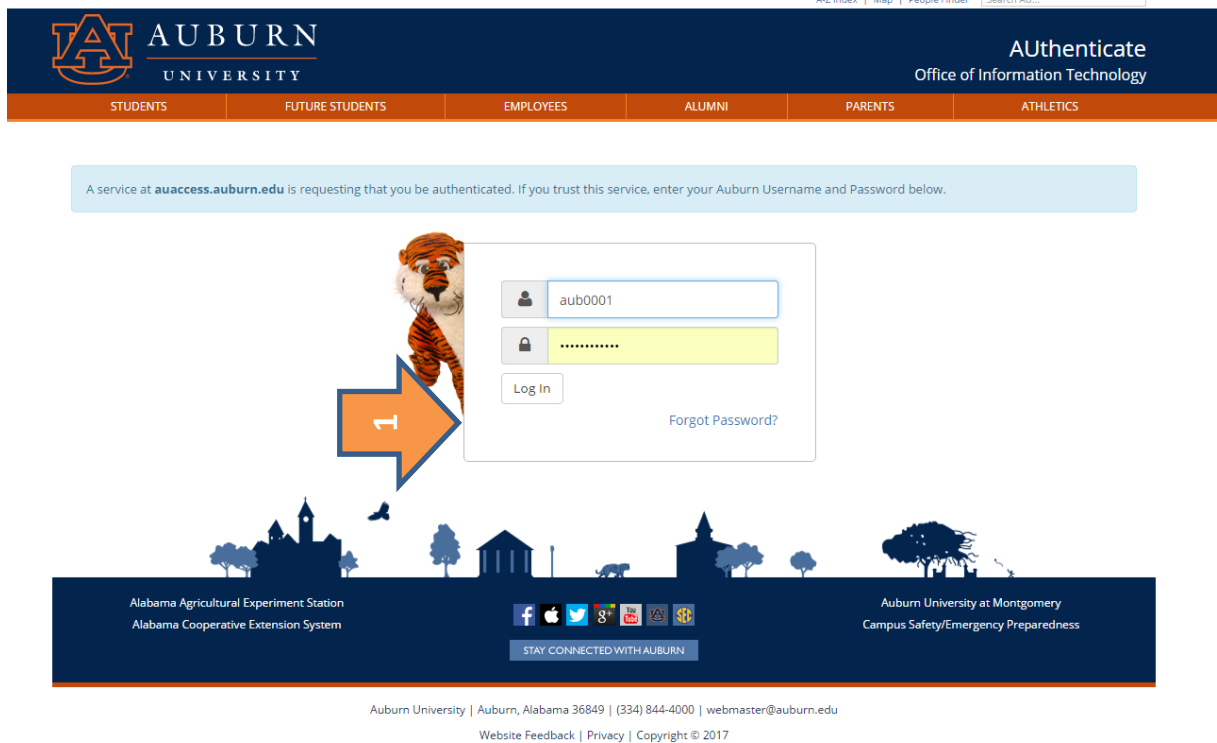


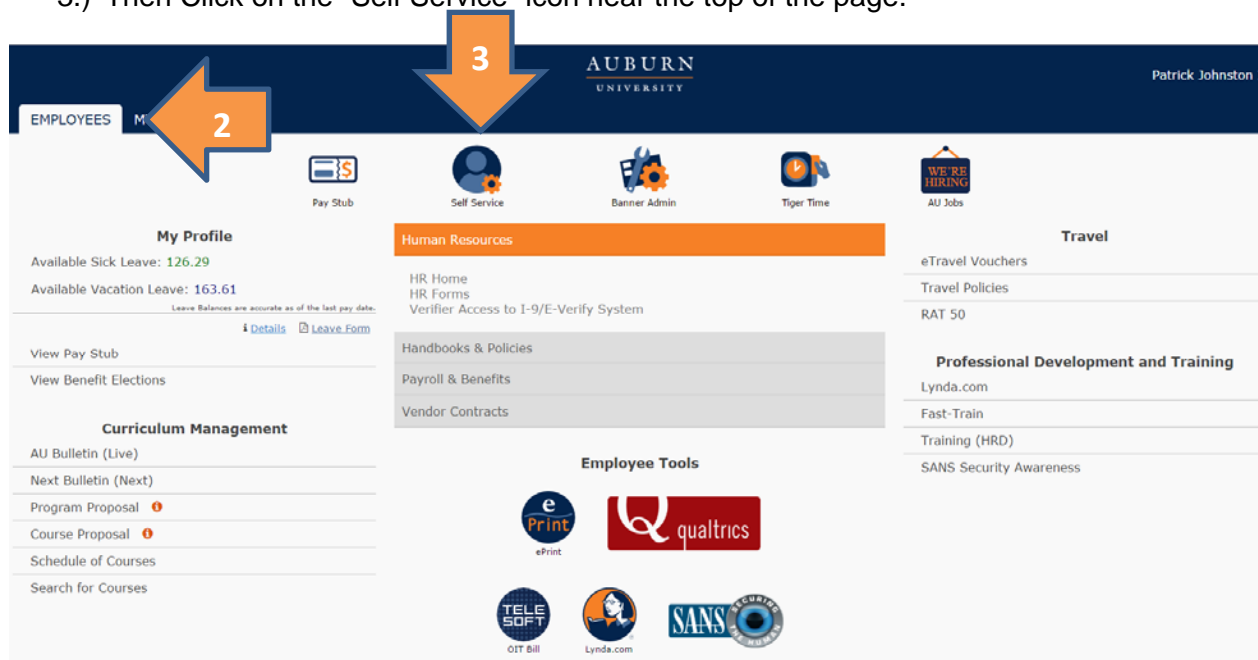
# Instructions for Receiving Your W-2 Electronically

## 1.) Log on to AU Access



## 2.) Click on the “Employees” tab on the top left corner of the page.

## 3.) Then Click on the “Self Service” icon near the top of the page.



4.) On the next page, click on "Tax Forms."

The screenshot shows the Auburn University Employee portal. At the top is the Auburn University logo. Below it is a navigation bar with 'Personal Information' and 'Employee' tabs. A search bar is on the left, and links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT' are on the right. The main content area is titled 'Employee' and lists various services. An orange arrow labeled '4' points to the 'Tax Forms' link in the list.

**457(b) Percentage Calculator**  
Calculate the percentage of salary an employee wants to contribute to their 457(b) plan.

**403(b) Percentage/Match Calculator**  
Calculate the percentage of salary an employee wants to contribute to their 403(b) plan.

**403(b) Percentage Calculator for Part-time Employee**  
Calculate the percentage of salary a part-time employee wants to contribute to their 403(b) plan.

**Bank Account Update**  
Update Bank Account for Direct Deposit

**Benefits and Deductions**  
Retirement, health, flexible spending, miscellaneous.

**Employee Education Benefit/Dependent Education Benefit request form**  
Tuition Waiver Forms for Employee Education Benefit (EEB) and Dependent Education Benefit (DEB)

**Effort Certification**

**eTravel Vouchers**  
Access this link to create and approve e-travel vouchers

**Faculty Staff Campaign Payroll Deduction**

**Flexible Spending Account Plan Open Enrollment**

**Jobs Summary**

**Leave Balances**

**Master Contact List**

**Parking Services**  
Register vehicles, review tickets or appeal tickets

**Pay Information**  
Direct deposit allocation, earnings and deductions history, or pay stubs.

**Proposal eCover Forms**  
Access this link to create and approve proposal eCover forms for OSP

**Purchase Card Transactions**  
List your purchase card transaction details

**RAT 50**  
Request for Authority to Travel Outside the 50 United States

**Salary Wage Transfer**

**Tax Compliance Office Documents**  
Use this link to access uploaded Tax Forms

**Tax Forms**

**W4 Information, W2 Form**

**Update Bank Account - HSA**  
Update Employee's Bank Account for HSA direct deposit

**Vendor Search**  
Search for All vendors by ID, Name, Keywords, and Commodity

5.) On the next page click "W-2 Wage and Tax Statement."

The screenshot shows the Auburn University Employee portal. At the top is the Auburn University logo. Below it is a navigation bar with 'Personal Information' and 'Employee' tabs. A search bar is on the left, and links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT' are on the right. The main content area is titled 'Tax Forms' and lists various services. An orange arrow labeled '5' points to the 'W-2 Wage and Tax Statement' link in the list.

**W4 Tax Exemptions or Allowances**

**A4 Tax Exemptions and Allowances**

**W-2 Wage and Tax Statement**

**RELEASE: 0.0**

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6.) On the next page enter full Social Security Number and then click "Submit."

The screenshot shows the Auburn University Employee portal. At the top is the Auburn University logo. Below it is a navigation bar with 'Personal Information' and 'Employee' tabs. A search bar is on the left, and links for 'SITE MAP', 'HELP', and 'EXIT' are on the right. The main content area is titled 'W2 Display/Reprint'. Below the title is a form with a label 'For security reasons, please enter your full Social Security Number (for example: 7891234567)'. An orange arrow labeled '6' points to the input field for the Social Security Number.

**W2 Display/Reprint**

For security reasons, please enter your full Social Security Number (for example: 7891234567).

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7.) Click “Receive W-2 Electronically” and an email will be sent to confirm your selection.

The screenshot shows the Auburn University website's W2 Display/Reprint page. At the top is the Auburn University logo. Below it is a navigation bar with 'Personal Information' and 'Employee' tabs. A search bar is on the left, and 'SITE MAP', 'HELP', and 'EXIT' links are on the right. The main heading is 'W2 Display/Reprint'. Below this is the 'Online W-2 Consent' section, titled 'Employee's Consent to Receive IRS Form W-2 Electronically'. The text explains that clicking the button below will allow the employee to receive their Form W-2 electronically. It also states that once consent is given, the employee will no longer receive a paper copy by mail and will be able to access online and print copies as necessary for tax filing purposes. A large orange arrow with the number 7 points to the 'Receive W2 Electronically' button. Below the button, the name 'Patrick Johnston' is listed, followed by links for 'W2 for 2016' and 'W2 for 2015'.

**Online W-2 Consent**  
**Employee's Consent to Receive IRS Form W-2 Electronically**

Please click the button below if you would like to receive your Form W-2 electronically. IRS rules require that you provide the University with your consent in order to receive your Form W-2 in electronic format. You do not need to repeat this process annually since this consent is valid for the duration of your employment with the University.

Once you consent to receiving your W-2 electronically, you will **no longer** receive a paper copy of your Form W-2 by mail. You will be able to access online and print copies as necessary for your tax filing purposes. You may also access Forms W-2 for previous years. If you decide to revoke or withdraw your consent at a later date, you must do so by following the same procedure.

[Receive W2 Electronically](#)

Patrick Johnston  
[W2 for 2016](#)  
[W2 for 2015](#)

Email [payroll@auburn.edu](mailto:payroll@auburn.edu) if you need additional information.