



Instructions for changing W-2 delivery method.

Step 1. Click on the “W-2 Electronic Delivery Authorization” to obtain information on the procedures, timelines, and other required Internal Revenue Service disclosures for electronic W-2’s.

Step 2. Log into Employee Self Service. See the “How to Login/Reset Password” document for step by step instructions if you need assistance.

Login

User name
jd12345

Password
••••••••

[Forgot your password?](#)

Step 3. Once logged in, click on the box “Employee Self Service”

Ysleta Independent School District
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MUNIS Self Service, Version 10.5

Documents

[How to Login/Reset Password](#)
[W-2 Electronic Delivery Authorization](#)
[Instructions for Changing W-2 Delivery Method](#)
[EmpCenter Website](#)

Links
[Click Here to View Document](#)
[Click Here to View Document](#)
[Click Here to View Document](#)
[Click Here to View Website](#)

Home

Employee Self Service



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Step 4. Find the Personal information section and click on the box “View profile”.

Welcome to Employee Self Service

Announcements

Personal information [View profile](#)

Paychecks [Show paycheck amounts](#)

Home

Employee Self Service

Pay/Tax Information

Personal Information

Step 5. Click on the “Personal Information” bar on the right side of the screen.

Employee Profile

[Return to Personal Information](#)

General information

Name Jane Doe

Employee ID 12345

Preferred name

SSN xxx-xx-xxxx

Active status ACTIVE

Home

Employee Self Service

Pay/Tax Information

Personal Information

Employee Profile

Step 6. Click on the word “change” next to the Tax Form Delivery Options.

Personal Information

Employee Preferred Name [change](#)

Preferred Name N/A

Tax Form Delivery Options [change](#)

W-2 Delivery Method [Mail](#)

Home

Employee Self Service

Pay/Tax Information

Personal Information

Employee Profile



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Step 7. Select "Self service only" by clicking in the circle to the left.

Edit Tax Form Delivery Options

W-2 Delivery Method

☐ Mail

☐ Self service only

Update **Cancel**

Edit Tax Form Delivery Options

W-2 Delivery Method

☐ Mail

☒ Self service only

Update **Cancel**

Step 8. Click on the "Update" box.

Edit Tax Form Delivery Options

W-2 Delivery Method

☐ Mail

☒ Self service only

Update **Cancel**



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Step 9. The screen will return to your Personal Information with a message that your change was accepted. You should see in the Tax Form Delivery Options section the choice that you made.

Personal Information

✓ Your information has been successfully updated. ✕

[Tax Form Delivery Options change](#)

| W-2 Delivery Method | |
|---------------------|--|
| Self service only | |



With this selection, you will be able to retrieve your W-2 from this site as soon as Payroll completes it each year. The Form will remain visible for 5 years OR 2 years after your termination from Ysleta, whichever comes first.

Home

Employee Self Service

Pay/Tax Information

Personal Information



[View W-2 image](#)

☒ ☐ ☐

Home

Employee Self Service

Pay/Tax Information

YTD Information

W-2

W-4

Paycheck Simulator



Thank you for going paperless!