

How to access your electronic W-2:

Printed W-2s for 2022 will be mailed in late January, 2023 to employees who do not consent to receive the information electronically through **Employee Self Service**.

Location: State of Kansas Employee Self Service Center

Website: [SHaRP PeopleSoft Sign-in \(ks.gov\)](#)

How to find your State ID (current benefits eligible employees): Log into Hornet365 > Employees > Work Life > Log In using ESU credentials

- Click the **"Get State ID"** link
- **Member Administration Portal** > Select Emporia State University > Select button
- Under **Member & Family Information** look for **Employee ID** on the right-hand side
- This is your **State ID** used to sign in to the State of Kansas Employee Self Service Portal

State ID for students, temporary or former employees: Please call our office at 620-341-5369 to obtain State ID.

Password: If this is the first time you are logging in, please call our office – 620-341-5369 (open M-F 8 am – 5 pm)

- If you have logged in before, enter your State ID and then click the **"Forgot Your Password"** link.
- Locked out of your account? Please call the State of Kansas Help Desk to reset your password at 1-866-999-3001.

State of Kansas Employee Self Service Center:

- Click on W-2 Consent, Reissue, Forms tile to view the consent form.
- If you agree, Click on the checkbox to indicate your consent.
- Click the Submit button to confirm by entering your ESS password and clicking continue and OK.
- Click on View W-2/W-2C Forms link in the ESS Menu.
- Click on the View Form button to view/print your W-2.
- Use the Tax Year dropdown to view/print W-2s for earlier years.
 - o W-2's from 2016 – 2022 are available in the Employee Self Service Center at this time.

Please contact Payroll if you need assistance in completing the consent, X5369.

Remember: You are not required to receive your W2 electronically. If you do not complete the consent form, your W2 will be mailed just as in previous years.