

SHARE HCM—Go Green and Access Your Own W-2



Target Audience: All Active Employees with Access to SHARE

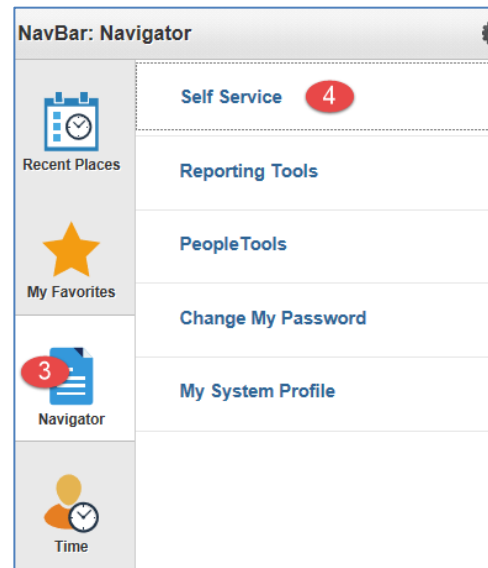
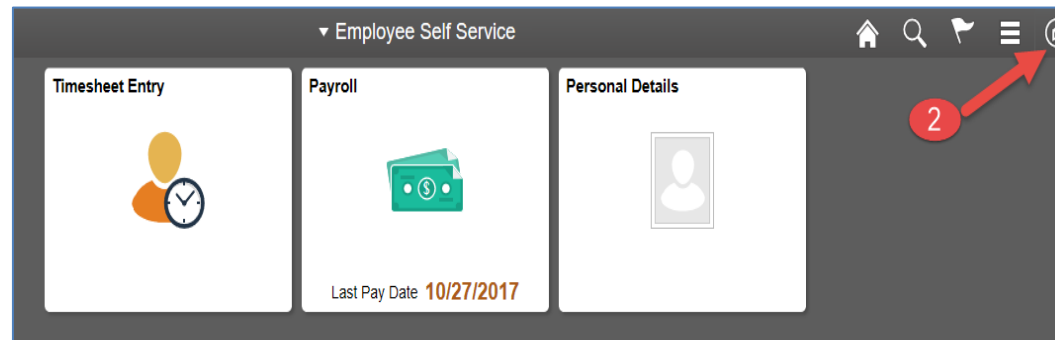
Change Summary: You Can Now **Go Green** and Access Your Own W-2 Whenever Needed



Go Green! Use this Job Aid to opt-out of annual state printing of W-2s by DFA, and avoid the potential for lost or misrouted W-2s

1 NavBar: Login to SHARE HCM

1. Login to SHARE HCM
2. Click on the NavBar icon
3. Click on the Navigator icon
4. Click on the Self Service link



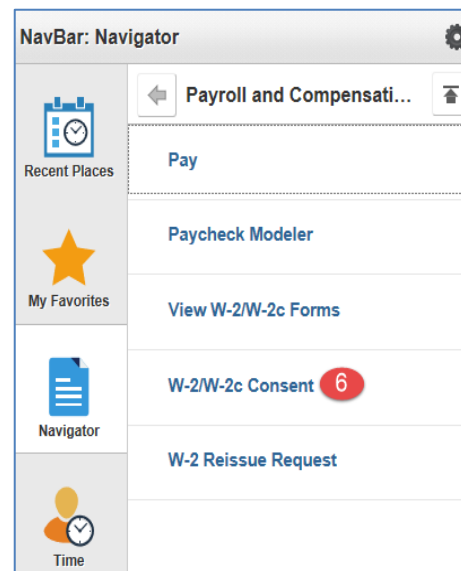
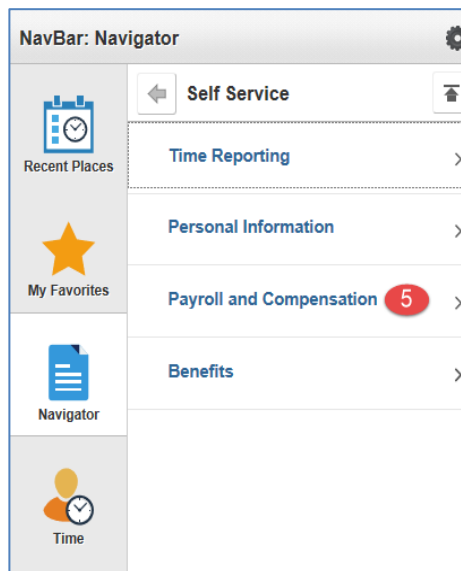
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SHARE

Notice



5. Click on the Payroll and Compensation link
6. Click on the W-2/W-2c Consent link
7. **Note** that figure #7 shows your current SHARE consent status
8. Simply click on the checkbox to give your one-time electronic consent to the State to discontinue the printing and distribution of your annual W-2 by DFA. This consent will remain active until you retract your consent, or until you terminate employment with the state.
9. Click on the Submit button



W-2/W-2c Consent Form

Submit or withdraw your consent to receive electronic W-2 or W-2c forms.

By completing this consent form, you agree that your W-2 or W-2c form will no longer be printed and distributed/mailed to you. You may access, save, and print your W-2/W-2c form via HCM Self Service. After you submit this consent form, it will remain valid until you submit a withdrawal of consent form. The exception is when your employment is terminated or electronic access to forms is discontinued. If you have any questions, please contact your Payroll Administrator.

8 Your Current Status No consent received. **7**

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

9



10. Type in your SHARE login Password to verify your identity
11. Click on the Continue button
12. You will receive a Confirmation message to show that your submittal was successful.

Note: you should also receive an automated email acknowledgement from SHARE if your email address information is current

13. The system will display your current consent status

Note: to **retract** your consent (at any time) simply repeat steps 1 thru 13 above, and at step 7 the system will ask if you want to retract your consent—if you previously gave your consent.

End of This Job Aid

Verify Identity Help

To protect your privacy, verify your identity by typing your password. If you are not this user, click [Sign Out](#).

User ID:

Password: 10

Continue Cancel

11

Submit Confirmation

The Submit was successful.

OK 12

W-2/W-2c Consent Form

Submit or withdraw your consent to receive electronic W-2 or W-2c forms.

You have consented to receive electronic W-2 and W-2c forms, the State's preferred distribution option. If you prefer to receive paper W-2 and W-2c forms, you must submit a withdrawal of consent form. After you submit the withdrawal of consent form and after you receive confirmation of receipt, it remains valid until you submit a new consent form.

Your Current Status Consent received. 13

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

Submit