

Core HR: W-2 Delivery Method

Overview

- All employees can select their W-2 election to be paper, online, or both in Ignite. The preferred delivery method is online, and users can print their W-2 from Ignite if needed.
 - *Example: As a new hire, you must select your W-2 delivery method in Ignite. For all other employees, you can verify your W-2 Delivery Method is correct in Ignite.*

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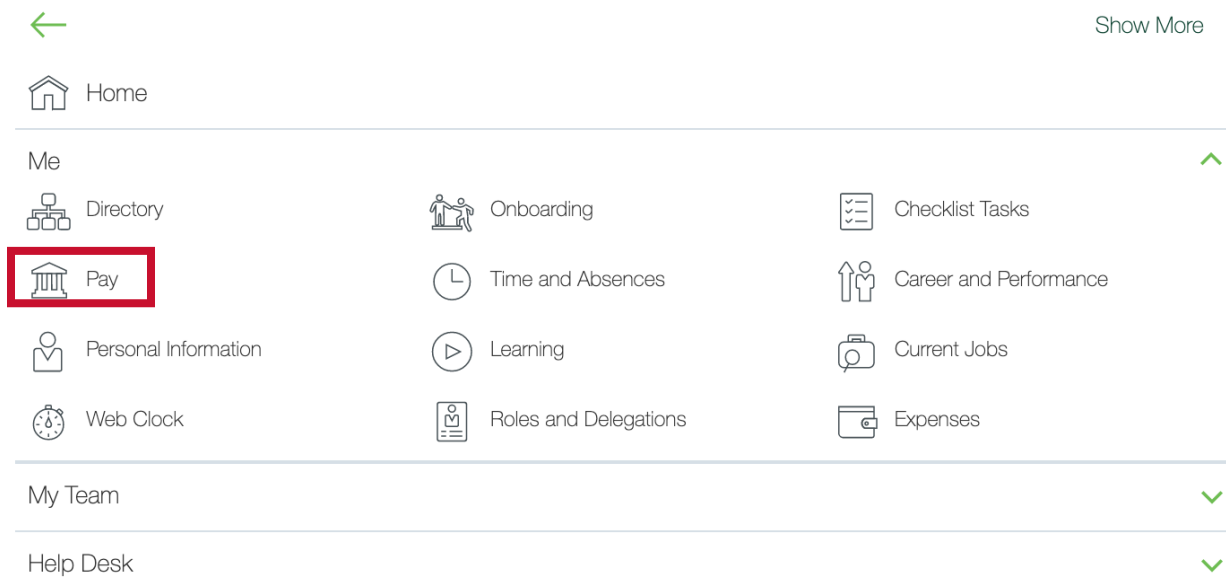
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I. Navigating to Select Your W-2 Delivery Method

- I. You can access the **W-2 Delivery Method** task in two ways:
 - a. Click the Navigator icon in the upper left-hand corner of the Ignite landing page.

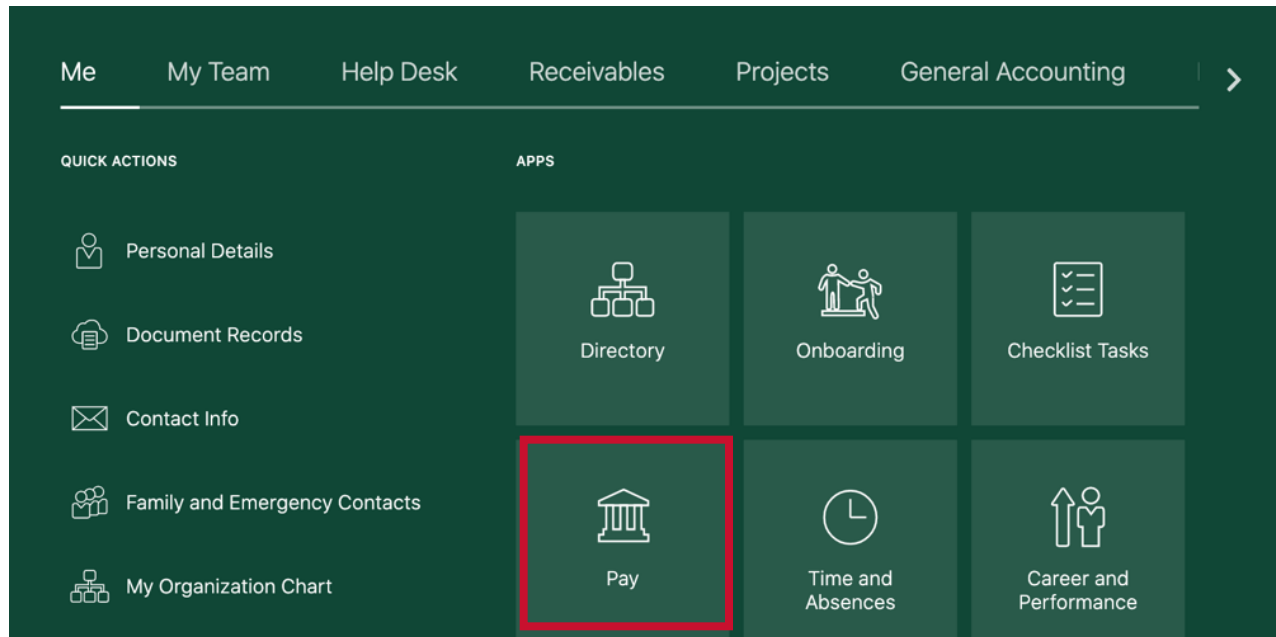


- b. Under the "Me" section click the drop-down arrow and select **Pay** from the drop-down list.



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- c. Under the “Me” heading on the home page, you can scroll down and click on the Pay tile on the Main Page to access the **W-2 Delivery Method** task.



2. Selecting Your W-2 Delivery Method

1. Upon entering the Pay tile, click **Document Delivery Preferences**.

The screenshot shows a user profile for Scott Navarro (Manager and Div Approver). The profile includes a circular avatar with the initials 'SN'. Below the name are four tiles: 'Document Delivery Preferences' (highlighted with a red border), 'Payslips', 'Payment Methods', and 'Year-End Documents'. Each tile contains an icon and a brief description of the feature.

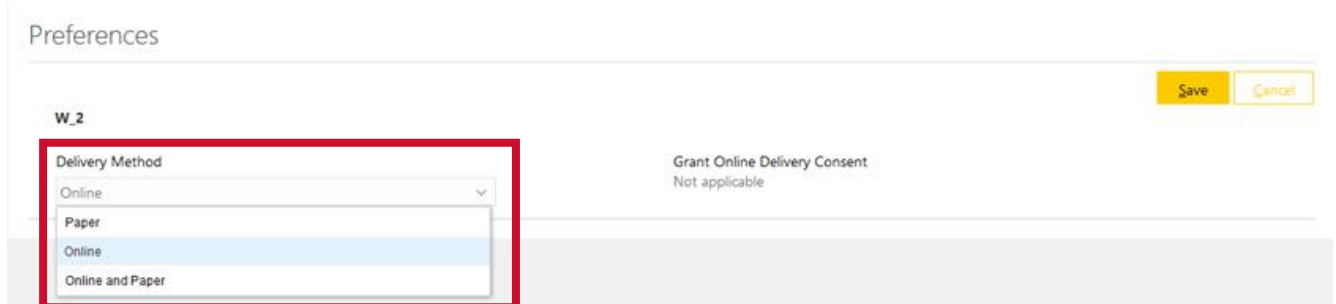
2. Next, click the edit pencil icon for “**W_2.**”

The screenshot shows a table titled 'Preferences'. The table has two columns: 'Delivery Method' and 'Online Delivery Consent'. The first row is for 'W_2', with 'Paper' in the 'Delivery Method' column and 'Not applicable' in the 'Online Delivery Consent' column. A red box highlights the edit pencil icon in the rightmost column of the table.

Preferences	
W_2	
Delivery Method Paper	Online Delivery Consent Not applicable

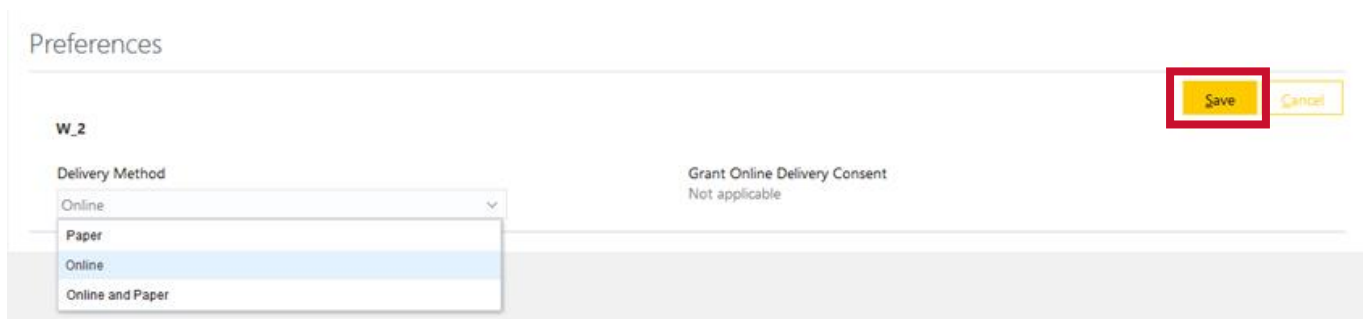
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- Then, select the preferred option on the **Delivery Method** drop down menu.



The screenshot shows the 'Preferences' section for 'W_2'. A dropdown menu for 'Delivery Method' is open, with options: Online, Paper, Online, and Online and Paper. The 'Online' option is highlighted. A red box highlights the entire dropdown menu. To the right, the text 'Grant Online Delivery Consent' is followed by 'Not applicable'. In the top right corner, there are 'Save' and 'Cancel' buttons.

- Finally, click **Save** in the right-hand corner of the screen.



The screenshot shows the 'Preferences' section for 'W_2'. The 'Delivery Method' dropdown menu is open, with 'Online' selected. A red box highlights the 'Save' button in the top right corner. The text 'Grant Online Delivery Consent' is followed by 'Not applicable'.