

W-2 Consent Job Aid

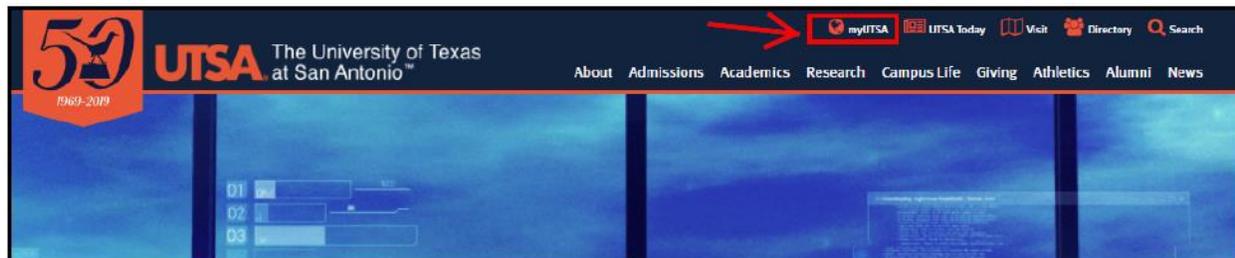
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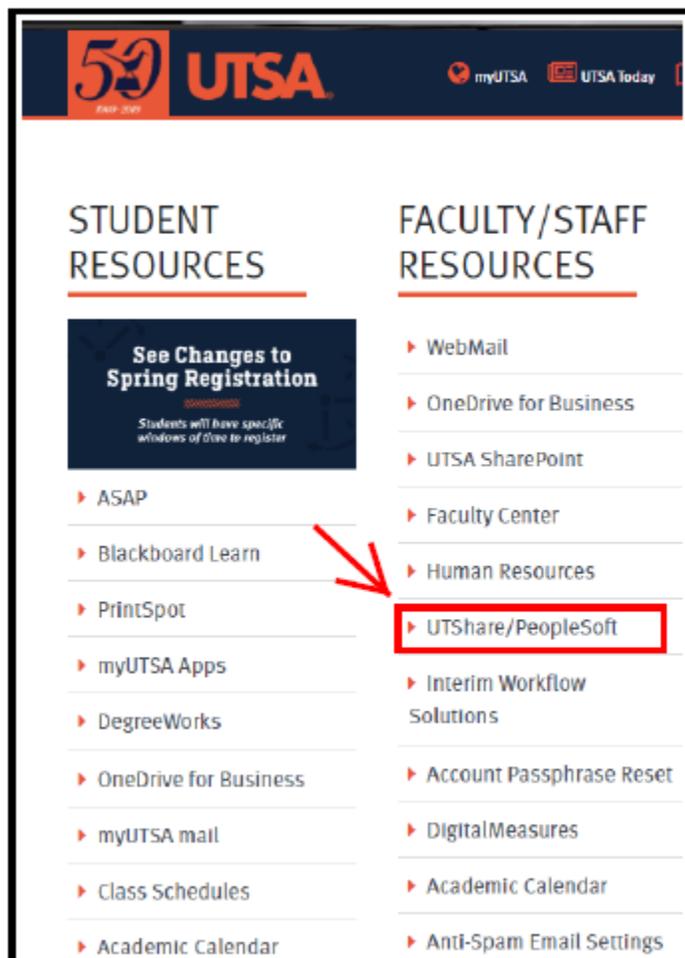
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1. Log into UTShare/FLUID

- Go to www.utsa.edu
- From the UTSA home page, click on **myUTSA**

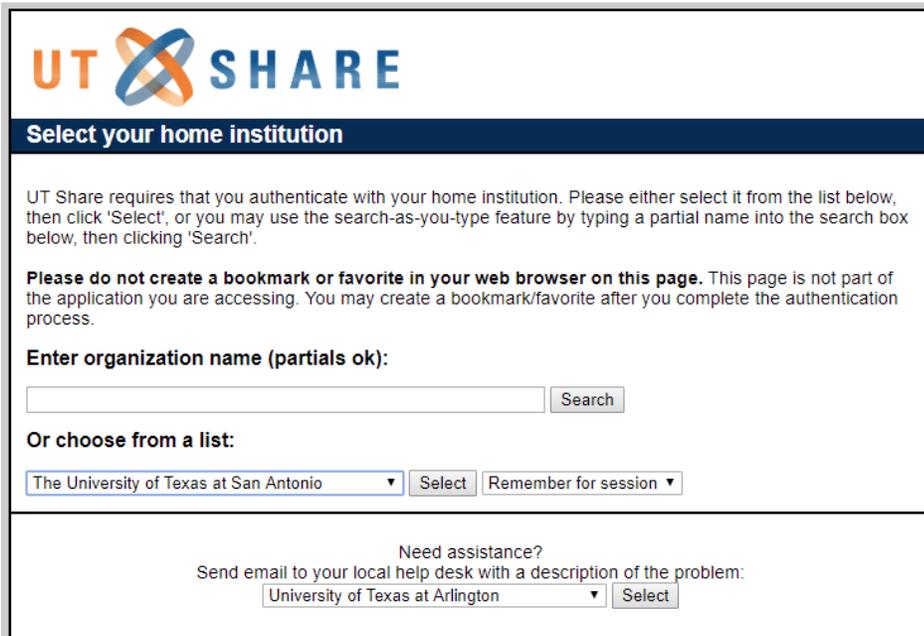


- Click on **UTShare/PeopleSoft**



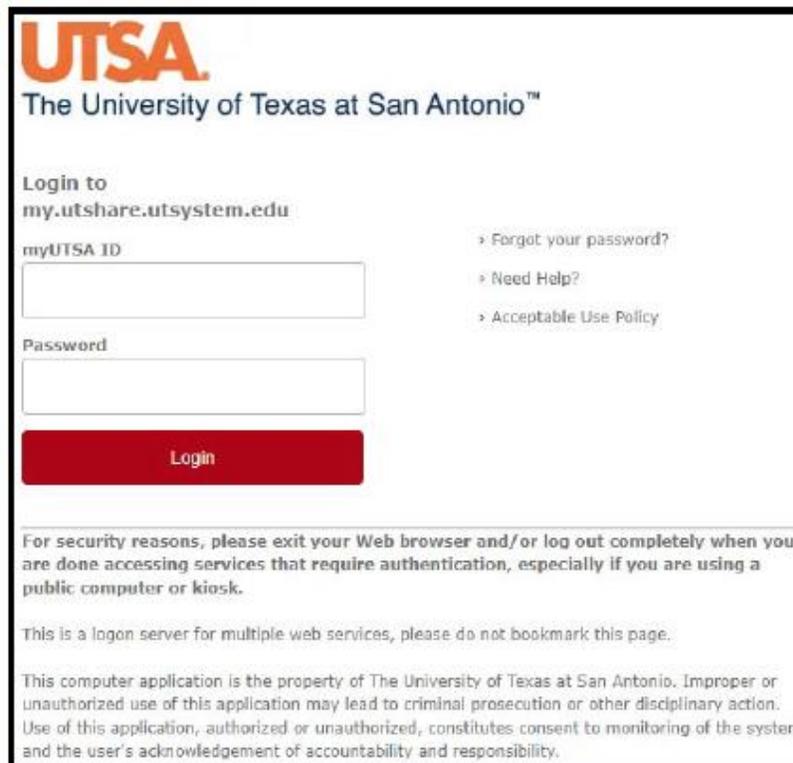
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- Select **The University of Texas at San Antonio** from the drop down list



The screenshot shows the 'UT SHARE' logo at the top. Below it is a dark blue header with the text 'Select your home institution'. The main content area contains instructions: 'UT Share requires that you authenticate with your home institution. Please either select it from the list below, then click 'Select', or you may use the search-as-you-type feature by typing a partial name into the search box below, then clicking 'Search'.' A warning follows: 'Please do not create a bookmark or favorite in your web browser on this page. This page is not part of the application you are accessing. You may create a bookmark/favorite after you complete the authentication process.' There are two input sections: 'Enter organization name (partials ok):' with a text box and a 'Search' button; and 'Or choose from a list:' with a dropdown menu showing 'The University of Texas at San Antonio', a 'Select' button, and a 'Remember for session' dropdown. At the bottom, there is a 'Need assistance?' section with the text 'Send email to your local help desk with a description of the problem:' and a dropdown menu showing 'University of Texas at Arlington' and a 'Select' button.

- Enter your login credentials with your network ID and passphrase



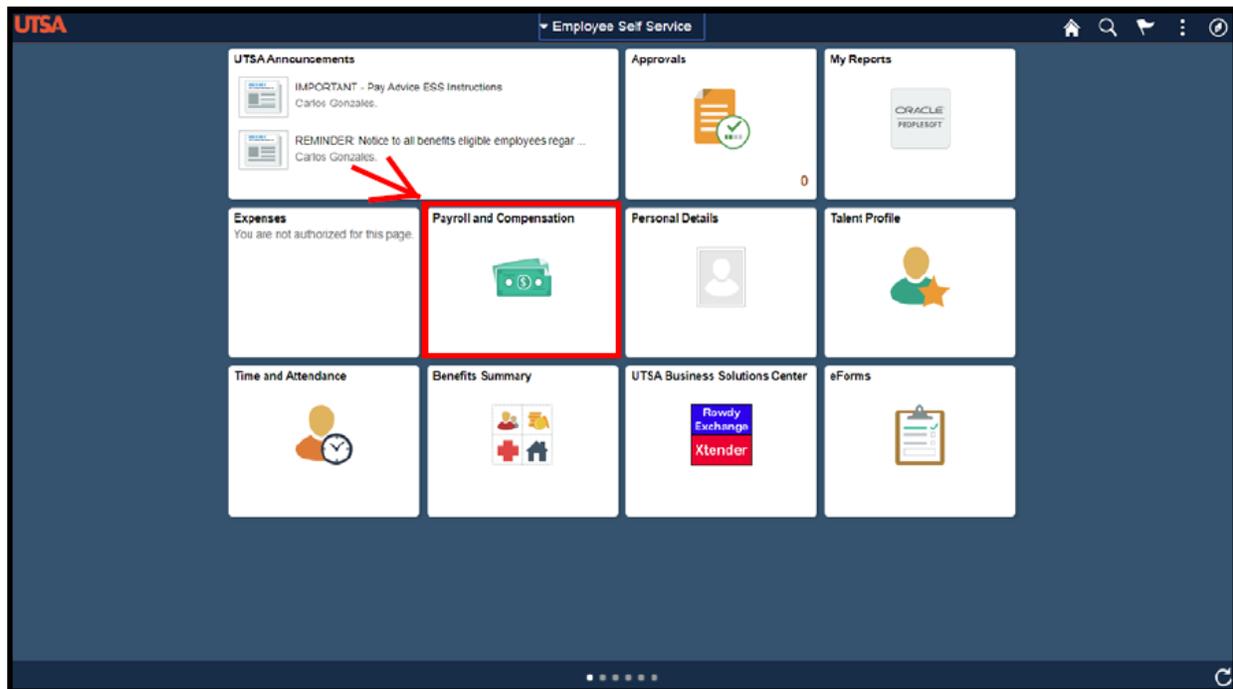
The screenshot shows the UTSA logo and 'The University of Texas at San Antonio™'. Below is the text 'Login to my.utshare.utsystem.edu'. There are three links on the right: '> Forgot your password?', '> Need Help?', and '> Acceptable Use Policy'. The login form has two input fields: 'myUTSA ID' and 'Password'. Below the fields is a red 'Login' button. At the bottom, there is a security warning: 'For security reasons, please exit your Web browser and/or log out completely when you are done accessing services that require authentication, especially if you are using a public computer or kiosk.' Below that is a note: 'This is a logon server for multiple web services, please do not bookmark this page.' At the very bottom is a disclaimer: 'This computer application is the property of The University of Texas at San Antonio. Improper or unauthorized use of this application may lead to criminal prosecution or other disciplinary action. Use of this application, authorized or unauthorized, constitutes consent to monitoring of the system and the user's acknowledgement of accountability and responsibility.'

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2. Online W-2/W-2c Consent

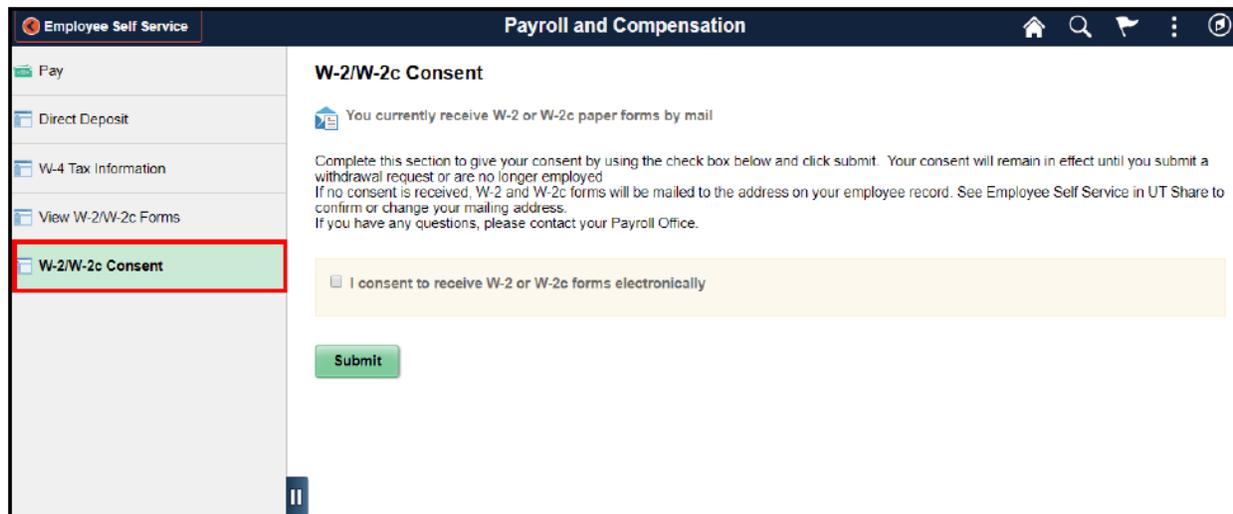
Upon entering PeopleSoft/UTShare, the home page is your Employee Self Service page.

- Select **Payroll and Compensation** Tile



You are taken by default to the Pay check section.

- Select **View W-2/W-2c Consent** navigation collection



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- Select the box which indicates, **I consent to receive W-2 or W-2c forms electronically.**
- Click the **Submit** button.

The screenshot shows the 'W-2/W-2c Consent' page in the 'Employee Self Service' portal. The page title is 'Payroll and Compensation'. On the left, there is a navigation menu with options: Pay, Direct Deposit, W-4 Tax Information, View W-2/W-2c Forms, and W-2/W-2c Consent (which is highlighted). The main content area is titled 'W-2/W-2c Consent' and contains the following text: 'You currently receive W-2 or W-2c paper forms by mail'. Below this, it says: 'Complete this section to give your consent by using the check box below and click submit. Your consent will remain in effect until you submit a withdrawal request or are no longer employed. If no consent is received, W-2 and W-2c forms will be mailed to the address on your employee record. See Employee Self Service in UT Share to confirm or change your mailing address. If you have any questions, please contact your Payroll Office.' There is a checkbox labeled 'I consent to receive W-2 or W-2c forms electronically' which is checked. Below the checkbox is a green 'Submit' button.

- **Verify Identity** by entering your passphrase

This screenshot shows the same 'W-2/W-2c Consent' page as the previous one, but with a 'Verify Identity' dialog box overlaid on the bottom right. The dialog box has a title bar that says 'Verify Identity' and a close button (X). The text inside the dialog box reads: 'To protect your privacy, verify your identity by typing your password. If you are not this user, click Cancel.' Below this text, there is a 'User ID' field with the value '5001288895' and a 'Password' field with a text input box. At the bottom of the dialog box, there are two buttons: 'Continue' and 'Cancel'.

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- Select the check box “ I consent to receive W-2 or W-2c forms electronically “

The screenshot shows the 'Employee Self Service' interface for 'Payroll and Compensation'. The main content area is titled 'W-2/W-2c Consent'. It contains the following text: 'You currently receive W-2 or W-2c paper forms by mail. Complete this section to give your consent by using the check box below and click submit. Your consent will remain in effect until you submit a withdrawal request or are no longer employed. If no consent is received, W-2 and W-2c forms will be mailed to the address on your employee record. See Employee Self Service in UT Share to confirm or change your mailing address. If you have any questions, please contact your Payroll Office.' Below this text is a checkbox labeled 'I consent to receive W-2 or W-2c forms electronically', which is checked. A green 'Submit' button is located below the checkbox. A confirmation message box is overlaid on the bottom right, containing the text: 'be mailed to the address on your employee record. See Employee Self Service in UT Share to confirm or change your mailing address. If you have any questions, please contact your Payroll Office.' Below this text is a checkbox labeled 'I consent to receive W-2 or W-2c forms electronically', which is checked, and a green 'Submit' button.

- You have now completed the process to elect to receive an electronic W-2.
- You will receive a confirmation email.

The screenshot shows an email with the following details: 'From: UTShare.DONOTREPLY@utsystem.edu (mailto:UTShare.DONOTREPLY@utsystem.edu)', 'Sent: Wednesday, October 5, 2016 10:17 AM', and 'Subject: Consent Confirmation'. The body text reads: 'This email is to confirm that the Payroll Office has received your consent to receive W-2 and W-2c electronically. The Payroll Office will stop mailing paper W-2 and W-2c forms to you. If you prefer to receive paper forms, you must submit a withdrawal of consent form.'

End of W-2/W-2c Consent Job Aid