



Employee Self Service Electronic W-2

Instructions on how to add the “W-2” electronic option and turn off the paper option in InSITE Employee Self Service.

Type in user name and password, then select Login.

*User Name
(example: michael.james.smith)

*Password
(example: 4u99v23)

Login Cancel

Login Assistance

Accessibility None

Select a Language:
English

View Discoverer Reports
[Click here to view report login instructions](#)

Enterprise Search All Go Search Results Display Preference Standard Logged In As

Oracle Applications Home Page

View Discoverer Reports
[Click here to view report login instructions](#)

Main Menu Personalize

- COVB_Central PAY Super User
- COVB_Central PAY View-Only
- COVB_Employee Self Service
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 - Payroll
 - Payroll
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- COVB_Financials City Global Inquiry
- COVB_HR PAL Self Service
- COVB_Manager Self Service
- COVB_OTL Super Timekeeper
- COVB_Payroll Professional

Worklist Full List

From	Type	Subject	Sent	Due
There are no notifications in this view.				
✓ TIP Vacation Rules - Redirect or auto-respond to notifications.				
✓ TIP Worklist Access - Specify which users can view and act upon your notifications.				

Select COVB Employee Self Service

Select Payroll

Select Print Preference

InSITE Payroll

Navigator Favorites Home Logout Preferences Help

Print Preference: Extra Information

Employee Name: Employee, Sample1 Employee Number: 01234
 Organization Email Address: SEmployee@vbgov.com

Employee's Consent to Receive IRS Form W-2 Electronically

IRS rules require that you provide the City with your consent in order to receive your Form W-2 Wage and Tax Statement in an electronic format. Once you consent to receive your Form W-2 online, you will not receive a paper copy of the Form W-2. You will be able to access it online and print copies necessary for your tax filing or for other purposes as often as you need them.

Your consent 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 a paper Form W-2 by accessing this site and changing the W-2 selection of Online to "No" to revoke consent (and changing Paper to "Yes".) If consent is withdrawn, it will only be effective for Form W-2 Wage and Tax Statements not yet issued.

Once you choose to receive your Form W-2 online, you can also receive a paper copy of the Form W-2 by contacting the Finance Payroll office. Request for a paper copy does not withdraw your consent for electronic delivery of all future Form W-2 Wage and Tax Statements.

Please Click "ADD" below, then select the W-2 Online option of "Yes" and Paper option of "No" if you would like to receive your Form W-2 electronically; then follow screen instructions to save and submit your change.

Self Service Preference for Person

Add Select Add

Select Status	Document Type	Online	Paper
No results found.			

Cancel Back Next

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InSITE Payroll

Navigator Favorites Home Logout Preferences Help

Self Service Preference for Person

Employee Name: Employee, Sample1 Employee Number: 01234
 Organization Email Address: SEmployee@vbgov.com Business Group: Setup Business Group

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Please Click "ADD" below, then select the W-2 Online option of "Yes" and Paper option of "No" if you would like to receive your Form W-2 electronically; then follow screen instructions to save and submit your change.

Enter any changes below. Click Apply to continue this action, click Cancel to cancel this action and return to the previous page.

Document Type 

Online Yes No

Paper Yes No

1 Type in W-2

2 Select search icon (magnifying glass)

Cancel Apply

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InSITE Payroll

Navigator Favorites Home Logout Preferences Help

Print Preference: Extra Information

Employee Name: Employee, Sample1 Employee Number: 01234
 Organization Email Address: SEmployee@vbgov.com

Employee's Consent to Receive IRS Form W-2 Electronically

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Self Service Preference for Person

Select Object: Delete Update Add

Select Status	Document Type	Online	Paper
<input checked="" type="radio"/> New	W-2	Yes	No

Select Next

Cancel Back Next

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InSITE Payroll

Navigator Favorites Home Logout Preferences Help

Print Preference: Review

Employee Name: Employee, Sample1 Employee Number: 01234
 Organization Email Address: SEmployee@vbgov.com
 Network (Active Directory) ID

Review your changes and, if needed, attach supporting documents.
 Indicates Changed Items.

Extra Information Type

Self Service Preference for Person

Proposed
Document Type W-2
Online Yes
Paper No

Print a copy of this page for your records, then select Submit

Cancel Printable Page Save For Later Back Submit

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InSITE Payroll

Navigator Favorites Home Logout Preferences Help

Confirmation

Your changes have been applied. You will receive this confirmation that the changes have been applied.

Home

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