

SAP ESS W-2 Consent Screen Employee Information

Texas State Employees must affirmatively consent to receive the annual Form W-2 in an electronic format on the SAP Portal Employee Self-Service (ESS).

- (a) "Paper" Form W-2's will be furnished when a Texas State Employee does not consent to receive it electronically.
- (b) The consent applies to each Form W-2 until it is withdrawn.
- (c) To withdraw consent, a Texas State Employee should access the SAP Portal ESS and elect "Receive W-2 in paper" form. The ESS "Election for Online W-2/W-2c screen" will then display the consent status as "Receive Form W-2/W-2c only in paper". SAP automatically records the effective date of the consent withdrawal.
- (d) A withdrawal of consent does not apply to previously, issued electronic W-2's furnished before the withdrawal date.
- (e) Upon termination of employment with Texas State, a former employee will no longer have SAP Portal access to the W-2 forms. Former employees should contact Payroll and Tax Compliance for assistance.
- (f) Annual W-2 forms will be available beginning with the 2015 tax year and going forward up to 4 years of W-2 forms may be available.