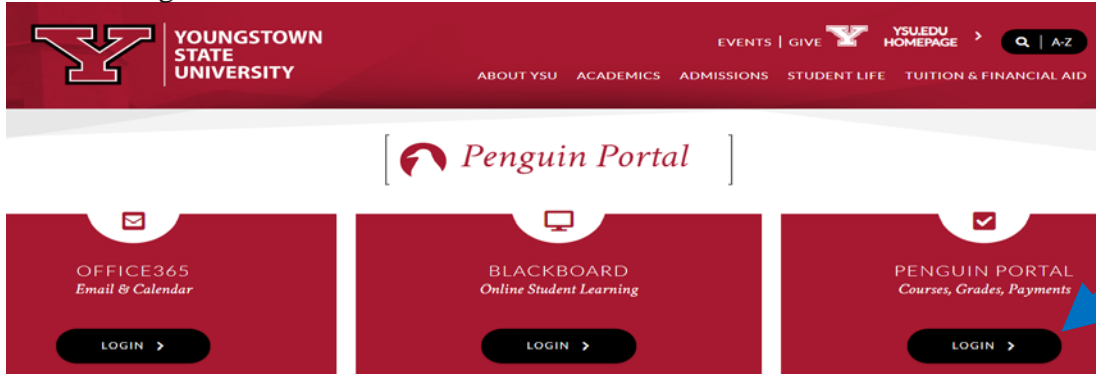


## Instructions to consent to receive Forms W-2 and 1095 electronically

### 1. Select the Penguin Portal Link



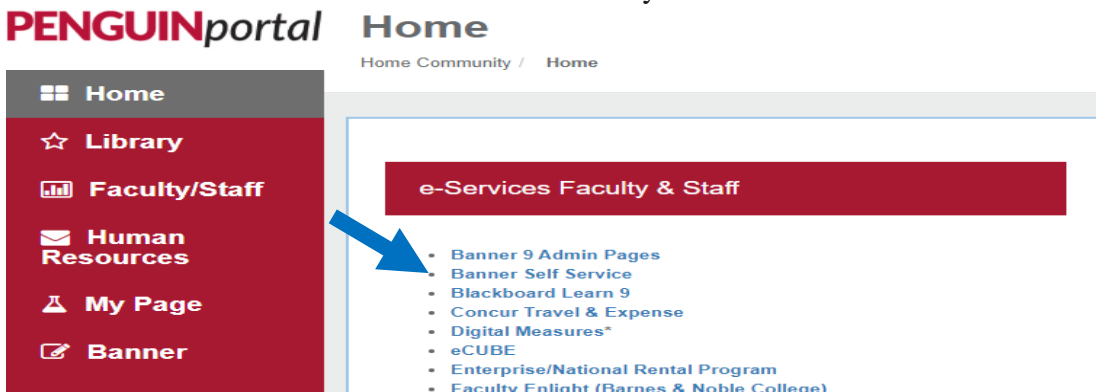
### 2. Select the Login button



### 3. Sign into the Penguin Portal using your Username and Password



### 4. Select Banner Self Service under e-Services Faculty & Staff



## 5. Select the Employee menu option



Personal Information Alumni and Friends Volunteer Student Financial Aid Faculty Services Employee Finance

### Main Menu

#### Personal Information

View addresses, phones and e-mail address; Change your PIN and/or your security question; Purchase Parking.

#### Alumni and Friends

View giving history.

#### Student and Financial Aid

Register, view academic records, Financial Aid, Student Account, and Admission information.

#### Faculty and Advisors

Enter Grades and Registration Overrides, View Class Lists and Student Information

#### Employee

Time sheets, time off, benefits, leave or job data, paystubs, W2 form, W4 data.

#### Finance

Create or review financial documents, budget information, approvals.

## 6. Select the Tax Forms menu option

Personal Information Alumni and Friends Volunteer Student Financial Aid Faculty Services Employee Finance

RETURN TO MENU SITE MAP HELP EXIT

### Employee

**The 2018 W-2 form is now available!** Please use the Tax Forms link to access and print your forms. A PIN is required to print your tax forms. If you do not know your PIN or need it reset, please contact the Help Desk at x1395 or Alisha Yansielo at x2363.

**Notice to students:** Students cannot work more than 23 hours a week throughout the year (including dual appointments). International students are limited to 20 hours a week while classes are in session.

#### Time Sheet

To be used by Bi-weekly Employees and Approves Only!

#### Leave Report

To be used by Semi-Retiree Employees Only!

#### Request Time Off

Currently for only be used by all staff in the Division of Finance & Business Operations and Division of Legal Affairs & HR

#### Benefits and Deductions

Retirement, Health, Flexible Spending, miscellaneous, and Benefit Statement.

#### Pay Information

Direct deposit allocation, earnings and deductions history, or pay stubs.

#### Tax Forms

W4 information, W-2 Form, 1095-C Form.

#### Jobs Summary

#### Leave Balances

#### Appointment Detail

#### Appointment Detail - HR Admin Reviewer

## 7. Select Electronic Tax Form Consent menu option



Personal Information Alumni and Friends Volunteer Student Financial Aid Faculty Services Employee Finance

### Tax Forms

#### Electronic Tax Form Consent


W-4 Tax Exemptions or Allowances

W-2 Wage and Tax Statement

W-2c Corrected Wage and Tax Statement

1095-C Employer-Provided Health Insurance Offer and Coverage Statement

8. Check either or both boxes then click Submit



[Personal Information](#) [Alumni and Friends](#) [Volunteer](#) [Student](#) [Financial Aid](#) [Faculty Services](#) **Employee** [Finance](#)

[RETURN TO TAX MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

### Electronic Regulatory Consent

Select the check box to consent to receive your tax statement electronically, or uncheck to revoke consent.

By consenting to receive your tax statement(s) electronically, you agree to return to this site between January 31 and October 15 of the appropriate year to print each of your tax forms on-line. You may be required to print and attach your tax forms to Federal, State, or local income tax return and it is your responsibility to review the instructions for each statement as provided in the Help on the specific statement page.

Your consent for each electronic statement will be valid for all subsequent tax years unless revoked by you, upon termination, or this service is not supported in a future given tax year. You may revoke your consent and receive paper forms by accessing this site and unchecking the, My Choice consent box, or providing written notification to the Human Resources or Payroll office.

A paper copy of your tax statement(s) may be obtained by contacting the Human Resources or Payroll office. Updating of employee contact information is the responsibility of the employee by providing correct up-to-date information to the Human Resources or Payroll office.


**Selection Criteria**

Consent to receive W-2 electronically:  **My Choice**

Consent to receive 1095-C electronically:

**I understand the instructions provided to me for accessing and printing my electronic tax forms.**

9. Your electronic selection is complete once the screen below is received.



[Personal Information](#) [Alumni and Friends](#) [Volunteer](#) [Student](#) [Financial Aid](#) [Faculty Services](#) **Employee**

[RETURN TO TAX MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

### Electronic Tax Form Consent

✓ Electronic Statement consent was submitted successfully.

Select the check box to consent to receive your tax statement electronically, or uncheck to revoke consent.

By consenting to receive your tax statement(s) electronically, you agree to return to this site between January 31 and October 15 of the appropriate year to print each of your tax forms on-line. You may be required to print and attach your tax forms to Federal, State, or local income tax return and it is your responsibility to review the instructions for each statement as provided in the Help on the specific statement page.

Your consent for each electronic statement will be valid for all subsequent tax years unless revoked by you, upon termination, or this service is not supported in a future given tax year. You may revoke your consent and receive paper forms by accessing this site and unchecking the, My Choice consent box, or providing written notification to the Human Resources or Payroll office.

A paper copy of your tax statement(s) may be obtained by contacting the Human Resources or Payroll office. Updating of employee contact information is the responsibility of the employee by providing correct up-to-date information to the Human Resources or Payroll office.

**Selection Criteria**

Consent to receive W-2 electronically:  **My Choice**

Consent to receive 1095-C electronically:

**I understand the instructions provided to me for accessing and printing my electronic tax forms.**

NOTE: If there is already a check mark in the box, you have previously given consent. No further action required to electronically consent.