webstar](#).
 - Please contact the help desk (ext. 2HELP) if you do not know your user name and password or if you have any technical issues.
- Select: **Employee** (Benefits & Deductions, Pay Information, Leave Balances...)
- Select: **Tax Forms**
- Select: **Electronic W-2 Consent Form**
- Review: **Electronic W-2 Consent Disclosure**
- Check: **Consent to receive W-2 Electronically** box, by selecting the **My Choice** box.

Selection Criteria


	My Choice
Consent to receive W-2 electronically:	<input checked="" type="checkbox"/>

- Click Submit

2. *What is the deadline for signing up for Electronic W-2?*

The deadline for signing up for Electronic W-2 is January 15.

3. *If I sign up, how will I get my W-2?*

- An email will be sent out in early January with the subject line “**IMPORTANT TAX RETURN DOCUMENT AVAILABLE**”
- Once you receive this email you may log on to [Sharklink](#) or [Webstar](#).
 - Please contact the help desk (ext. 2HELP) if you do not know your user name and password or if you have any technical issues.
- Select: **Employee** (Benefits & Deductions, Pay Information, Leave Balances...)
- Select: **Tax Forms**
- Select: **W-2 Year End Earnings Statement**
- Select **View and/or Print W-2** on the bottom of the page.
 - [\[View and/or Print W-2 | Return to Tax Menu \]](#)
- Select: **Tax Year** choose the year you would like to view
- Click: **Display**
- Click:  button at the bottom of the page to display the printable W2
- Once the W2 is displayed, use the **File** menu of your browser and select **Print Preview**.
- Check if the entire W2 is displayed; with some browsers/printers, the right side may not display.

- If the entire W2 is not displayed, adjust the margins.
- You may also **choose to print the document in landscape** as opposed to portrait.
- Select: **Go Back**
- Select: **Notice to Employees** --you will be redirected to the Payroll Department website.
 - **NOTE:** You must print the **Notice to Employee** statement. This statement is normally found on the back of your W-2. The IRS requires this information be provided to all employees.

4. *Once I agree to receive my W-2 electronically do I have to sign up every year?*

- No. Once you consent to receive your W2 electronically, you will continue to receive it electronically until you revoke consent or your employment is terminated.

5. *What do I do if I do not want to receive it electronically after I gave consent?*

You may revoke consent by unchecking the consent box.

- Log on to [Sharklink](#) or [Webstar](#).
 - Please contact the help desk (ext. 2HELP) if you do not know your user name and password or if you have any technical issues.
- Select: **Employee** (Benefits & Deductions, Pay Information, Leave Balances...)
- Select: **Tax Forms**
- Select: **Electronic W-2 Consent Form**
- Review: **Electronic W-2 Consent**
- Check: **Change consent to receive W-2 Electronically box, by unselecting the My Choice box.**

Selection Criteria

My Choice	Consent to receive W-2 electronically:	<input type="checkbox"/>
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- Click Submit

6. *I expect to also receive a 1042S form (for non-resident aliens only). Will my 1042S form be sent electronically as well?*

No, at this time 1042S are not available electronically. The 1042S will continue to be sent to the HR address on file via USPS no later than March 15th. You must verify your mailing address and contact numbers.

7. *I am having trouble printing my W-2 form. Part of the form is missing.*

- You may have to check your web browser settings.
- Click the **Print** button at the bottom of this page
- Once the W2 is displayed, use the **File** menu of your browser and select **Print Preview**. Check if the entire W2 is displayed; frequently the right side is cut off. Adjust margins as necessary.
- Print the W2.
- If you continue to have printing or technical difficulties, please contact the Helpdesk for technical assistance at ext. 2HELP (24357).