

Sign Up to Receive Your W-2's Electronically in the Employee Dashboard

Electing to receive your W-2's electronically means that no printed/physical W-2 will be mailed to you. You will be able to view and print your own W-2's within the Employee Dashboard. You will also get access to your W-2 sooner than those receiving a physical W-2 in the mail.

Please follow the instructions below to sign up for electronic W-2's:

1. Go to the PLU landing page www.plu.edu and click on **EPASS**.
2. Next click on **Banner**.
3. Click on **Banner Self-Service**.
4. Once logged in, select the **Employee Services** tab.
5. Click on **Employee Dashboard**.



Please note: Information from the current payroll cycle may change until finalized on payday.

Employee Dashboard ←

6. The **Employee Dashboard** is where you can access all things related to being a PLU employee.

A screenshot of the Employee Dashboard for Lance Lute. The dashboard shows the user's name, a profile picture of a knight, and a "My Profile" button. It also displays leave balances as of 08/12/2024: Vacation Leave (150.17), Sick Leave (87.80), and Flexible Time Off (56.00). The dashboard is divided into sections for Pay Information, Earnings, Benefits, Taxes, Job Summary, and Employee Summary. On the right side, there is a "My Activities" section with a yellow "Enter Time" button and a list of activities including "Approve Time", "Approve Leave Report", "Pay Stub Administrator", "1094 Tax Receipt ID Entry", "Employee Menu", and "Position Description".

7. Look for the section titled **Taxes** and click on the section to show information and page options related to taxes.
 - Click on **Electronic Regulatory Consent**.



8. In the **Electronic Regulatory Consent** page, you will see information blocks in blue providing relevant information regarding what it means to consent to receive forms electronically.
9. Look under the section **Selection Criteria**, here you will see two types of forms you can elect to receive electronically.
 - **W-2:** A form that is provided to all employees who worked within a tax year that reports your wages paid and the taxes withheld for that year. You will use this form to file your taxes with the IRS. All PLU employees paid within a calendar year will receive a W-2 for that year. Those who held multiple positions with PLU during the year will still only receive one W-2.
 - **1095-C:** A statement that is sent to all eligible employees detailing the insurance coverage available to them through PLU.

Electronic Regulatory Consent

Select the check box to consent to receive your tax statement electronically, or uncheck to revoke consent.

By consenting to receive your tax statement(s) electronically, you agree to return to this site between January 31 and October 15 of the appropriate year to print each of your tax forms on-line. You may be required to print and attach your tax forms to Federal, State, or local income tax return and it is your responsibility to review the instructions for each statement as provided in the Help on the specific statement page.

Your consent for each electronic statement will be valid for all subsequent tax years unless revoked by you, upon termination, or this service is not supported in a future given tax year. You may revoke your consent and receive paper forms by accessing this site and unchecking the My Choice consent box, or providing written notification to the Human Resources or Payroll office. Revoking consent does not apply to previously issued tax statements.

A paper copy of your tax statement(s) may be obtained by contacting the Human Resources or Payroll office. Updating of employee contact information is the responsibility of the employee by providing correct up-to-date information to the Human Resources or Payroll office.

Selection Criteria

	My Choice
Consent to receive W-2 electronically:	<input checked="" type="checkbox"/>
Consent to receive 1095-C electronically:	<input checked="" type="checkbox"/>

I understand the instructions provided to me for accessing and printing my electronic tax forms.

Submit

10. To consent to receive your W-2 electronically select the box under **My Choice** on the same row as **Consent to receive W-2 Electronically**, once selected the box will become gold with a check mark inside. You can also select the box for **Consent to receive 1095-C Electronically** if you would like.

Selection Criteria

	My Choice
Consent to receive W-2 electronically:	<input checked="" type="checkbox"/>
Consent to receive 1095-C electronically:	<input checked="" type="checkbox"/>

- To save your choices hit the **Submit** button found at the bottom of the page. **If you do not submit your updates will not be saved.**

I understand the instructions provided to me for accessing and printing my electronic tax forms.

Submit

11. W-2s issued to you from past years will be available electronically immediately. For W-2s that have yet to be issued, you will receive an email letting you know when they are made available and where they can be found.

12. To find past W-2s go back to the **Employee Dashboard > Taxes > W-2 Wage and Tax Statement**

Taxes

Federal Withholding Filing Status: Married Filing Separately Status: Active 2006 NRA: No 2C Ind: No	W-4 Employee's Withholding Allowance Certificate Electronic Regulatory Consent 1095-C Employer Provided Health Insurance Offer and Coverage Statement	W-2 Wage and Tax Statement W-2c Corrected Wage and Tax Statement
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13. Use the drop down next to **Tax Year** to select the year of the W-2 you wish to view and hit **Display**. The drop down will only show years that you have had a W-2 issued for.

Tax Year: 

Employer or Institution:



- If your Box 2 is empty this means there were no Federal Withholding taxes deducted from your paychecks. The amount deducted is based off of your W-4 on file at the time your paycheck was processed and how much you are earning for the pay period.
- **For student employees:** It is common for box 3 through box 6 to be empty. This is because students who work as a student employee for the university that they are taking classes at are exempt from FICA tax withholding (Social Security and Medicare) during the times classes as in session. More information can be found at IRS.gov by referencing IRC Section 3121(b)(10).
- **Washington state does not have a state or local income tax.** This means that box 15 through box 20 will be empty.

14. To print a copy of your W-2 or save as a PDF use the **Printable W-2** button on the bottom left of the page to open a printer friendly version of the W-2.



Important information to remember:

- Once your PLU ePass is no longer active you will not be able to access the Employee Dashboard, including all electronic W-2's.
- We highly recommend printing and/or saving your W-2's each year as they become available so you have a copy for yourself.
- Once your ePass is no longer active your electronic consent will be removed and a physical W-2 will be mailed to your permanent address on file when they are available for the current tax year.
- If you ever need a copy of previous years W-2's after you no longer have access to your ePass, please reach out to the PLU Payroll Office.