



State of Kansas Viewing Electronic W-2 Statewide Human Resource and Payroll System

Date Created	1/5/2022
Version	1.0
System	Employee Self-Service
Description	<ul style="list-style-type: none">View and print W-2 electronically.

Navigation	https://sharp.sok.ks.gov/sokhrprdess/signon.html
-------------------	---

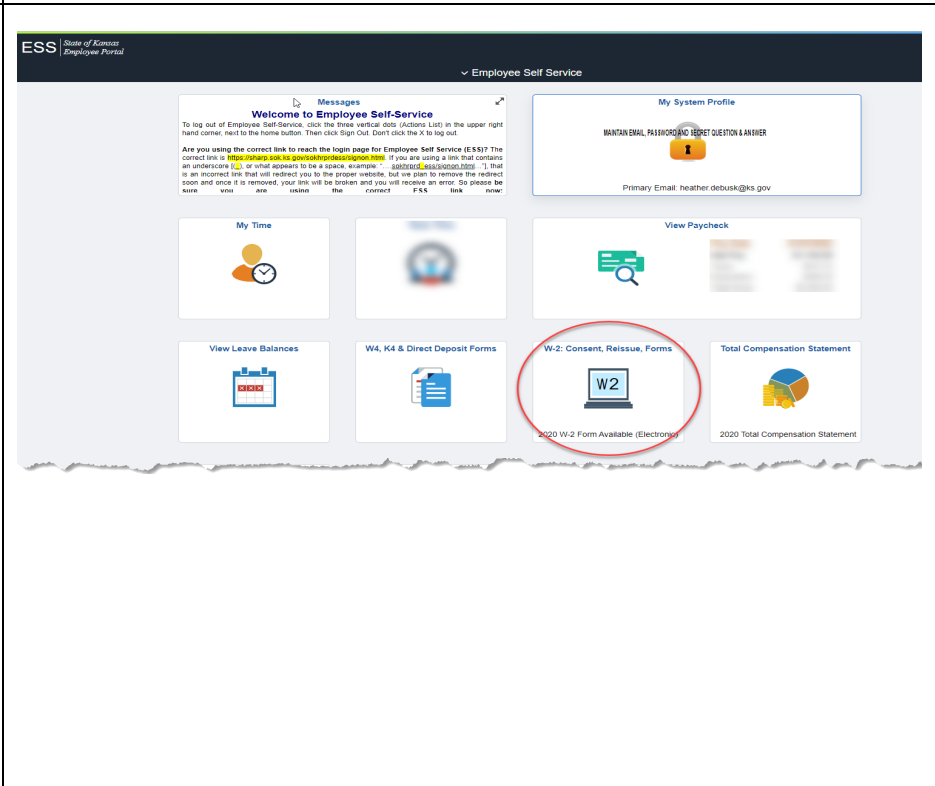
1. Enter your Employee ID and Password. Select Sign In.

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 W-2 year available.)

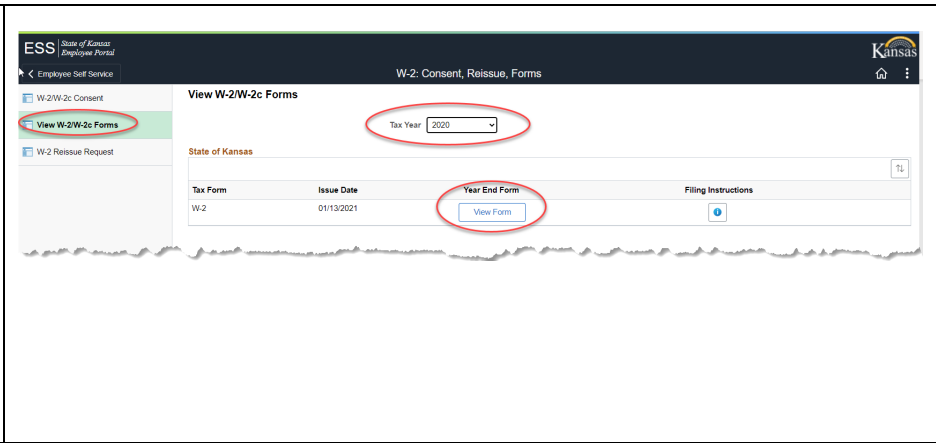


3.

Select View W-2/W-2c Forms

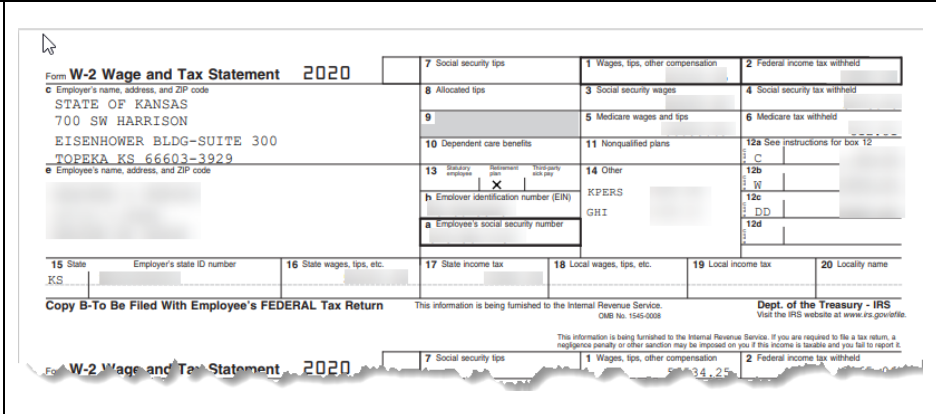
Select the Tax Year that you want to see

Select the View Form button



4.

Your W-2 form will open as a .pdf document. From here you can view, print, download or save.



END OF PROCESS