Go Paperless with Your W-2 Statement Through HR Direct

- Please follow the below instructions to consent to receive your W-2 electronically:
 - To consent to receive your W-2/W-2c electronically and go paperless, log on to <u>HR Direct</u>.
 - Click on the NavBar located on the top right of the page.

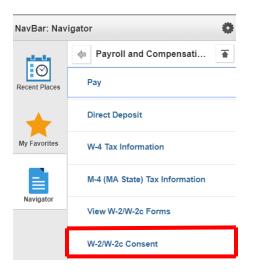


≣

- From the NavBar menu, click on "Navigator". Navigator
- Click on "Self-Service" and then "Payroll and Compensation".

NavBar: Navigator		0
	Self Service	
Recent Places	Time Reporting	>
My Favorites	Personal Information	>
	Payroll and Compensation	>
Navigator	Learning and Development	>

• Then, click the "W2/W-2c Consent" link.



• Read the disclosure information on the Form and if you want to receive your W-2/W-2c electronically, check the "Consent" box and hit "Submit".

Reviewing and Updating Personal Information in HR Direct

- It is important to review your current address on record in the HR Direct System to confirm your mailing address is updated and accurate:
 - To review your mailing address, log on to HR Direct
 - Click on the NavBar located on the top right of the page.



- From the NavBar menu, click on "Navigator". Navigator
- Click on "Self-Service" and then "Personal Information".

NavBar: Navigator		0
Recent Places	Self Service	
	Time Reporting	>
+	Personal Information	>
My Favorites	Payroll and Compensation	>
	Learning and Development	>
Navigator		

• Then, click the "Personal Details" to validate that your mailing address is accurate.



• If corrections are needed, please make the edits and save the corrected information.