



# THE DISTRICT

PAYROLL DEPARTMENT

## 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  
 x

Password

[Forgot your password?](#) Log in

Step 3. Once logged in, click on the box "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

General information

Name: Jane Doe

Employee ID: 12345

Preferred name:

SSN: XXX-XX-XXXX

Active status: ACTIVE

Return to Personal Information

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

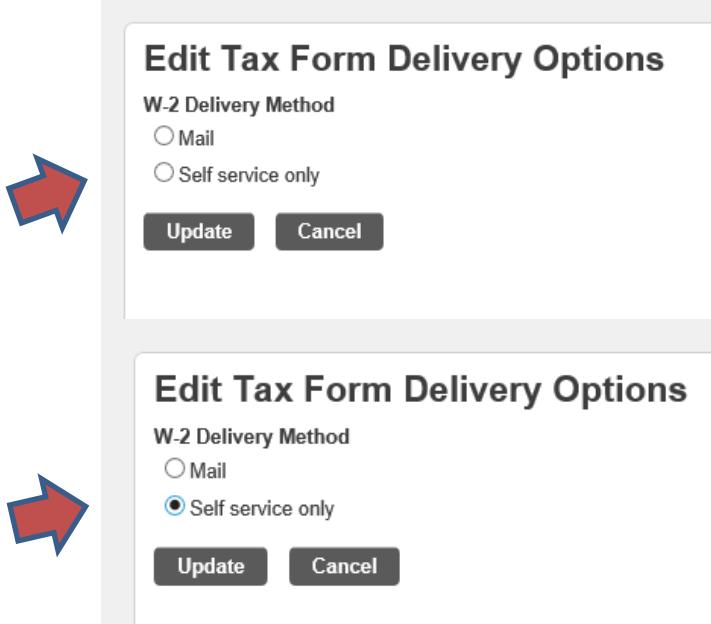
Employee Profile



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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**

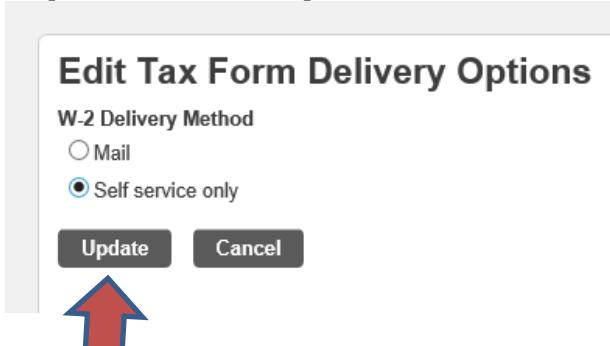
**W-2 Delivery Method**

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](#)

<b>W-2 Delivery Method</b>	<b>Self service only</b>
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A red arrow points upwards from the 'Self service only' label towards the 'Tax Form Delivery Options' section.

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.

**Employee Self Service**

- Home
- Employee Self Service**
- Pay/Tax Information
- Personal Information

A red arrow points to the 'Employee Self Service' link.

**Pay/Tax Information**

- YTD Information
- W-2**
- W-4
- Paycheck Simulator

A red arrow points to the 'W-2' link.

Thank you for going paperless!