

2017 W-2 Online Election Guide



Login to ibis.sap.txstate.edu

NetID

[> Forgot your password?](#)

[> Activate your NetID](#)

Password

Login

Use of computer and network facilities owned or operated by Texas State University requires prior authorization. Unauthorized access is prohibited. Usage may be subject to security testing and monitoring, and affords no privacy guarantees or expectations except as otherwise provided by applicable privacy laws. Abuse is subject to criminal prosecution. Use of these facilities implies agreement to comply with the policies of Texas State University.



1. Login: SAP Portal your ID and password then click on **Log On**

Employee Services

Map [Directory](#) [Index](#)



My Personnel Action Requests

In this area, you can display the status of current Personnel Action Requests and view prior Personnel Action Requests.



Time/Leave Information

In this area, you can record working time and view your leave balances and time statement.

Quick Links

[Record Working Time](#)



Benefits

In this area, you can display the plans in which you are currently enrolled and view benefits related links.



Payroll

In this area, you can view your earning statement and change your federal tax withholding status.

Quick Links

[2016 W-2 Online Election Instructions](#)



Personal Information

In this area, you can view, change, enter or delete your personal data, address, bank information, office phone, office suite and personal room number.

2. At the Employee Services Tab, the default should be **MAP**, then Click on the Payroll link

← Back Forward ▶ History Favorites View

Welcome Worklist SAP Easy Access SAP Employee Self-Service Employee Self-Service SAP Fiori Apps My_Finance My_Grant Other Self-Service

Employee Self-Service Navigation Services

SAP Employee Self-Service > Employee Self-Service > Overview

Employee Self Service Area Page

Back

▼

[Earning Statement](#)
Use the link above to view your most recent and prior earning statements .

[W-4 Tax Withholding](#)
Use the link above to change your federal tax withholding status.

International Student and Scholar Employees, please contact the Payroll Office before making any changes to your form W-4. There are specific U. S. tax laws that apply to international Students and Scholars that deter mine how your form W-4 can be completed. Contact the Payroll and Tax Com pliance Office at payroll@txstate.edu or by phone: (512) 245-2543.

[Election for Online W2](#) ←
Use this link to election to receive your 2016 W-2 online.

[Reporting of Online W-2](#)
Use this link to view your online W-2

[2015 Form W-2 Instructions for Employee](#)
Use this link to access 2015 W-2 Instructions for Employee.

[2016 W-2 Online Election Instructions](#)
Use this link to view instructions on how to election to receive your W-2 for 2016 online.

3. Click on Election for Online W-2 link

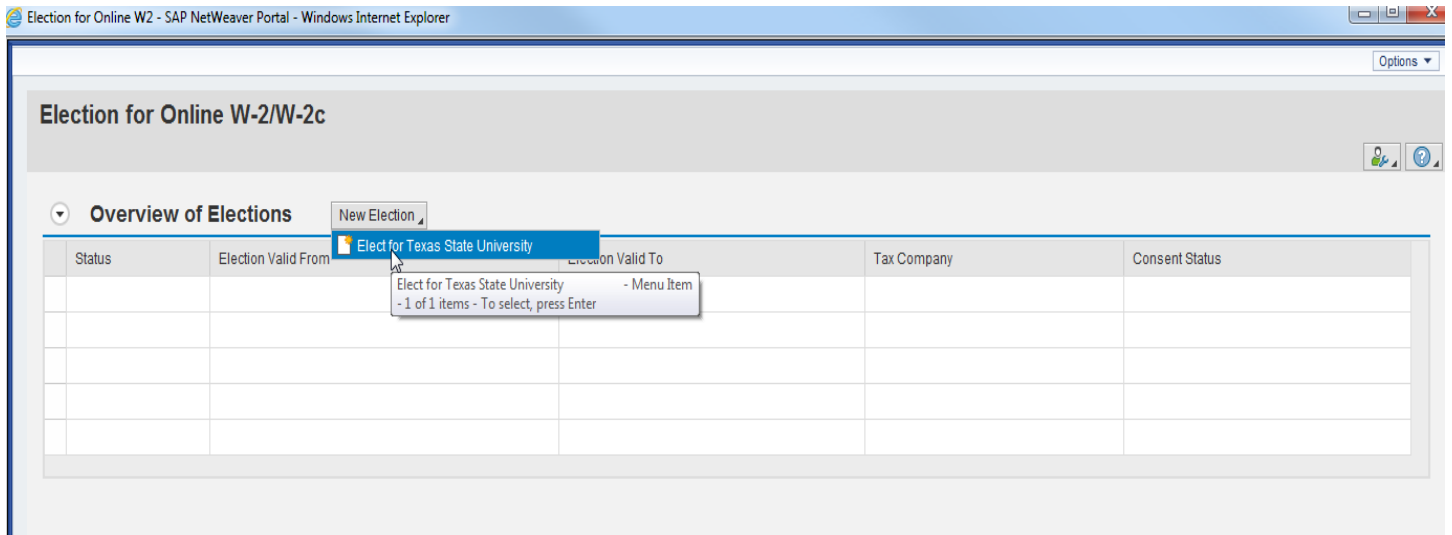
Options ▼

Election for Online W-2/W-2c

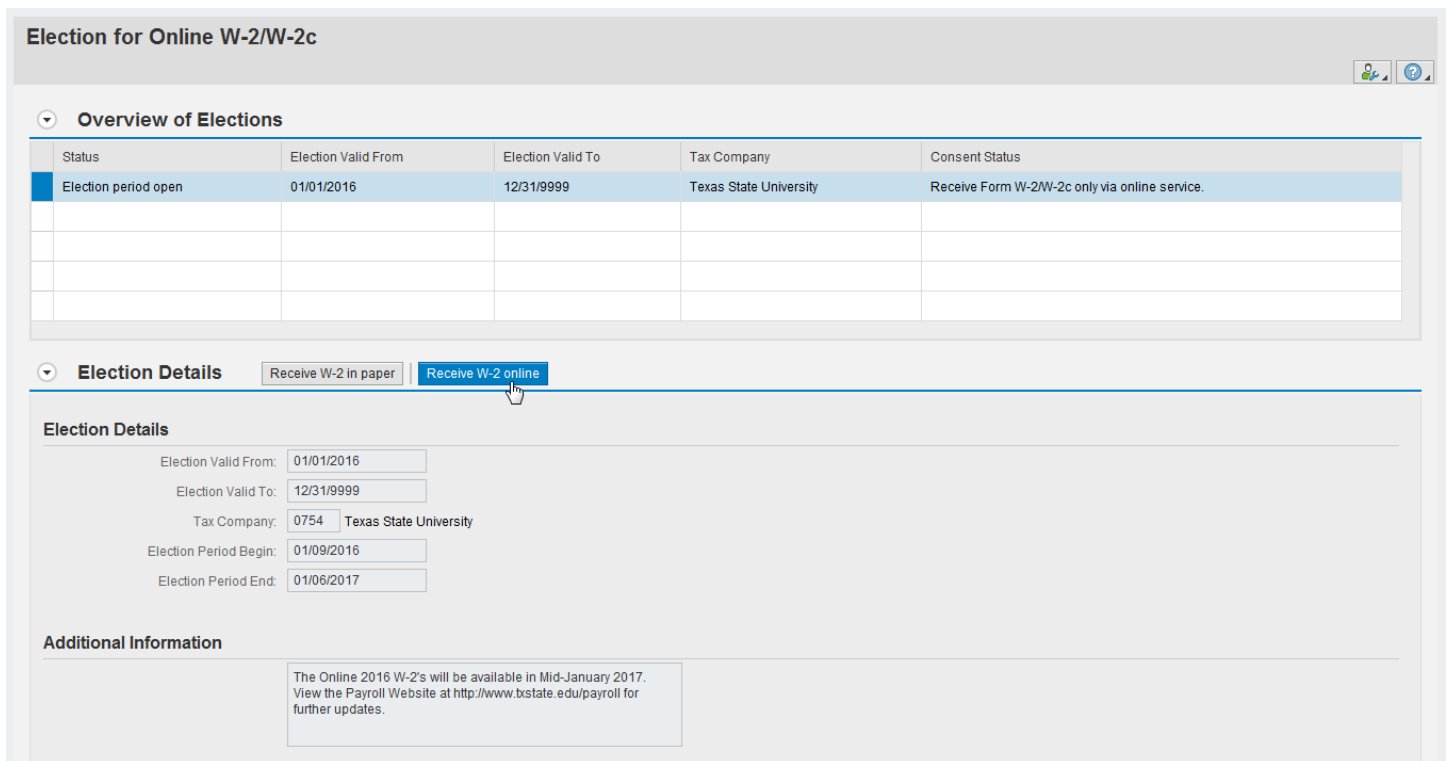
Overview of Elections [New Election](#)

Status	Election Valid From	Election Valid To	Tax Company	Consent Status

4. At the Election for Online W-/W-2c, click on New Election



5. After New Election, click on **Elect for Texas State University**, should view Election period open, dates, Tax Company and the current status.



6. Election Details is next. Click on Receive W-2 Online.

Election for Online W-2/W-2c

Overview of Elections

Status	Election Valid From	Election Valid To	Tax Company	Consent Status
Election period open	01/01/2017	12/31/9999	Texas State University	Receive Form W-2/W-2c only in paper

Election Details

Receive W-2 in paper | Receive W-2 online

Election Details

Election Valid From: 01/01/2017
Election Valid To: 12/31/9999
Tax Company: 0754 Texas State University
Election Period Begin: 01/10/2017
Election Period End: 01/05/2018

Additional Information

The Online 2016 W-2's will be available in Mid-January 2017. View the Payroll Website at <http://www.bstate.edu/payroll> for further updates.

Confirmation

Confirm your election

By confirming this election, you agree to receive Forms W-2 and W-2c as selected below.
Receive Form W-2/W-2c only via online service.
You can withdraw your consent at any time during the election period.

OK

7. A Confirmation Box pops up on the screen, click OK to consent for your W-2 Online delivery

Election for Online W-2/W-2c

Data saved successfully

Overview of Elections

Status	Election Valid From	Election Valid To	Tax Company	Consent Status
Election period open	01/01/2017	12/31/9999	Texas State University	Receive Form W-2/W-2c only via online service

Election Details

Receive W-2 in paper | Receive W-2 online

Election Details

Election Valid From: 01/01/2017
Election Valid To: 12/31/9999
Tax Company: 0754 Texas State University
Election Period Begin: 01/10/2017
Election Period End: 01/05/2018

Additional Information

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8. Once elected you will see at the top left corner of the screen that the data was saved successfully

Election for Online W-2/W-2c

✔ Data saved successfully

Overview of Elections

Status	Election Valid From	Election Valid To	Tax Company	Consent Status
Election period open	01/01/2017	12/31/9999	Texas State University	Receive Form W-2/W-2c only via online service.

Election Details

Election Details

Election Valid From:

Election Valid To:

Tax Company: Texas State University

Election Period Begin:

Election Period End:

Additional Information

The Online 2016 W-2's will be available in Mid-January 2017. View the Payroll Website at <http://www.tstate.edu/payroll> for further updates.

9. Click on log off located at the right hand corner of the screen.



The logout operation is complete, and no other services appear to have been accessed during this session.

