MEMORANDUM

DATE: November 14, 2017
TO: All SIU Employees
FROM: Sue Jennings
Human Resources – Payroll
RE: Early Access of W-2 Form

We are pleased to announce that all SIUC employees (Faculty, AP Staff, Civil Service, Graduate Assistants, Undergraduate Assistants, and Students) have the ability to view and print their current W-2 form through Human Resources Self-Service (HRSS). Accessing your W-2 form through HRSS allows you to obtain your W-2 form as soon as it is available, without waiting for mail delivery.

To access your current W-2 early you must provide prior consent by submitting the Electronic W-2 Consent form to HR-Payroll by mail, fax (618-453-1353) or e-mail (hrpayroll@siu.edu). This will allow printing of the W-2 form from HRSS as much as 7-10 days sooner than if it is mailed. Once you provide the electronic consent, you may view and print the current W-2 form as many times as needed, and you may access prior year W-2’s, back to 2010. Adobe Reader is required to view the forms.

If you do not provide electronic consent, your current W-2 will be mailed to you at the end of January. You may obtain duplicate copies of the current W-2 and two prior years, at a cost of $25.00 per duplicate W-2 form. All requests for duplicates may take 10 business days after the Employee Information Request form and processing fee are received by Human Resources.

Please share this information with other employees, current or former, who will be receiving a W-2 form for 2017.

If you have any questions or concerns, please email us at hrpayroll@siu.edu.