

State Employee DESK AID

Accessing State of Kansas Employee Self-Service center

Go to the **State Employee Service Center** home page:

https://sharp.sok.ks.gov/psp/sokhrprd_ess/?cmd=login.

1. Enter your **State of Kansas Employee ID** (don't forget to capitalize the first letter).

You will need the 11-digit alpha/numeric ShaRP ID found on *myWSU*. (This is not your WSU ID number)

2. Click on W*n4440784 G[Cl)4(i)5(c)-5(k)-17(on)4(W*n4440784 G[Cl)4(i)5(c)C q.00 BC 0000092 0 612 72 reW.007



1. On **W-2/W-2c Consent** Form, check on (click) the box next to the statement, "Check here to indicate your Consent to receive electronic W-2 and W-2c forms."
2. Click the **Submit** button.
3. The **Verify Identity** pop up appears with your User ID (Employee ID) displayed.
4. Enter your password and click the **Continue** button.

Note: entering your password is your electronic signature.

5. The **Submit Confirmation** page indicates the status change has been successful. Click on the OK button.
6. You may now click on the **View W-2/W-2c Forms** link to view your prior W-2/W-2c forms.

Note: if you click on the "View W-2/W-2c Forms" link prior to granting consent or after withdrawing consent, the system will direct you instead to "W-2/W-2c Consent Form". Consent must be granted before viewing and printing your W-2 and W-2c forms in Employee Self Service.

Viewing W-2/W-2c Forms

1. Once consent has been granted, select **ViewW-2/W-2c** Forms from the Main Menu (left side of the page).
Note: your name will default onto the page and your most recent W-2/W-2c Tax Year option will appear in the "Select Year End Form" section.
2. Click the **Year End Form** hyperlink.
3. A window with a .pdf version of your W-2 or W-2c form will appear. You may print this form for your records.
4. To exit the form, click the  in the upper right corner of the window.
5. Click the **Filing Instructions** link to display a window with a .pdf version of the W-2/W-2c instructions correspond to the W-2/W-2c tax year. You may print these instructions for your use.
6. To exit the instructions, click the  in the upper right corner of the window.
7. To view a different W-2/W-2c, click the **View a Different Tax Year** hyperlink.
8. Click on the desired **Tax Year** hyperlink in the **Select Tax Year** section. Follow steps 2-6 to view and print.

Withdrawing Consent

1. Select **W-2/W-2c Consent** from the Main Menu (left side of the page).
Note: your name will default onto the page and your status will be 'Consent received.'
2. On **W-2/W-2c Consent Form**