

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.