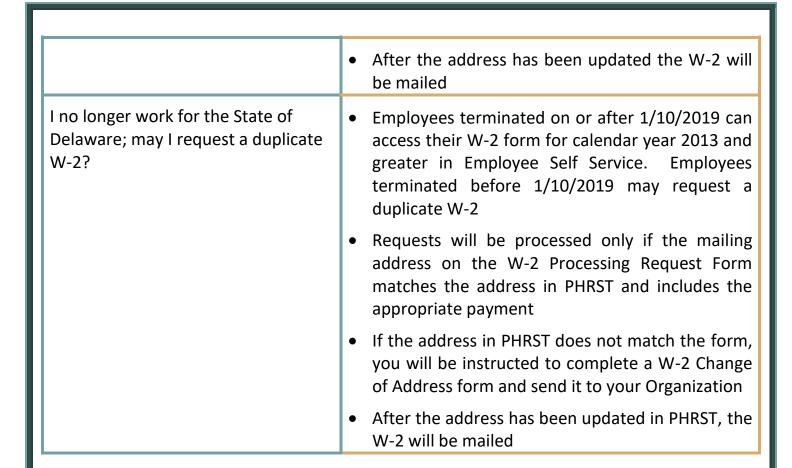


How does the State of Delaware provide me with my W-2?	 W-2s are available in Employee Self-Service for calendar years 2013 and greater for active State employees.
	 Active employees may consent to stop receiving their W-2 at their home or mailing address by completing the "W-2 Consent" process in Employee Self-Service.
	 Employees terminated from State service after 1/10/2019 have Employee Self Service access, W- 2s are available starting with calendar year 2013.
I have already consented to receive my W-2 through Employee Self- Service, do I need to consent again?	 No, employees only have to consent once. Consent is on-going until you withdraw your consent through Employee Self-Service.
I am a new employee, when am I able to give my consent?	New employees may consent in Employee Self- Service as soon as they receive their first pay.
When will my W-2 be available online?	 W-2s are available as soon as they are processed; around mid-January each year.
Will I be notified when my W-2 is available?	 Employees that enter a valid email address under Personal Information in Employee Self-Service and consent to online W-2s, receive an email notification as soon as W-2s have processed and are available in Employee Self-Service.
Can I access previous years W-2 forms online?	The first available calendar year for online W-2 forms is 2013.
	 W-2s prior to 2013 and Election Poll Worker W-2s are not available through Employee Self-Service.

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Can I access W-2 forms online after I leave State service?	 Employees terminated on or after 1/10/2019 will retain access to Employee Self Service. Employees terminated before this date with no active jobs in the State of Delaware will not have access to Employee Self Service.
What if my W-2 is incorrect?	Contact your Human Resources or Payroll Office.
What hardware or software do I need to access my online W-2?	 You will need a computer with an internet connection.
What is a W-2c form?	A W-2c form is produced when a correction is required to your original W-2 form. These are rare.
I am a State employee and also work for the Department of Elections as an election poll-worker. Are my election poll-worker earnings and W-2 available for viewing through Employee Self-Service?	 No. Election poll-worker payments are made through the State's financial system, not the payroll system. Therefore, they cannot be viewed through Employee Self-Service.
	 In prior years, the election poll-worker earnings were added to employee's State wages and reported on a single W-2. Beginning with the W-2 for calendar year 2013, State employees who also receive payments as election poll-workers, will receive a separate paper W-2 via the U.S. mail for just the election poll-worker payments.
	 If you choose (consent) to stop receiving a paper W-2 for your State employee earnings, you will still get a paper W-2 for your election poll-worker payments.
	 If you do not choose to stop receiving paper W-2's for your State employee earnings, you will receive two printed W-2s via U.S. mail.
	 Employees must report the earnings from both W-2s when filing annual tax returns.
Who do I contact with questions about the Employee Self-Service features?	Contact your Human Resources or Payroll Office.

May my spouse request a copy of my W-2?	 Only the employee may submit a W-2 request; spouses, accountants, tax preparers, etc. may not submit a request on behalf of an employee.
May I pick up my duplicate W-2 in person?	Walk-in requests will not be honored
	All W-2s will be mailed to the address in PHRST
Can my W-2 be faxed?	 For security reasons, W-2s are not faxed
Is there a charge for a duplicate W-2?	 There is a \$5.00 administrative fee for each W-2 requested
	Make checks payable to the State of Delaware
May I request duplicate W-2s for more than one tax year at a time?	 If requesting multiple duplicate W-2's, complete a separate form for each tax year.
	There is a \$5.00 fee for each tax year
	You may combine the fees and submit a single check for the total amount due
	Make checks payable to the State of Delaware
I am an active State employee, may I request a duplicate W-2?	 Active employees are expected to print their W-2 for calendar years 2013 and greater through Employee Self-Service and will not be mailed a duplicate W-2 for these years. Employees terminated on or after 1/10/2019 are expected to print their W-2 for calendar years 2013 and greater through Employee Self-Service and will not be mailed a duplicate W-2 for these years.
	 Requests for a calendar year prior to 2013, will be processed only if the mailing address on the W-2 Processing Request Form matches the address in PHRST and includes the appropriate payment
	 If the address does not match, you will be instructed to update your address in Employee Self-Service and notify PHRST when completed. Terminated employees



If you have questions about logging into Employee Self-Service, including resetting your password, please access FAQs at http://employeeselfservice.omb.delaware.gov/