

Employees have two options for receiving their W-2 tax statement.

1. Electronic format via KHRIS Employee Self-Service (ESS).

Available in ESS as soon as the file is generated and posted by the Personnel Cabinet. This version allows employee to access and save/print it at any time.

2. Paper format via the U.S. Postal Service.

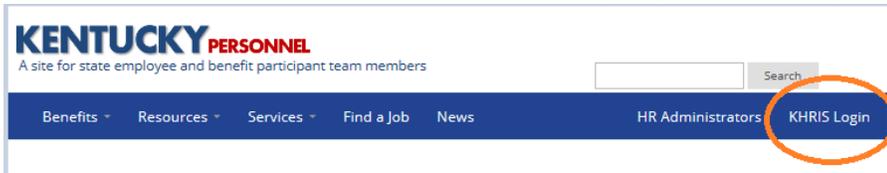
After the file is generated by the Personnel Cabinet, it is sent to Treasury to process and print, then to Finance to mail. This format can take nearly a week longer to receive. (They will be postmarked by January 31st.) Reprints must be requested via ESS.

INSTRUCTIONS:

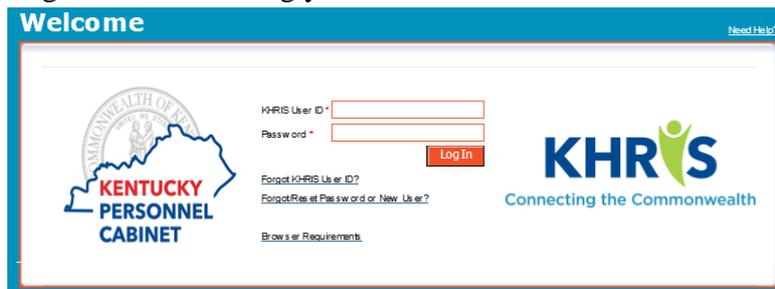
- [How to elect an online W-2](#)
- [How to view an online W-2](#)

Electing an Online W-2

1. Visit the Personnel Cabinet's website at <https://personnel.ky.gov> and click on the **KHRIS Login** link.



2. Log into KHRIS using your **KHRIS User ID** and **Password**.



3. Click on the **Election for Online W-2** tile.



Elect to receive your W-2 online

[Election for Online W-2](#)

4. The election screen appears. Click on the **New Election** button.

The screenshot shows the 'Election for Online W-2/W-2c' interface. At the top, there is a header 'Election for Online W-2/W-2c'. Below it, there is a section 'Overview of Elections' with a dropdown arrow. To the right of this section, a button labeled 'New Election' is highlighted with a red box. Below the button is a table with the following columns: 'Status', 'Election Valid From', 'Election Valid To', and 'Consent Status'. The table is currently empty.

5. The election screen for the current period appears. Click on the **Receive W-2 online** button.

The screenshot shows the 'Election for Online W-2/W-2c' interface. The 'Overview of Elections' section is active, and the 'Election period open' row is highlighted. Below this, the 'Employee Details' section is visible, showing 'Personal Information' with fields for 'Employee name' (Doe, Jane M.) and 'Social security number' (XXX-XX-1234). Below that, the 'Election Details' section is visible, showing 'Receive W-2 in paper' and 'Receive W-2 online' buttons. The 'Receive W-2 online' button is highlighted with a red box. Below the buttons, the 'Election Details' section shows 'Election Valid From' (01/01/2017) and 'Election Valid To' (12/31/9999).

6. The confirmation screen appears. Click **OK** to proceed with this election.

The screenshot shows a 'Confirmation' dialog box. The title bar says 'Confirmation'. The main text reads: 'Confirm your election', 'By confirming this election, you agree to receive Forms W-2 and W-2c as selected below.', 'Receive Form W-2/W-2c only via online service.', and 'You can withdraw your consent at anytime during the election period.' At the bottom right, there are two buttons: 'OK' and 'Cancel'. The 'OK' button is highlighted with a red box.

7. Your election is successfully saved.

Election for Online W-2/W-2c

✔ Data saved successfully

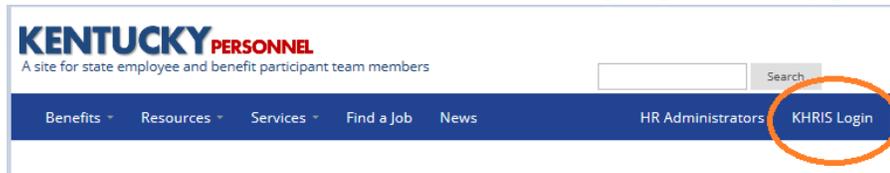
Overview of Elections

Status	Election Valid From	Election Valid To	Consent Status
Election period open	01/01/2017	12/31/9999	Receive Form W-2/W-2c only via online service.

In the event that you need to revert to the paper format, follow these same steps but select the **Receive W-2 in paper** button on step 5.

Viewing an Online W-2

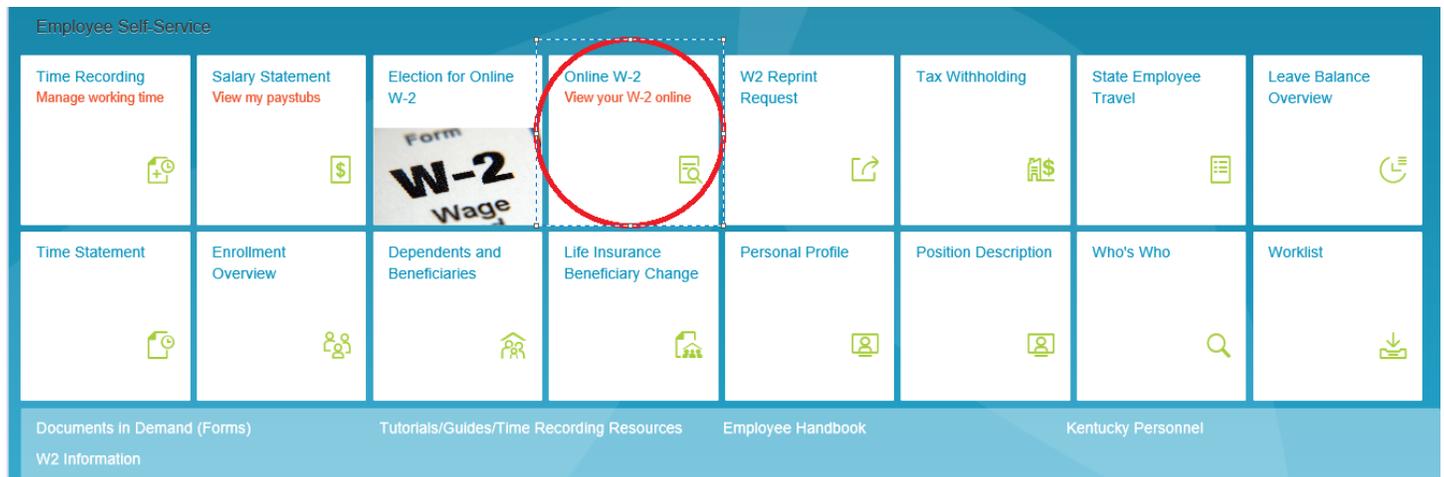
1. Visit the Personnel Cabinet's website at <https://personnel.ky.gov> and click on the **KHRIS Login** link.



2. Log into KHRIS using your **KHRIS User ID** and **Password**.



3. Click on the **Online W-2** tile.



4. The forms screen appears.

Online Forms W-2/W-2c

Filter for Available Online Forms W-2/W-2c

Search Criteria

Year is 2017

Search Reset to Default

Search Results for Online Forms W-2/W-2c

Display

Tax Company Name	Year	Form Description	Created On
Commonwealth of Kentucky	2017	W-2 - Wage and Tax Statement	01/12/2018

5. Click on the desired **tax year** line. Then click the Display button.

Search Results for Online Forms W-2/W-2c

Display

Tax Company Name	Year	Form Description	Created On
Commonwealth of Kentucky	2017	W-2 - Wage and Tax Statement	01/12/2018

You will be prompted to re-enter your password to view the form.

6. The W-2 displays below.

Online Forms W-2/W-2c

Display

Tax Company Name	Year	Form Description	Created On
Commonwealth of Kentucky	2017	W-2 - Wage and Tax Statement	01/12/2018

Display W-2/W-2c Previous Form Next Form Hide

1 Wages, tips, other compensation	2 Federal income tax withheld	1 Wages, tips, other compensation	2 Federal income tax withheld
3 Social security wages	4 Social security tax withheld	3 Social security wages	4 Social security tax withheld
5 Medicare wages and tips	6 Medicare tax withheld	5 Medicare wages and tips	6 Medicare tax withheld
a Employee's SSA number	Employer use only	a Employee's SSA number	Employer use only
b Employer's FED ID number 61-0600439	d Control number	b Employer's FED ID number 61-0600439	d Control number
c Employer's name, address, and ZIP code		c Employer's name, address, and ZIP code	

Once the form is displayed, you can hover over the PDF and a screen will appear allowing you to save a copy and/or print.

NOTE: Once you make an online election, it will remain in effect unless you make a change. If you were to make a change in the future, only the years where an online election was made, will be available in this list.