W2 OPT IN Instructions

We are providing step by step instructions to make your W2 OPT IN process as easy as possible. Please call the Payroll Office if you require assistance at extension 3299.

**Part 1:** From the St. Olaf home page, select “Faculty/Staff” in the upper right hand corner. Then select “Employee Self Service” under the Administrative Tools heading on left side of the page, about half way down.

**Part 2:** On the left hand side under the gray “Pay” bar, select “Employee and Tax Documents.” Log in using your regular St. Olaf username and password. The system will prompt you to select your St. Olaf email account.

**Part 3:** On the welcome screen, click on the “Authorization Required” link below the W2 heading. Next, click on “Print Test.” (Even though this screen states you must print a test page, you do not need access to a printer at this time.)
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**Part 4:** Click on “Tax Document in PDF Format” to view a test document. Once you verify that you can see the test document click the “Yes” button.

**Part 5:** Note on the left that you have started the authorization process. Click on “I Agree” to continue.

**Part 6:** Click the submit button to complete the Opt In process. You will be notified by email when your W2 is available online.

**Part 7:** You will know the process is complete when you see the green check mark.