

November 4, 2021

MEMORANDUM

TO: All RCUH Employees
FROM: Nelson Sakamoto *Nelson Sakamoto*
Director of Human Resources

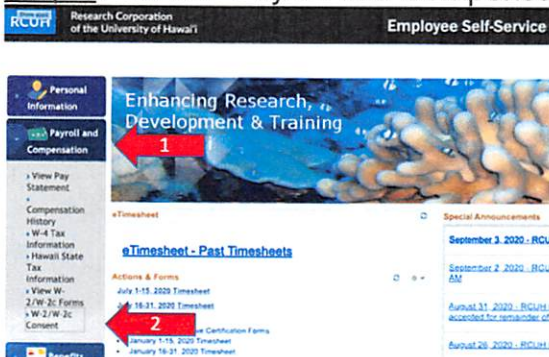
SUBJECT: IRS Form W-2 – Go electronic: Safer, Faster, Archived

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:

- 1) 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.
- 2) Faster: Your electronic W-2 will be available on ESS as soon as it is uploaded by RCUH HR (no later than January 31st). If you have not consented, you will need to wait until we mail out W-2s via U. S. Mail.
- 3) Archived – If you need it again: Your ESS provides you access to your current year's and past year's 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Your Current Status: Consent Withdrawn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. **3**

4

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: **5**

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

Submit Confirmation

The Submit was successful. **6**

7

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!