Email Template - Receiving Electronic W-2 in CAPPS

In preparation for **2015 W-2** processing, please take a moment and do the following in CAPPS:

1. Be sure your **Mailing Address** and **Contact Phone Number** are current

(*Main Menu > Employee Self Service > My Profile > Edit Mailing Address*)

(*Main Menu > Employee Self Service > My Profile > Edit Phone Numbers*)

1. Complete the **W-2 Consent** (This grants consent to receive your W-2 electronically.  This is a faster delivery option, and will require your CAPPS password.)

(*Main Menu > Employee Self Service > My Pay > W-2/W-2c Consent*)

So that we may process W-2s in a timely manner, please complete the above actions **by 5:00 PM on Friday, January 15th**, 2016.

Thank You!

Email Template - Viewing/Printing W-2 in CAPPS

2015 W-2s are now available in CAPPS.  Once you’ve signed in, please select **My Pay**, and then the link to **View W-2/W-2c Forms**.  Click on **Year End Form** for *Tax Year 2015*, and a PDF will populate.  (*NOTE: If you don’t see your PDF, you may need to enable pop-ups for the site, in the upper right-hand corner of the screen.*)

**If You Opted for a Printed W-2** (*NO electronic consent*) –

Headquarters Employees:           Printed W-2s have been placed in your office mailboxes.

Field Employees:                              Printed W-2s are scheduled to go out in the mail tomorrow (*Thurs, 1/28/2016*).