Employee Self-Service Training- Consenting to Electronic W-2

Understanding the Consenting to Electronic W-2 or W-2c Forms Process

By consenting to receive your W-2 or W-2c electronically, you will not receive this form by mail. Instead, the W-2 or W-2c forms will be accessible online via OMNI.

An employee who chooses to receive his/her Form W-2 online can withdraw consent to online delivery at any time.

Navigation

Log onto OMNI through the my.fsu.edu portal. Click on the Human Resources drop down under MYFSU LINKS:
Click on the W-2 Consent link.

Read the W-2/W-2c Consent Form. Click “I consent to receive W-2 or W-2c forms electronically,” and click Submit.
As a layer of security, at this point you will be prompted to enter your password. Enter your password and click Continue.

A statement will appear stating you will receive W-2 or W-2c forms electronically.
NOTE: An employee may withdraw consent by following the same path to W-2 Consent. A statement will appear stating you currently receive the forms electronically. Read the entire statement, check the box “I withdraw my consent to receive W-2 or W-2c forms electronically,” and click Submit. The withdrawal of consent will be effective on the date entered. If consent is withdrawn, it will only be effective for those Form W-2 statements not yet issued. Once the employee enters the withdrawal of consent into the OMNI system, an email confirmation will be sent to the employee.

Consent may also be withdrawn by providing written notice to the following:

Florida State University, Payroll Services,
282 Champions Way, UCA-5600
Tallahassee, FL 32306.

or by emailing Payroll Services at payroll@fsu.edu. This email must include your full name, date of birth, complete mailing address, and the last four digits of your social security number.

Written notice of withdrawal will be effective within three business days of receipt.