



# State of Kansas Electronic W2 Consent

Statewide Human Resource and Payroll System

<b>Date Created</b>	1/5/2022
<b>Version</b>	1.0
<b>System</b>	Employee Self-Service
<b>Description</b>	<p>Completing these steps will allow you to receive your W2, electronically, through Employee Self-Service (ESS). Once consent has been completed, that consent will remain in effect until one of the following events have occurred:</p> <ul style="list-style-type: none"> <li>• Consent is Withdrawn</li> <li>• Retirement</li> <li>• Termination of Employment</li> <li>• Death</li> </ul>

<b>Navigation</b>	<a href="https://sharp.sok.ks.gov/sokhrprdess/signon.html">https://sharp.sok.ks.gov/sokhrprdess/signon.html</a>
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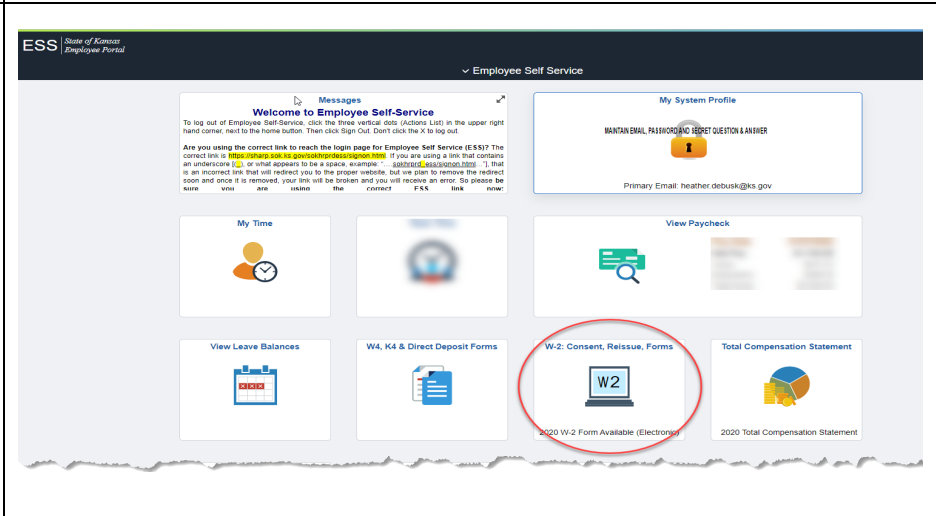
**1.** Enter your Employee ID and Password. Select Sign In.

If you do not remember your password, click on the Forgot Your Password? link.



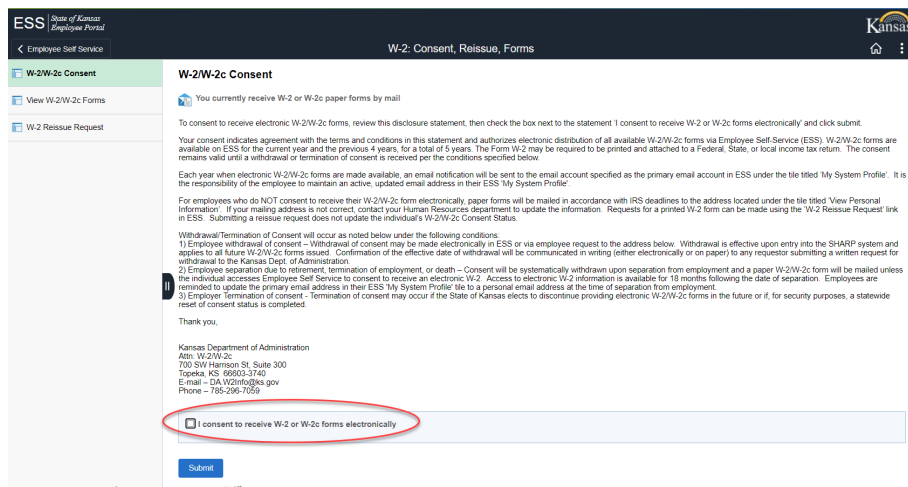
**2.** Select the W-2 Consent, Reissue, Forms tile.

(The tile will note the most recent year available.)

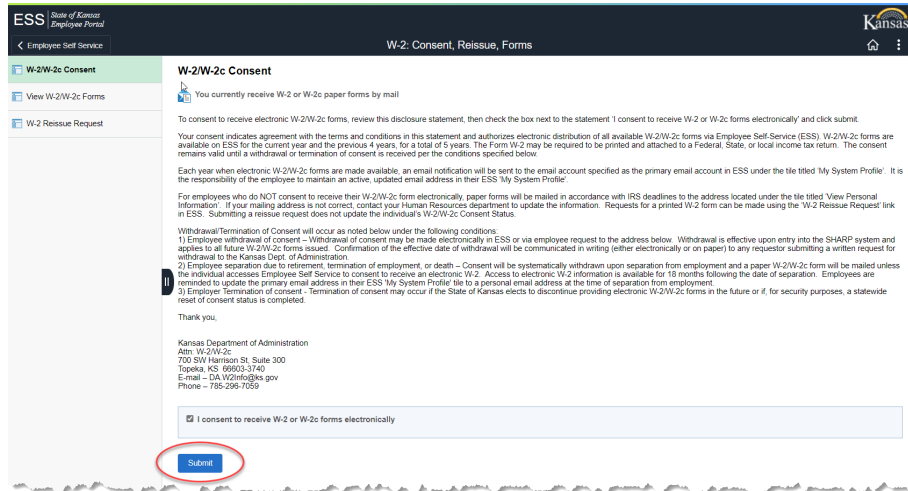


3.

Select the I consent to receive W-2 or W-2c forms electronically box

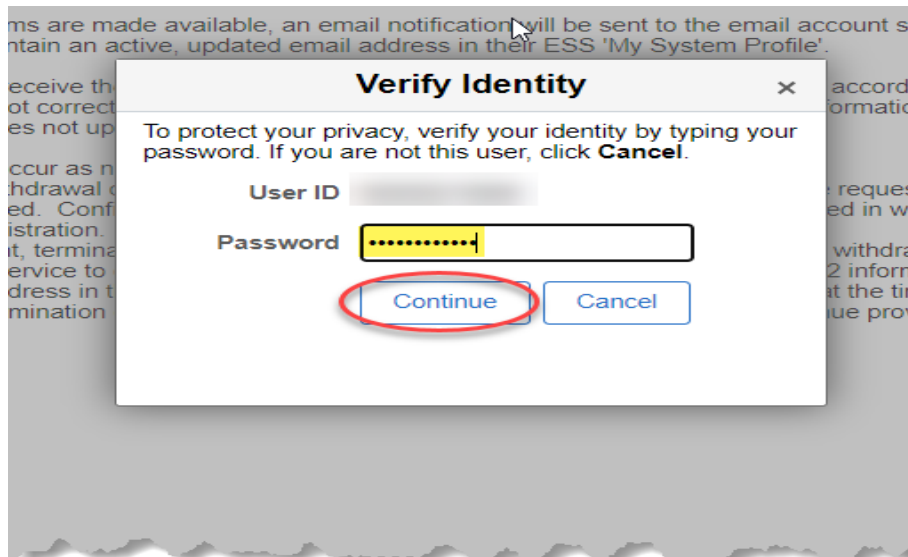


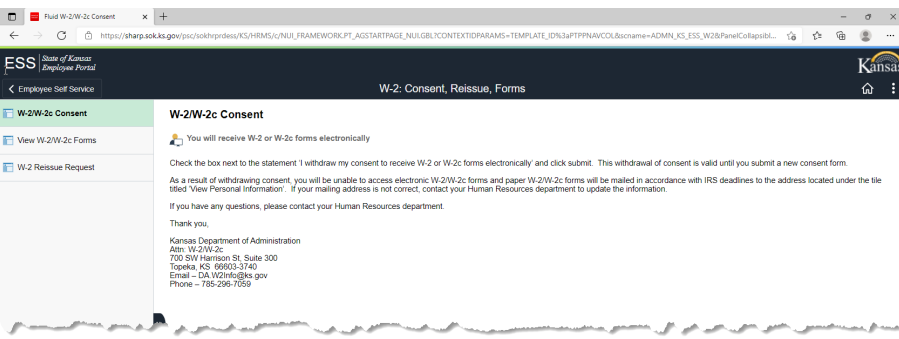
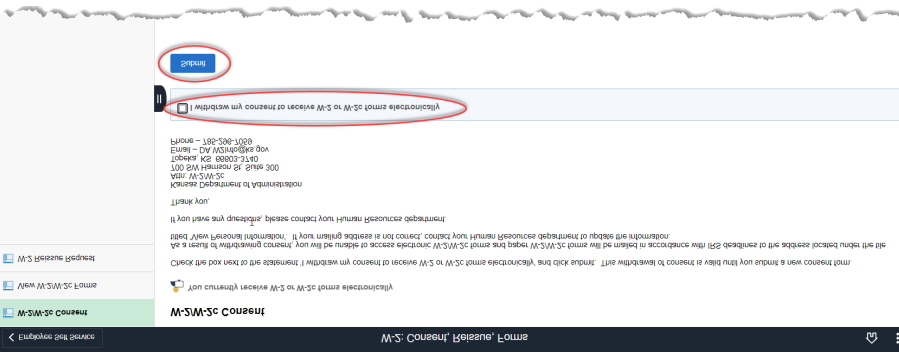
Select Submit



Enter your Employee ID as the User ID and enter your Password.

Continue



<p><b>4.</b></p>	<p>W-2 will be delivered electronically.</p>	
<p><b>Additional Information</b></p>	<p>Consent can be withdrawn by following the process above. The statement in Step 3 will now show I withdraw my consent</p>	 <p>Follow Steps 3 and 4 above to withdraw consent.</p>
<p><b>END OF PROCESS</b></p>		