

Go Paperless W-2 Today !

Signup now and have access to your information earlier. W-2 Information will be available 1 to 2 weeks earlier than the printed W-2's sent through the mail.

File your tax return early and get a refund faster. Beat the rush on filing for your tax refund or processing your Financial Aid application. We can do our part in the green movement.

Deadline to sign up for paperless W-2's is January 10, 20xx.

Do it yourself through [SSO](#) (Single Sign On) before it's too late!

To Go Paperless on your W-2 simply follow the steps listed below:

1. Go to [SSO](#)
2. On HRConnect select the "My Payroll" tab
3. Scroll to the middle of the page and select "My W-2 Information"
4. Toward the left side, click on the "Update W-2 Status"
5. Select the option: "On-line Form W-2 (No paper copy will be sent) & verify or update your email address, then "Save Changes"

