W-2s to be available by January 31st

The 2018 W-2s are not yet available. Please find below some helpful information that may assist the Payroll Department as they process W-2s. Mailed W-2s must be post-marked by January 31st annually.

On-line W-2s are only available to active employees, faculty members and student workers. If you will no longer be employed in January 2019, please verify your address and we will mail you your W-2, even if you had previously elected to receive your W-2 on-line.

- If you are enrolled as a student, you can change your Mailing Address in my.Clemson.
  - Click my.clemson.edu, and then click on the icon in the top right to log-in using your Clemson ID. Once at the Profile options, go to Addresses to view/update your Mailing Address, which is where your W-2 will be mailed.
- If you are no longer enrolled as a student and are no longer employed as a student worker, click here for links to manage your address in the Human Resources system.
- Department addresses should not be used as your Mailing Address.

To sign up for an Electronic W-2 (or to check your election status), you need to sign-in to HR Self Service using your Clemson ID and password and give consent for the electronic form following the steps below:

1. Click here for the W-2/W-2c Consent Form
2. You will be prompted to log-in at the ORACLE / PeopleSoft sign-in screen using your Clemson ID and password.
3. You will also need to be registered for DUO and possess your HR-Pin number.
4. Instructions for DUO can be found here: https://2fa.app.clemson.edu
5. Once in the ORACLE system, click on ‘Payroll and Compensation,’ then ‘W-2/W-2c Consent.’
6. Check the box consenting to receive your W-2 online. You will be asked for your password again to confirm your decision.
7. If you need assistance with your ID and Password, please contact ithelp@clemson.edu

There is a $10 charge for all W-2 reprints. Verifying and updating your address in the correct system will save you the cost of a reprint if your W-2 is mailed to an incorrect address. If you receive a mailed W-2, please safeguard your hard-copy.