


December 7, 2020  
DP120701.NS1

**MEMORANDUM**

**TO:** All RCUH Employees  
**FROM:** Nelson Sakamoto   
Director of Human Resources  
**SUBJECT:** **LAST CHANCE! Deadline December 9, 2020**  
**Go electronic: 2020 IRS Form W-2 – Safer, Faster, Access to W-2s**

**This is your last chance to consent to have your 2020 W-2 provided to you electronically through your Employee Self Service (ESS) Portal.**

The year 2020 is ending soon, and it will soon be Tax Time again. The RCUH is encouraging all RCUH employees to get your IRS Form W-2 electronically through your RCUH Employee Self-Service (ESS) Portal. Most RCUH employees have already consented for an electronic W-2. Once you consent to have an electronic W-2 your consent will remain valid until you withdraw your consent. Three good reasons for consenting to have an electronic W-2:

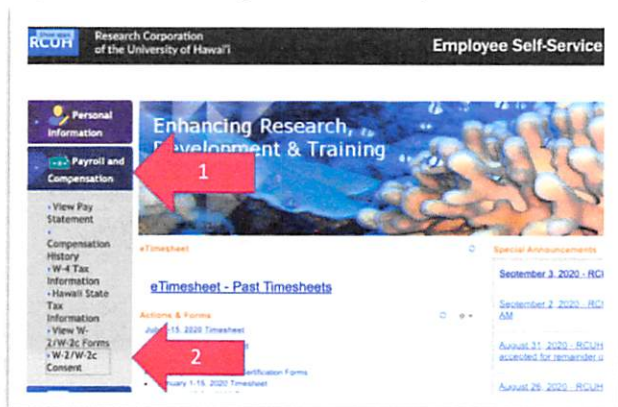
Safer – Don't Risk Identity Theft: Your electronic W-2 is only accessible through your password protected ESS. Each year, we have employees contacting us claiming their W-2 never arrived by the U. S. Mail, or they misplaced their W-2.

Faster: Your electronic W-2 will be available by January 31, 2021.

Access to W-2s – current year's and past years' W-2s: Your consent for electronic W-2s provides you access to your current year's and past years' W-2s.

Consenting to have an electronic W-2 takes 7 easy steps and less than 5 minutes: Log into your ESS and go to the left navigational bar.

Step 1: Select "Payroll and Compensation" and you will see a drop down menu appear.



Step 2: Select "W-2/W-2c Consent". This will take you to the electronic consent form. The RCUH is required by the IRS to obtain your consent to have your W-2 sent to you electronically.

**Step 3:** W-2/W-2c Consent Form: Check the box  Check here to indicate your consent to receive electronic W-2 and W-2c forms.”

**W-2/W-2c Consent Form**  
Employee Exempt  
Submit or withdraw your consent to receive electronic W-2 or W-2c forms.

Consent is required to receive electronic W-2 or W-2c forms from RCUH. Please click on the checkbox below, then "Submit." Your consent will remain valid until you submit a withdrawal of consent or until electronic access to the W-2 forms is discontinued.

If you do not submit consent, or if you withdraw consent, you will be provided with a paper W-2 or W-2c form mailed to your mailing address on record.

Your Current Status: Consent Withdrawn

Check here to indicate your consent to receive electronic W-2 and W-2c forms.

Submit

**Step 4:** Click on the “Submit” button.

**Step 5:** Verify your identity. This step requires you to enter your ESS Password.

**Verify Identity**  
To protect your privacy, verify your identity by typing your password. If you are not this user, click Sign Out.

User ID: 036664  
Password: \*\*\*\*\*

Continue Cancel

**Step 6:** Submit confirmation. This step tells you our HR Information System has received and accepted your electronic consent.

**Submit Confirmation**

The Submit was successful.

OK

**Step 7:** Click the “OK” button. This signals our HR Information System that you are confirming your request to have an electronic W-2.

**You are done!**

**DEADLINE: December 9, 2020**