

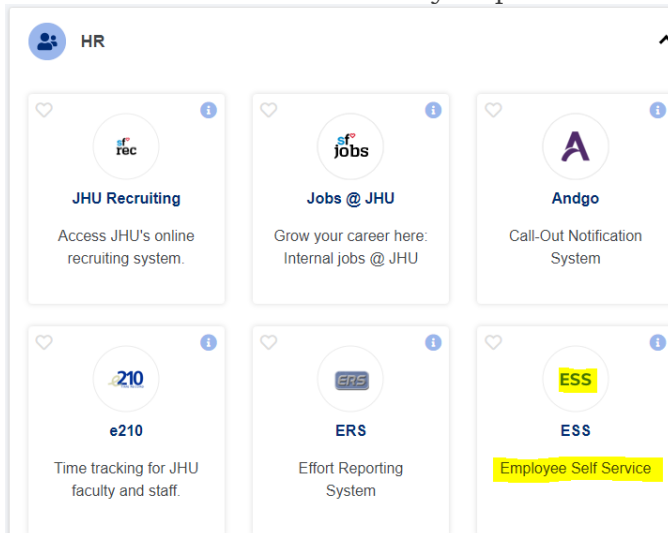
Signing up to receive an Electronic W-2 Form

After January 31, you may access your W2 on line:

First you need to sign up to get your W-2 Electronical on line.

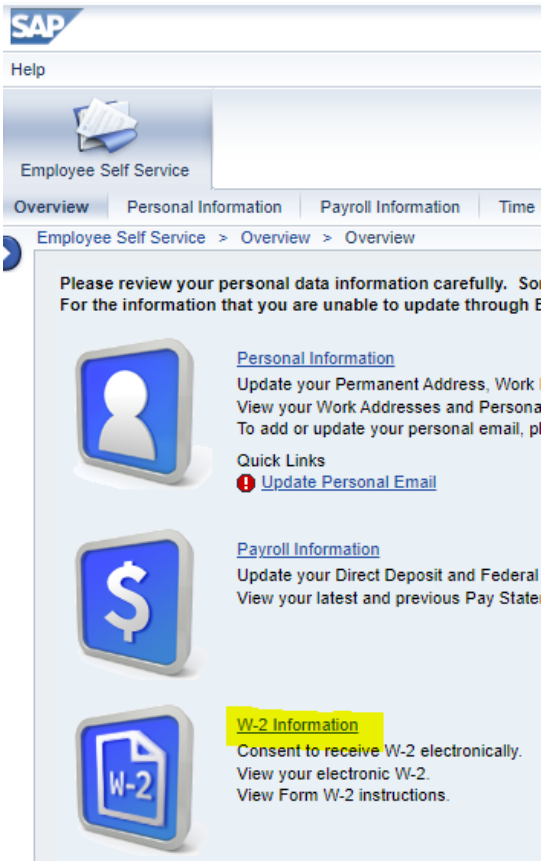
<http://ess.johnshopkins.edu/>

- Access the ESS website from the myJH portal under the HR tab.

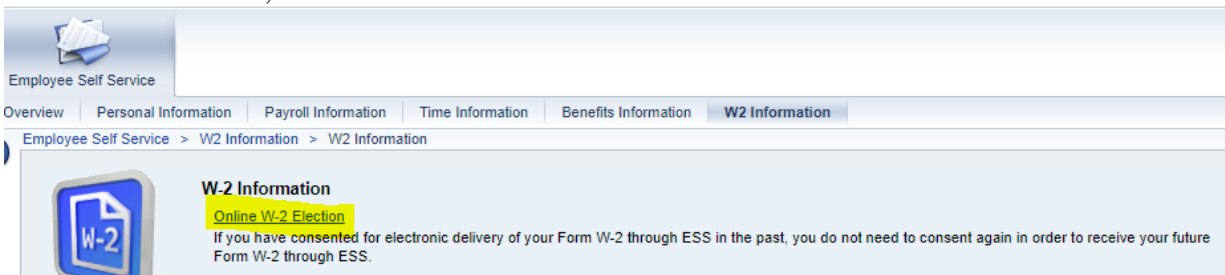


- Click on the "Login to ESS button" at the top right of the page. In order to login, you will need to use a myIT login code, which is Johns Hopkins' system for multi-factor authentication. If you are not already using the myIT login code, you will be directed to enroll before continuing to ESS.

- Click “W2 Information”



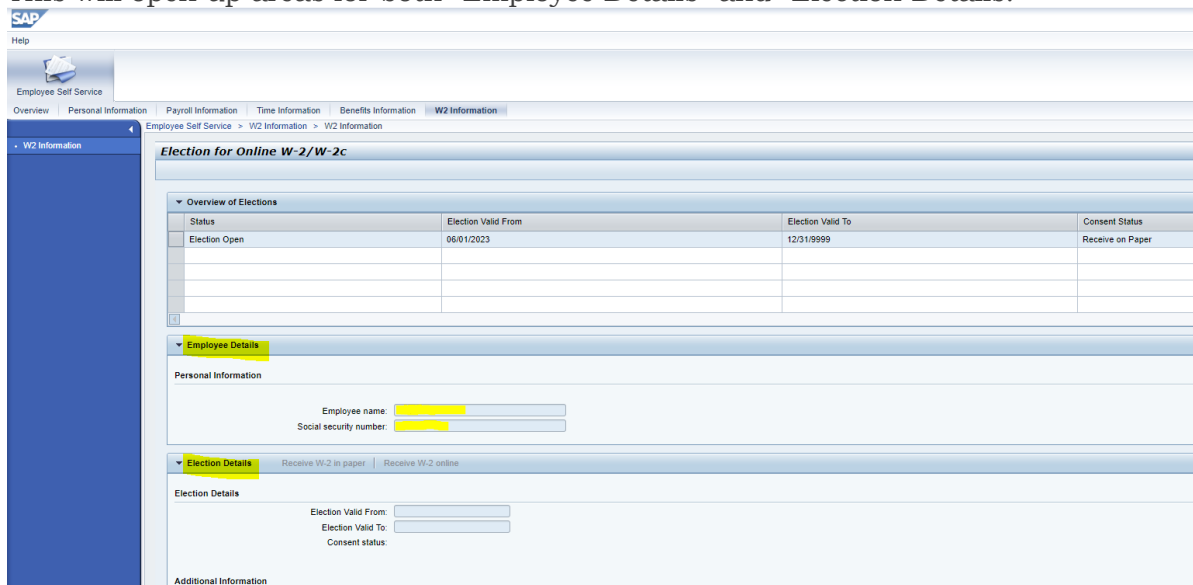
- On the next screen, click “Online W-2 Election.”



- On the following screen, next to the Overview of Elections header, click the “New Election” button.



- This will open up areas for both “Employee Details” and “Election Details.”



- Under “Overview of Elections” click on “Election Open” which opens “Employee Details” and “Election Details.”

The screenshot shows the SAP Employee Self Service interface for W2 Information. The page title is "Election for Online W-2/W-2c". The left sidebar is labeled "W2 Information". The main content area is divided into several sections:

- Overview of Elections:** A table with the following data:

Status	Election Valid From
Election Open	06/01/2023
- Employee Details:**
 - Personal Information:** Employee name and Social security number fields are present, with the employee name field highlighted in yellow.
 - Election Details:** Includes fields for Election Valid From (06/01/2023), Election Valid To (12/31/9999), Election Period Begin (02/01/2023), and Election Period End (12/31/2023).
 - Additional Information:** A consent message: "To consent to receive your W-2 electronically, click on 'Receive W-2 online' above. If you consent to receive your W-2 electronically, you will not be mailed a copy. Instead, you will be able to access your W-2 here on ESS under the W-2 information section. You will receive an email in January when it is available. By consenting to receive electronically, you will continue to receive all W-2s electronically unless you..."

- Under “Election Details,” you can click on “Receive W-2 Online” to initiate the consent to receive your W-2 electronically.

SAP

Help

Employee Self Service

Overview | Personal Information | Payroll Information | Time Information | Benefits Information | **W2 Information**

Employee Self Service > W2 Information > W2 Information

W2 Information

Election for Online W-2/W-2c

Data saved successfully

Overview of Elections

Status	Election Valid From
Election Open	06/01/2023

Employee Details

Personal Information

Employee name:

Social security number:

Election Details | Receive W-2 in paper | **Receive W-2 online**

Election Details

Election Valid From:

Election Valid To:

Election Period Begin:

Election Period End:

Additional Information

To consent to receive your W-2 electronically, click on "Receive W-2 online" above. If you consent to receive your W-2 electronically, you will not be mailed a copy. Instead, you will be able to access your W-2 here on ESS under the W-2 information section. You will receive an email in January when it is available. By consenting to receive electronically, you will continue to receive all W-2s electronically unless you

- You will be presented with a confirmation pop-up box asking you to confirm your election. If you wish to proceed, click “OK” to confirm your consent.

The screenshot shows the SAP Employee Self Service interface. The main page is titled "Election for Online W-2/W-2c". It features a navigation menu on the left with "W2 Information" selected. The main content area includes sections for "Overview of Elections", "Employee Details", "Election Details", and "Additional Information". A confirmation pop-up box is overlaid on the right side of the page, titled "Confirmation" and "Confirm your election". The pop-up contains the following text:

By saving, you are giving consent to receive Forms W-2/W-2c as selected.
Receive Online
 You can withdraw your consent at any time during the election period.

Buttons for "OK" and "Cancel" are visible at the bottom of the pop-up.

- When you click “OK” make sure that the “Data saved successfully” is checked and “Consent Status” states “Receive Online”

The screenshot shows the SAP Employee Self Service interface after the election. The main page is titled "Election for Online W-2/W-2c". A yellow box highlights the "Data saved successfully" message. The "Overview of Elections" table shows the following data:




Status	Election Valid From	Election Valid To	Consent Status
Election Open	06/01/2023	12/31/9999	Receive Online

Please log out and log back in to confirm your election of receiving your W-2 online.

After you complete the W-2 Online election you should get an email stating “Your W-2 Online Election has been changed thru ESS”

Your W2 Online Election has been changed thru ESS!

 EMPLOYEE_SELFSERVICE@JH.EDU
 To [redacted]

 Reply  Reply All  Forward ...
 Wed 12/27/2023 3:17 P

Your online W-2 election information has been changed in the Johns Hopkins Employee Self-Service (ESS) system. Online has been selected as the method to receive your W-2. If you did not request this change, please immediately change your JHED password and notify HR Shared Services at 443-997-5828.