



State of Kansas W-2 Reissue Request

Statewide Human Resource and Payroll System

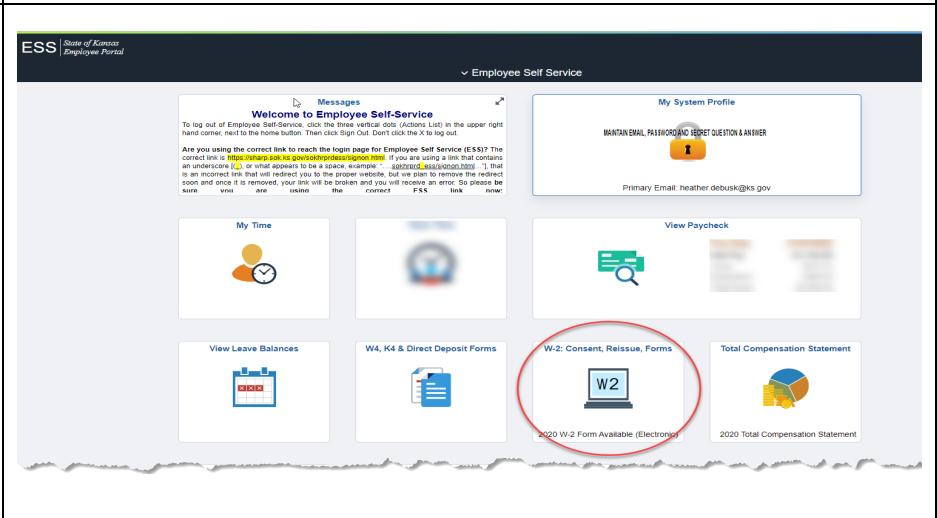
Date Created	1/10/2022
Version	1.0
System	Employee Self-Service
Description	<ul style="list-style-type: none"> View and print W-2 electronically.
Navigation	https://sharp.sok.ks.gov/sokhrprdess/signon.html

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

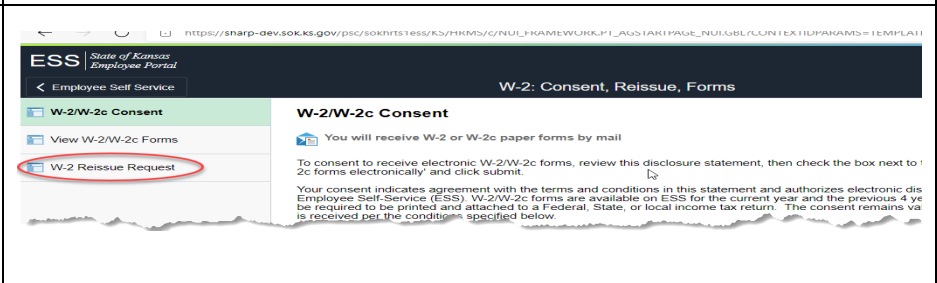
If you do not remember your password, click on the Forgot Your Password? link.

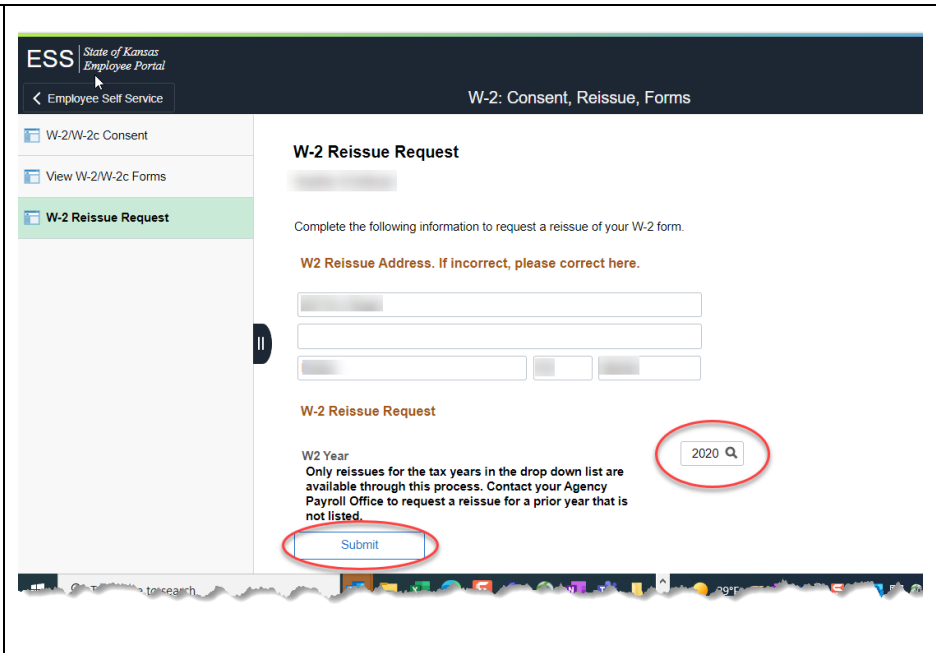
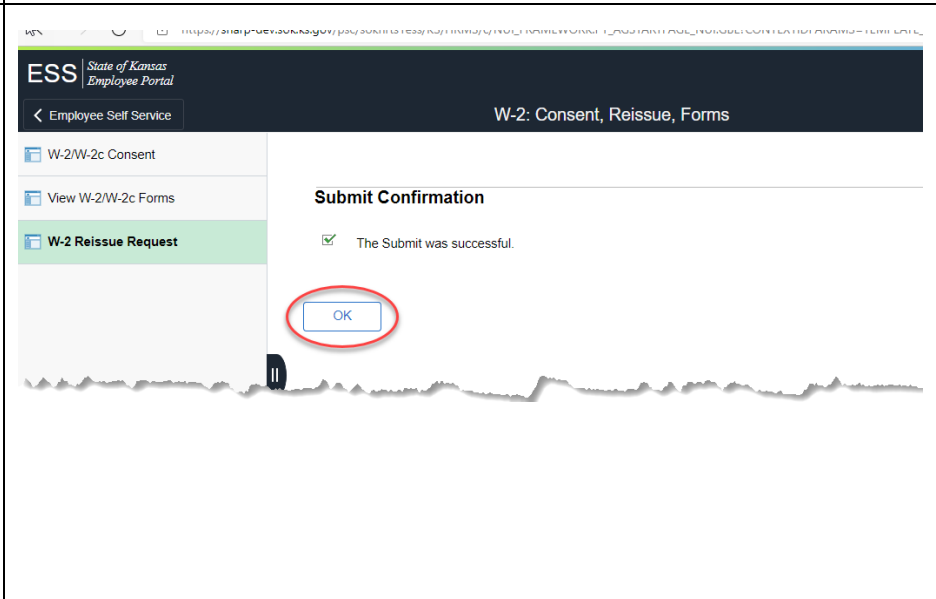


2. Select the W-2 Consent, Reissue, Forms tile (The tile will note the most recent W-2 year available.)



3. Select W-2 Reissue Request



<p>4.</p> <p>Update the Reissue Address, if needed</p> <p>Select the Year that needs to be reissued</p> <p>Select Submit</p>	
<p>5.</p> <p>Select OK</p> <p>Repeat this process if there are W-2 Reissues needed for additional years.</p>	
<p>END OF PROCESS</p>	