

W-2 Employee Consent Process

1. Go to PeopleSoft Employee Self Service and log on.
2. Go to Main Menu > Self Service > payroll and Compensation > W-2 Consent
 - a. Your Consent Status below should read “No consent received”
3. In order to consent check below to receive electronic W-2 forms only.

The screenshot shows the 'W-2 Consent Form' page in PeopleSoft. The breadcrumb trail at the top reads: Favorites > Main Menu > Self Service > Payroll and Compensation > W-2 Consent. The page header identifies the user as 'PS9HRSC2 WEB1'. The main title is 'W-2 Consent Form' for 'John Smith'. Below the title, it says 'Submit or withdraw your consent to receive electronic W-2 forms.' A text box contains the following instructions: 'You must complete this consent form to receive electronic W-2. If you do not submit a consent form or a withdrawal of consent form, the Payroll Department will process your year-end forms based on the information currently on file. After you submit your consent form, it will remain valid until you submit a withdrawal of consent form. The exception is when your employment is terminated or electronic access to forms is discontinued. If you have any questions, please contact the payroll department.' Below this, it notes '*Only for New Orleans Employee's.' A status indicator shows 'Your Current Status No consent received.' A checkbox is checked, with the text 'Check here to indicate your consent to receive electronic W-2 forms.' A yellow 'Submit' button is located at the bottom of the form.

4. Click the Submit button.
5. Verify your Identity by entering your LSUHSC password and click ok.