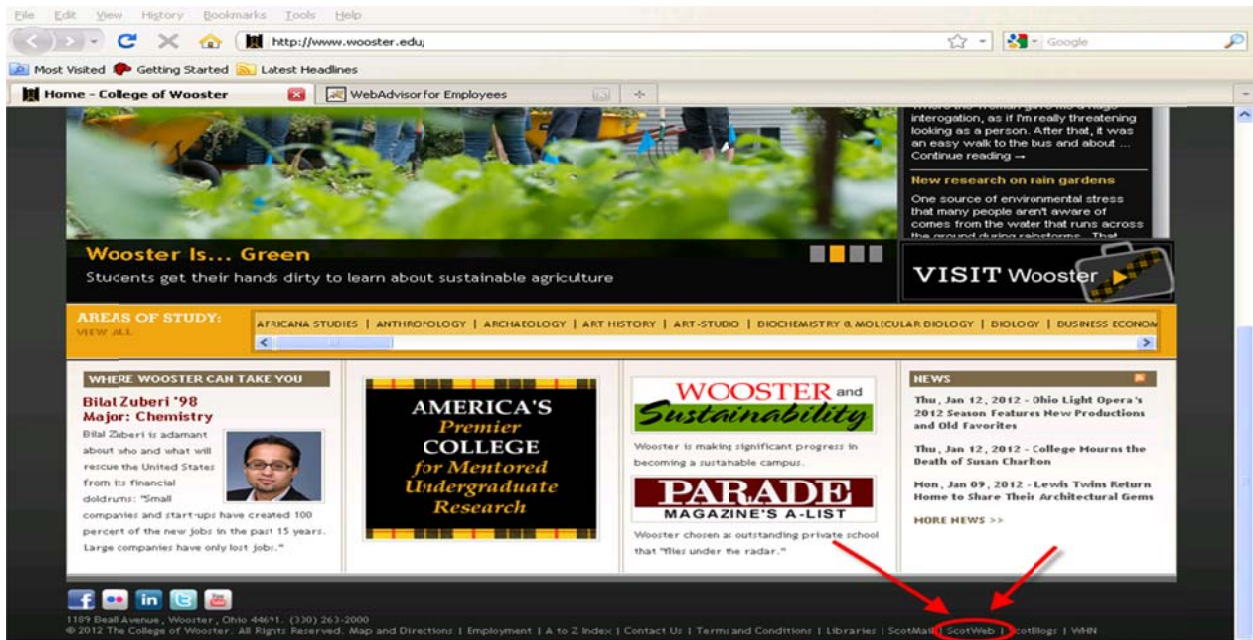


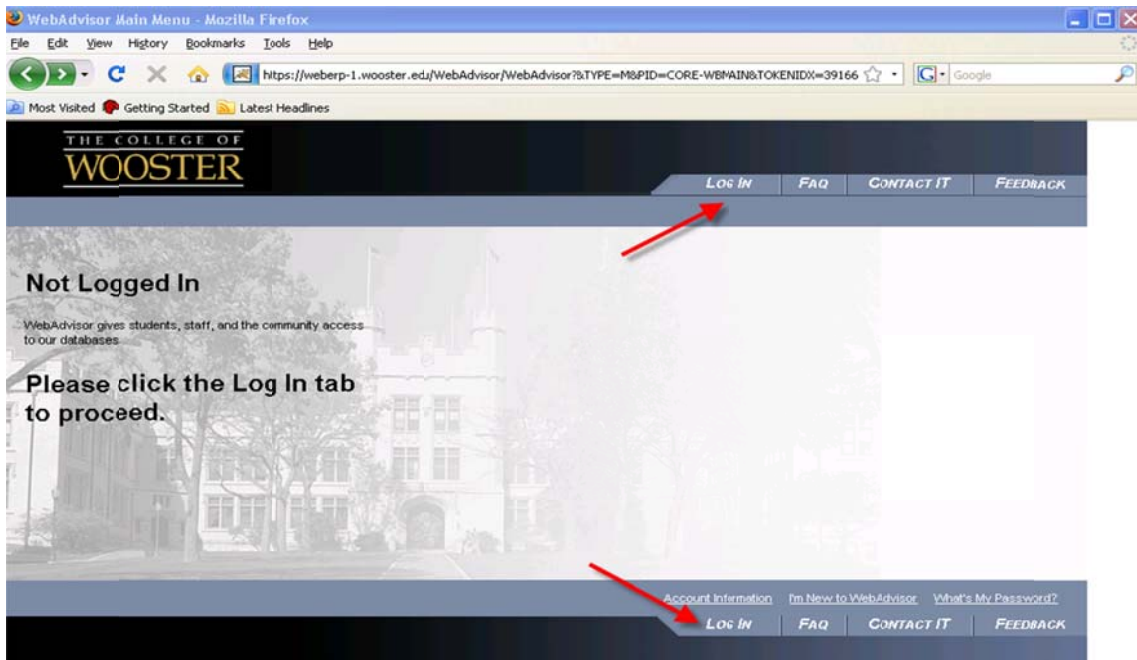
W-2 Consent for Electronic W-2s

****Please note: If no action is taken, the system will default to the paper option. This results in a printed copy of your W-2; your W-2 will not be available online.****

Go to the Wooster home page (www.wooster.edu). Click on the ScotWeb link located at the lower right side of the web page.

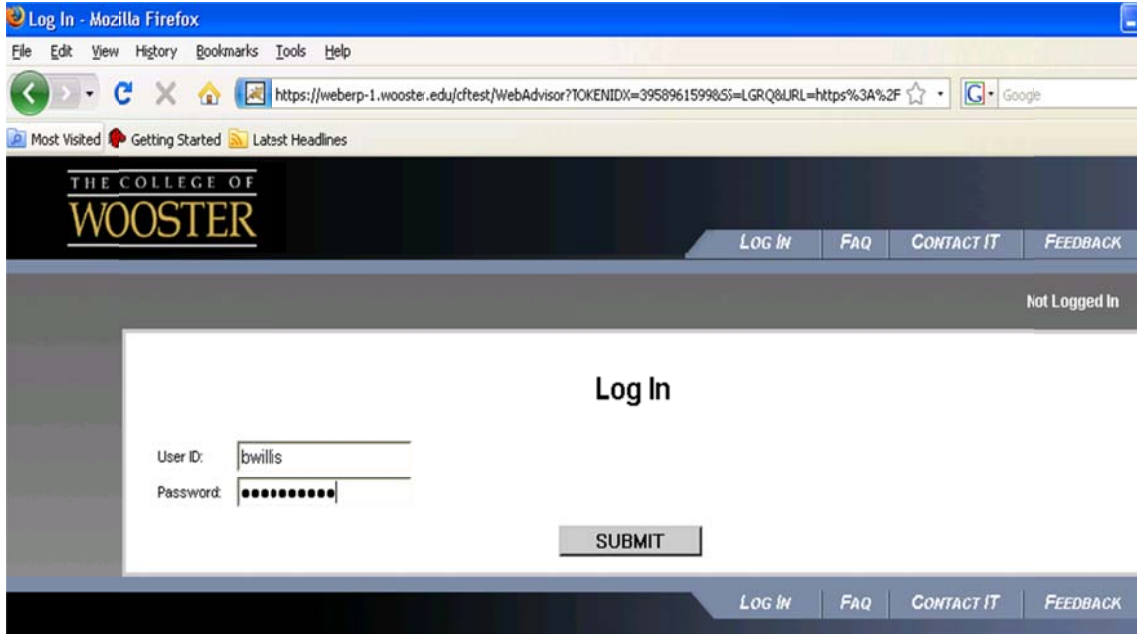


The ScotWeb log in screen will appear. Click on one of the Log In tabs.

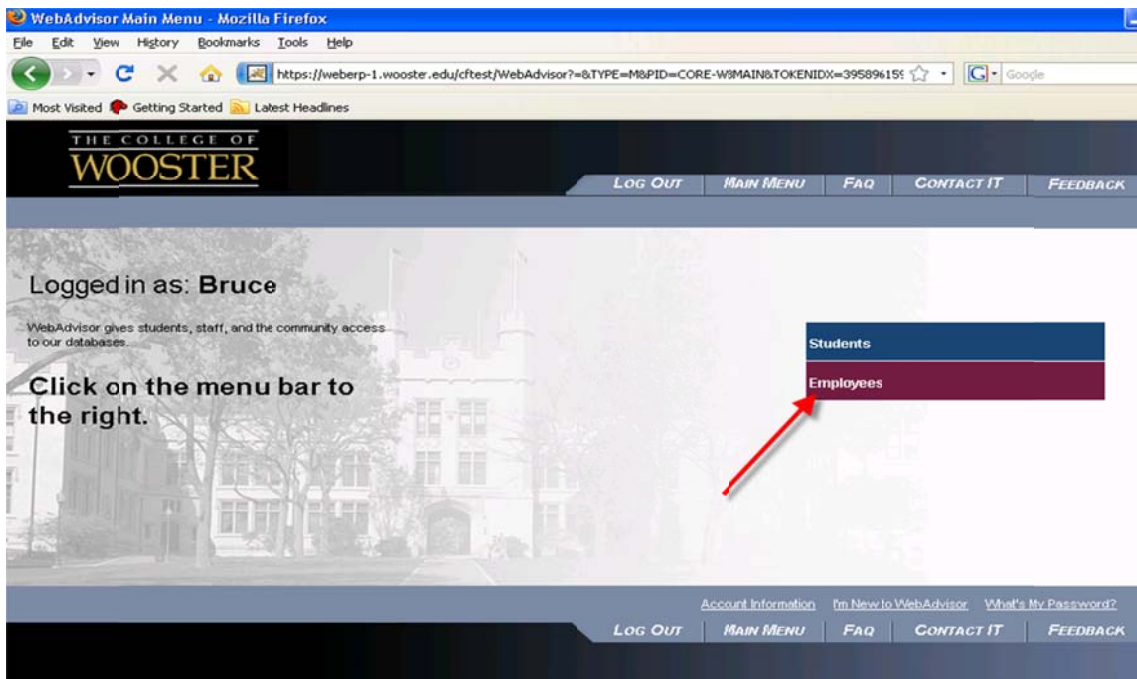


Enter your User ID and Password. This is your Novell user name and password, the same one that you use for email and pay advices (without the @wooster.edu).

Then, click on the Submit button.



Click on the Employees tab to access the Employees menu.



Click on the W-2 Electronic Consent link.

The following links may display confidential information.

Employee Profile

- [Position Summary](#)
- [My Payroll](#)
- [W-2 Electronic Consent](#)
- [W-2 Statements](#)
- [Leave Plan Summary](#)
- [Pay Advice](#)

Time Entry and Approval

- [Time entry](#)
- [Time History](#)
- [Time approval \(for supervisors\)](#)
- [Employee History \(for supervisors\)](#)

Emergency Contacts

- [Emergency Contact Information](#)

Click on the ELECTRONIC option to receive your W-2 electronically. This provides immediate access to W-2s once they have been processed. Note: the online W-2 will not be any different from the paper copy that you will receive from the College by U.S. mail.

Then, click on the Submit button.

W-2 Electronic Consent

ELECTRONIC - By selecting this option, I agree to receive my official W-2 only in electronic format. I understand that by consenting to receive my W-2 in electronic format, I will not receive a paper W-2 statement. I understand that by consenting I will have access to view and print all of my prior, current and future W-2 statements until I remove my consent. I understand that I have the ability at any time to return to this form and remove my consent.

PAPER - I choose to withhold my consent and understand by doing so that I will not receive my official W-2 in electronic format. I also understand that by withholding my consent I will not have access to prior or future W-2 statements electronically. I understand that I have the ability at any time to return to this form and consent to view my W-2 statements electronically.

Electronic W-2 Consent History

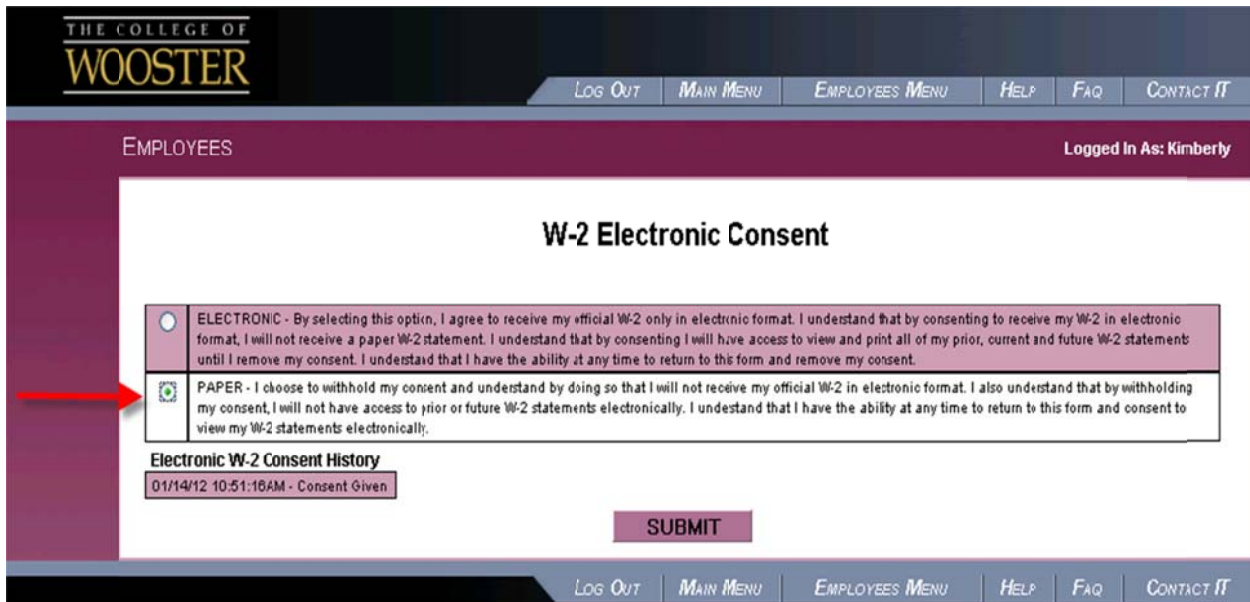
01/14/12 10:51:16AM - Consent Given

SUBMIT

Click on the PAPER option to decline viewing and printing your W-2 electronically. By selecting this option, you will receive your W-2 by U.S. mail to your home address. The W-2 will not be available for viewing or printing online.

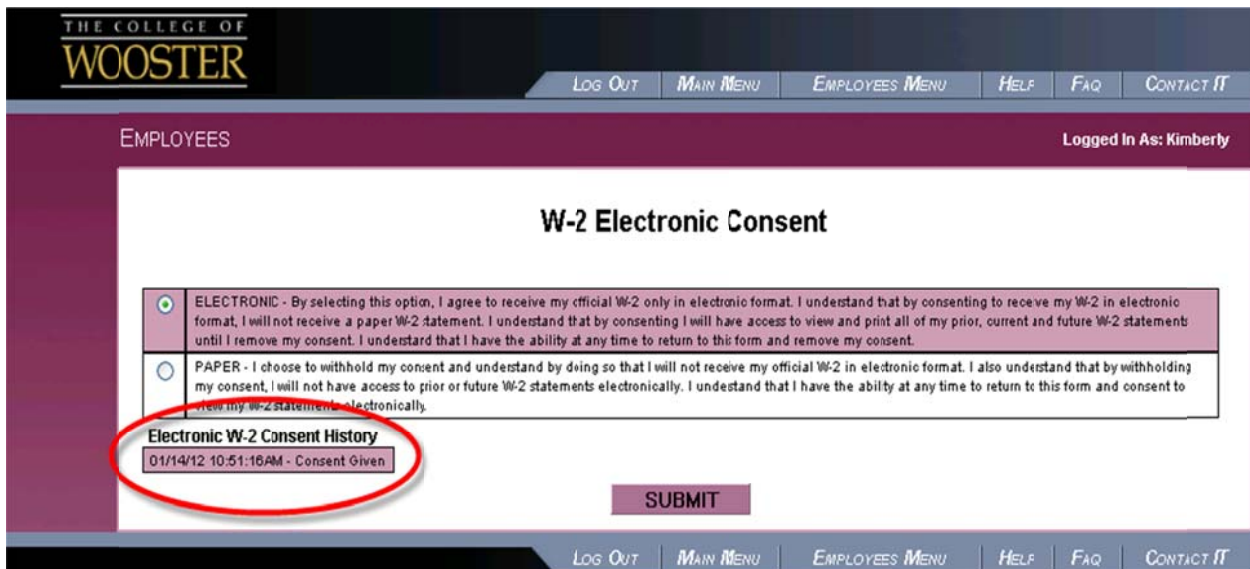
Note: The IRS requires employers to have paper copies postmarked no later than January 31.

Then, click on the Submit button.



The screenshot shows the 'W-2 Electronic Consent' form on the College of Wooster website. The user is logged in as Kimberly. The form has two radio button options: 'ELECTRONIC' (which is currently selected) and 'PAPER'. A red arrow points to the 'PAPER' option. Below the options is an 'Electronic W-2 Consent History' table with one entry: '01/14/12 10:51:16AM - Consent Given'. A 'SUBMIT' button is located at the bottom of the form.

After clicking on the Submit button, click on the W-2 Electronic Consent link at the Employee Menu to verify the option you selected.



This screenshot is identical to the previous one, but with a red circle around the 'Electronic W-2 Consent History' table. The table now shows two entries: '01/14/12 10:51:16AM - Consent Given' and '01/14/12 10:51:16AM - Consent Given'. The 'PAPER' option is now selected, and the 'ELECTRONIC' option is unselected.

Once you submit your election, you can change it at any time by repeating the above steps.