KEAN workday

Important Workday Action Item:
W-2 Consent for Upcoming Tax Year and Beyond

The University went live with our new Human Resources and Payroll system, Workday, in December of 2020. All employees have been paid through Workday as of the first pay period of the 2021 calendar year. Accordingly, the Workday system will house important tax documentation for each employee from 2021 and onward.

Kean University is required by the Internal Revenue Service (IRS) to furnish all employees with a Form W-2 Wage and Tax Statement each calendar year to be used in completing the employee's annual tax returns. The Form W-2 Tax Statement details the employee's wages, tax withholdings and other important payroll information for the calendar year.

Kean University employees may elect to receive their Form W-2 Wage and Tax Statements electronically in the same way bi-weekly pay stubs are accessed – through Workday. Please note that if you want to elect to receive your W-2 electronically, you must provide consent to the electronic delivery of your 2021 W-2s via Workday. You may have given consent for an electronic W-2 in our prior payroll system, but we need to obtain consent in Workday as a result of our recent transition.

Consent

The IRS has approved the distribution of Form W-2 in electronic form in lieu of paper. Employee consent is required in order to initiate this request. Please read the entirety of this notice and log in to Workday to provide your consent in order to receive W-2 Wage and Tax Statements in electronic format going forward.

Disclosures

An employee's consent is valid for all subsequent tax years unless one of the following conditions are met:

- consent is revoked by the employee,
- the employee has separated from employment; or
- the electronic delivery method is no longer supported by the University

Employees should refer to the attached instructions in order to complete their consent for the electronic delivery of the annual W-2 form. Specific questions about W-2s and Workday may be addressed to the Payroll Office at 908-737-3170 or emailed to workday@kean.edu.

Please refer to the Workday webpage for additional resources on the system.

Electronic W-2 Consent in Workday

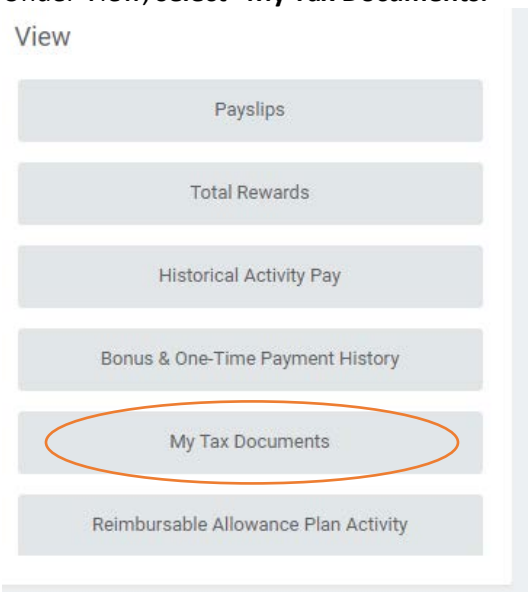
Employees should follow the below steps to consent to the electronic delivery of their W-2 forms for the current Tax Year and thereafter:

1. CLICK HERE to log in to Workday.

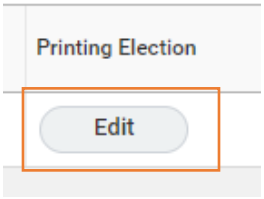
2. From the home page, click on the "Pay" Worklet.



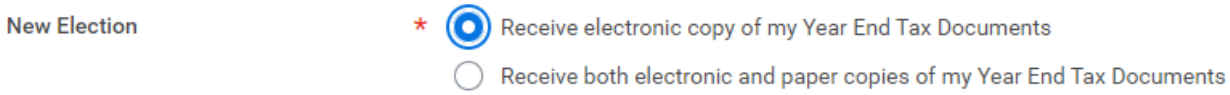
3. Under View, **select "My Tax Documents."**



4. Under Printing Election, click "Edit."



5. Select your preferred method of receipt for your upcoming 2021 and future W-2s.



6. Once you have made your selection, click **OK & Done**.