

**State Employee DESK AID**  
**Viewing and Printing State W-2/W-2c Forms Employee Self Service**

When W-

## **Accessing State of Kansas Employee Self-Service center**

Go to the **State Employee Service Center** home page:  
[https://sharp.sok.ks.gov/psp/sokhrprd\\_ess/?cmd=login](https://sharp.sok.ks.gov/psp/sokhrprd_ess/?cmd=login).

1. Enter your **State of Kansas Employee ID**

You will need the 11-digit alpha/numeric ShaRP ID found on *myWSU*

## **Granting Consent**

1. On **W-2/W-2c Consen** indicate your Consent to receive electronic W-2 and W-
2. Click the **Submit** button.
3. The **Verify Identity** pop up appears with your User ID (Employee ID) displayed.
4. Enter your password and click the **Continue** button.
5. The **Submit Confirmation** page indicates the status change has been successful. Click on the OK button.
6. You may now click on the **View W-2/W-2c Forms** link to view your prior W-2/W-2c forms.

**Note: entering your password is your electronic signature.**

**Note:**

**-2/W-**

**-2/W-2c**

**-2**

**and W-2c forms in Employee Self Service.**

## **Viewing W-2/W-**