

# Kishwaukee College W-2 On-Line - Access and Consent

Kishwaukee College employees are able to access their IRS Compliant W-2 forms electronically through KishSOS in PDF format. In order to obtain on-line access, employees must first consent to receive the electronic version of the form.

Electronic W-2 forms may be available earlier than printed forms and will provide unlimited access. Forms will only be available starting with 2010 tax year. Once an employee has signed up, consent is valid for all subsequent years unless the employee chooses to withdraw consent, or upon termination of employment. A confirmation email will be sent once you “Opted In” or “Opted Out”.

Employees who do not consent to the electronic W-2 form will continue to receive a paper form through the U.S. Postal Service. 2011 printed forms were mailed January 30, 2012, to the address listed in KishConnect. Employees are responsible for updating their contact information with HR. Please remember to submit any changes on an “Employee Address Change Form” located on Kishnet or outside HR office U102.

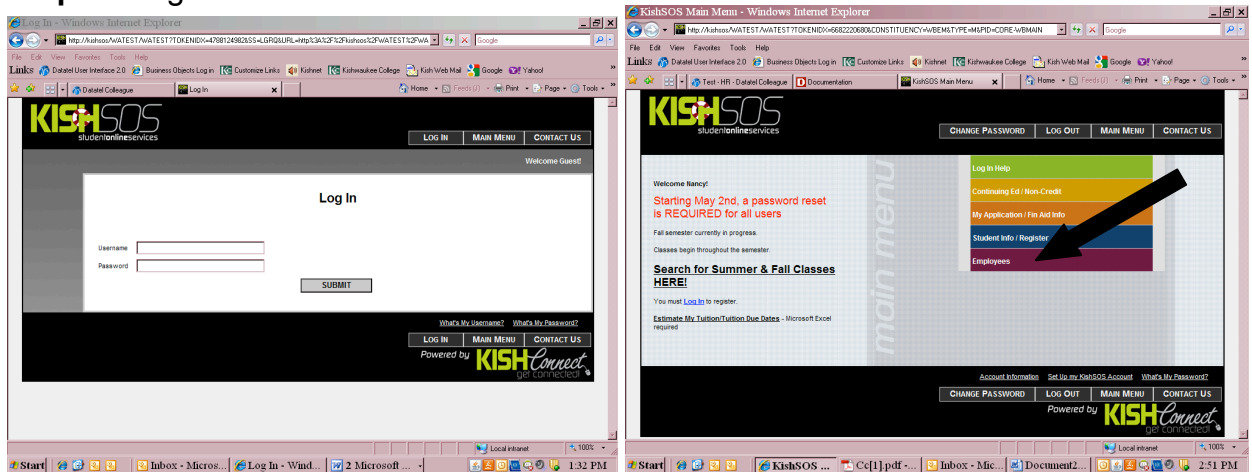
Sign up now for access by logging in to your KishSOS account. Please see instructions below.

\*\*\*\*IMPORTANT\*\*\*\* All W-2’s, Mailed or online -- This is a Datatel delivered PDF formatted template. All settings are delivered as such. The font size is very small and a set size of Arial 6. Please note we are aware of this fact, but at this time have not received any updates or changes from Datatel.

**Note:** W-2’s will be displayed in Adobe Acrobat’s Portable Document Format (PDF). For best results, use Acrobat Reader 4.0 or higher to view these files. (See page 3 for download)

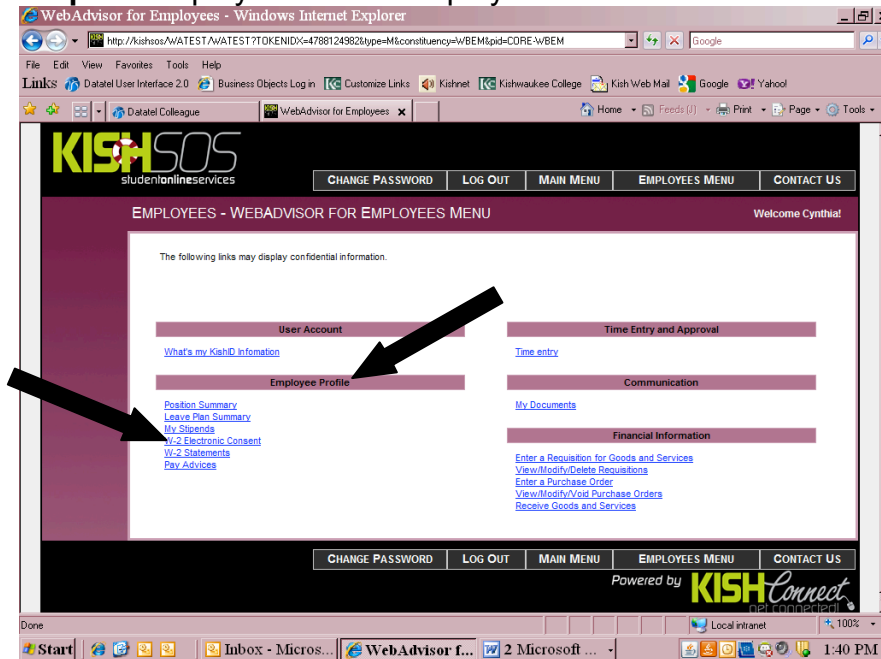
## Instructions on How To Consent to receive Electronic W-2 Forms

### Step 1: Log onto KishSOS



If you do not have the “Employee Tab”, please contact “Help Desk” at extension 4357 or [helpdesk@kishwaukeecollege.edu](mailto:helpdesk@kishwaukeecollege.edu)

**Step 2: Employee Tab → Employee Profile → W-2 Electronic Consent (see arrow)**

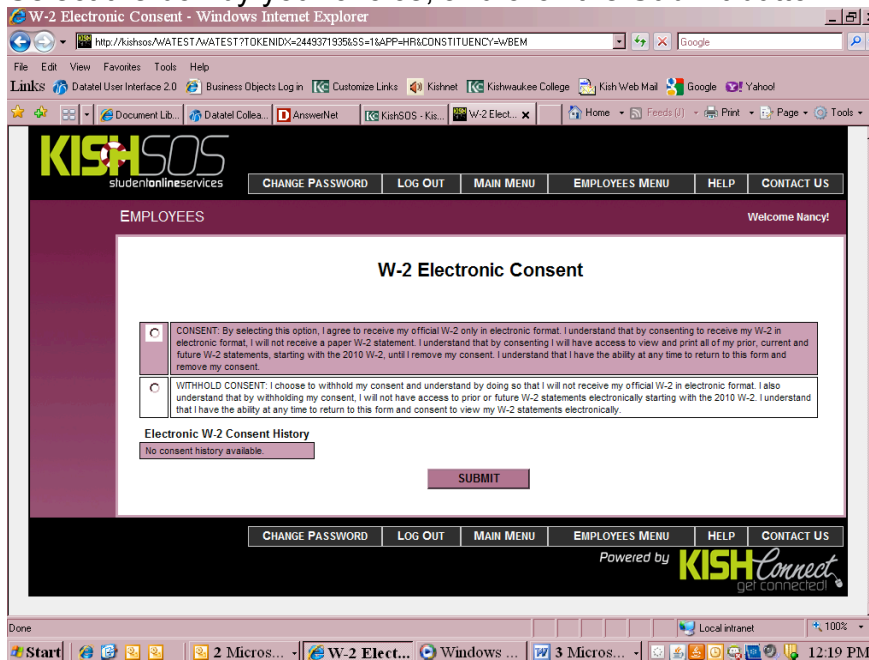


**Step 3:**

2 Choices: Consent or Withhold Consent

Read the text.

Select the box by your choice, and click the Submit button

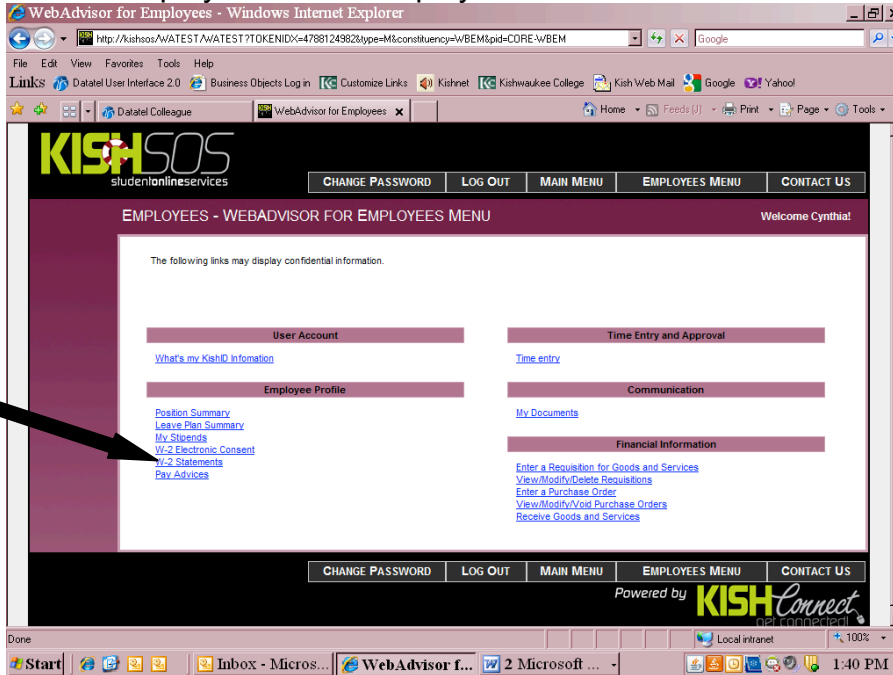


Once you consent to receiving your W-2 electronically, you will NOT receive a paper copy of your W-2 form. You will be able to access it online and print IRS compliant copies necessary for your tax filing or for other purposes as often as you need them. You will be only able to access W-2 forms starting with 2010 tax year.

If you subsequently decide to withdraw your consent at a later date, you must withdraw your consent by following the same procedure as above.

#### Step 4: VIEW your W-2's

Go to: Employee Tab → Employee Profile → W-2 Statements (see arrow)



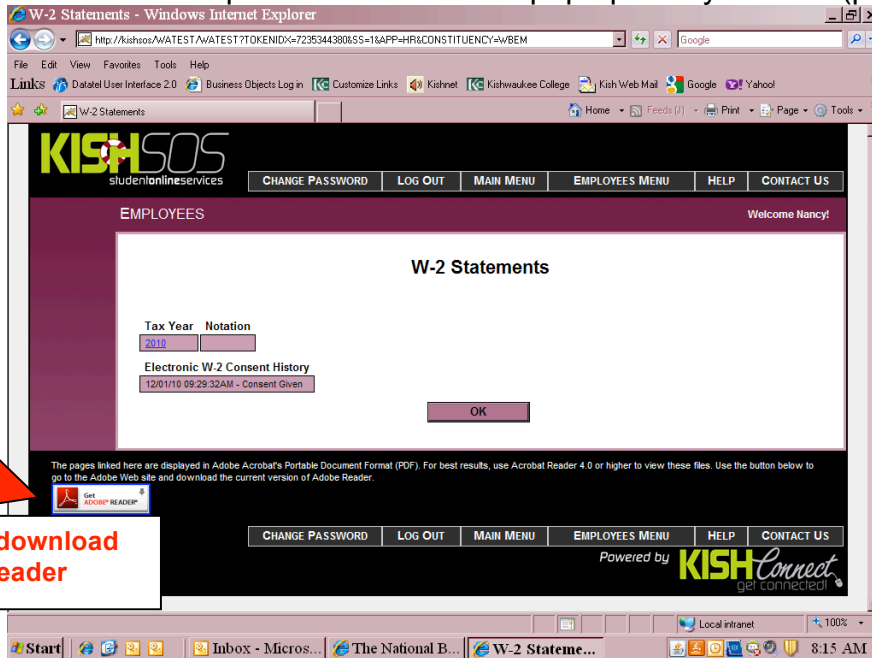
#### Step 5: Click on: W-2 Statement

If you have consented and the current year is processed it will show in the "Tax Year".

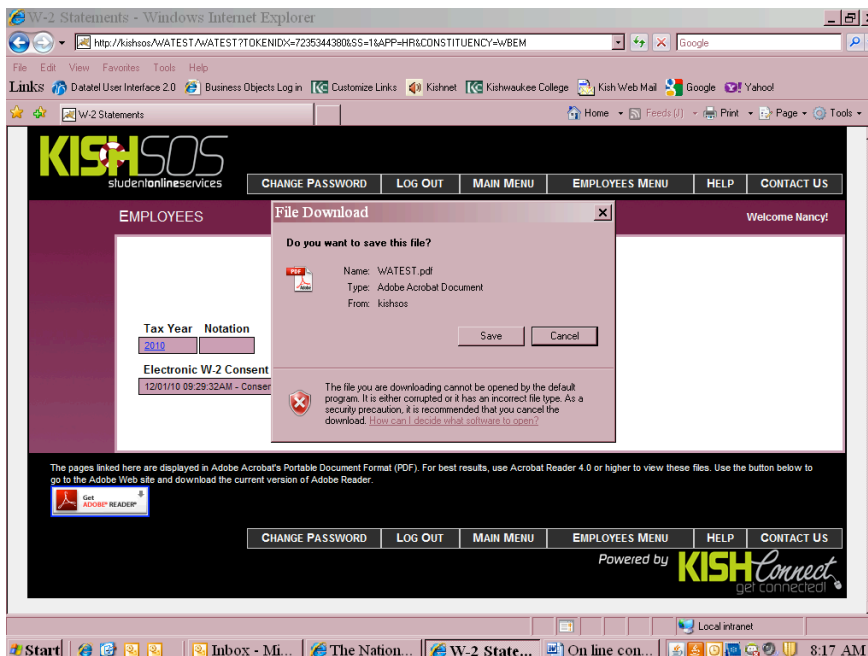
Click on the appropriate year (2010)

Older computer: "File Download" box will appear.

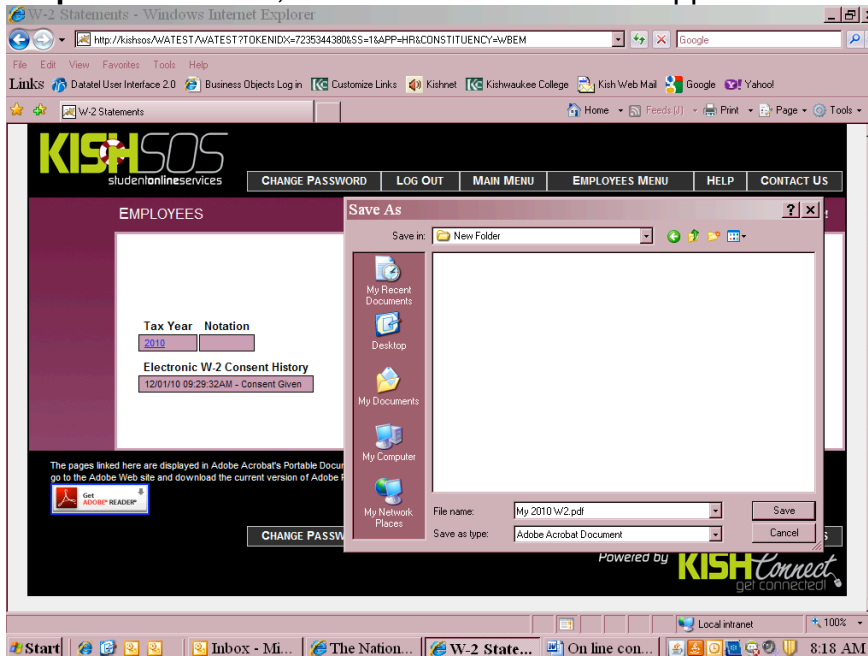
OR Newer computer: a PDF box will pop up with your W-2 (please skip to Step 9).



Please notice the "Electronic W-2 Consent History". This area stores the history, if and when you change your consent.



**Step 6:** Click save, then a “Save As” box will appear.



**Step 7:** Choose your desired location and file name to save the W2 file, (type the desired name in “file name” box and ending with .pdf) then click “Save”. The screen will go back to the “W2 Statements” screen. Remember this location and name. Once you have completed that, you will need to open the file using “Adobe Reader 4.0 or higher”.

**Step 8:** Click “Ok” to take you back the “Employee Menu” screen. If you are finished, remember to click “Log Off” to end your session.

**Step 9:** Final step. Older computer: locate the saved W-2 file and open it.  
Newer computer: save the PDF W2 to desired location.

**Step 10:** Print: This is your IRS compliant W-2.