Online W2 Election

1. Log into myUK using your link blue ID and password.

2. Click on the “Employee Self Service” tab.

3. Choose the “Benefits and Payment” option.
4. Locate the Payment Section and click “Election for Online W-2”.

5. If the field below Status is blank, as shown below, for the Election for Online W-2/W-2c header, click on the “New Election” option and choose “Elect for University of Kentucky.”

Otherwise skip to instruction Line #6.
6. If the “Election period open” row is populated highlight the row and additional election details information will display for review.
   a. Name
   b. Social Security Number
   c. Election validity dates: The years your election choice will remain valid. The date 12/31/9999 represents there is not an end date.
   d. Tax Company: UK00/University of Kentucky
   e. Election period dates: The open election period for employees to elect for online W-2s.
   f. Additional Information: Used to provide important online W-2 information to employees.
7. On the Election Details header click “Receive W-2 Online”.

8. A confirmation box will pop up to confirm your election to receive an electronic 2014 Form W-2 online through myUK Employee Self Service. If you agree to receive your 2014 Form W-2 electronically click “OK”.

Confirm your election
By confirming this election, you agree to receive Forms W-2 as selected below.
Receive Form W-2/W-2c only via online service.
If you elect to receive your Form W-2 online you will not receive a paper Form W-2. If you elect to receive a paper Form W-2, it will be mailed to your permanent address on file in the HR/Payroll system. The election period will end January 16, 2015.
9. You will receive the message “Data saved successfully” in the upper left corner of the election screen.

![Election for Online W-2/W-2c](image)

☑ Data saved successfully

10. Click the “Back” button to return to the Employee Services menu.

![Election for Online W-2/W-2c](image)

11. You have completed your election to receive your Form W-2 online through Employee Self Service!

***Should you choose to change your election back to receive a paper W-2 please follow the same steps above but choose option “Receive W-2 in paper” on step 7.
1. Log into myUK using your link blue ID and password.

2. Click on the “Employee Self Service” tab.

3. Choose the “Benefits and Payment” option.
4. Locate the Payment Section and click “View Online W-2”.

5. Under the Search Results for Online W-2/W2c header click the row to highlight the “2014 W-2 Wage and Tax Statement”.
6. Click “Display” directly above the highlighted entry.

*Employees paying multiple local tax authorities, Fayette Co residents for example, will have additional W-2 Forms.

7. Use both scroll bars located to the right of the Online Forms W-2/W-2c screen and the W-2 window to view the entire W-2 form.

8. Hover over form to click the print icon to have your W-2 form(s) printed for tax filing purposes.

9. Click the “Back” button to return to the Employee Services menu.