**Accessing Employee Self Service**

1. Go to the **State Employee Service Center** home page: [www.kansas.gov/employee](http://www.kansas.gov/employee).
2. Click on the **Employee Self Service** hyperlink (located on the right side of the page).
3. Click on **Sign In** to Employee Self Service (located on the left side of the page).
4. Enter your **Employee ID** (don’t forget to capitalize the first letter).
   *You can find your Employee ID number on a printed pay advice or timesheet. You can also contact your agency human resource office.*
5. Enter your **Password**.
   *If you forgot your password, click the “Forgot My Password” hyperlink and follow the prompts. If you still have difficulty signing in, contact the Employee Self Service help desk at 296-1900 (Topeka area) or 1-866-999-3001 (if outside Topeka).*
6. Click on the **Sign In** button.

**Accessing “Request W-2 Reissue”**

1. Select “Request W-2 Reissue” from the Main Menu (left side of the page).
   *Note that your name, Social Security Number, and address from your most current W-2 will default into the request page.*

**Requesting a duplicate W-2**

1. If the year needed is not displayed in the **W2 Request for year** box, click the magnifying glass next to the box and select the year needed.
   *Only reissues for the tax years in the drop down list are available to be requested using this process. (The previous five years will be available.) Contact your Agency Payroll Office to request a duplicate for a year prior to those available here. No duplicates are available for years prior to 2002.*
2. Verify that the defaulted address is the correct address to which the duplicate should be sent. If not, change the incorrect address to the correct one.
3. Click on the **Submit** button.
4. If the address was corrected, a warning message will appear stating that the address has only been updated for the mailing of the reissued W-2. The address has not been updated in the payroll system. Click on the **OK** button.
5. The Submit Confirmation page indicates that the request has been submitted. Click on the **OK** button.
6. If more than one duplicate W-2 is needed, repeat steps 1-5.
7. When all reissues have been requested, click the **Sign out** link at the top right of the screen (in small white font).

**Receiving duplicate W-2 after requesting through Employee Self Service**

1. W-2 reissue requests are processed every Thursday afternoon and are normally mailed the same day.
   *During peak request weeks in tax season (January through April), W-2 reissue requests may be processed two or three times per week.*
W-2 Reissue Request

John Smith

Social Security #: 555-66-6666

Complete the following information to request a reissue of your W-2 form.

W2 Reissue Address. If incorrect, please correct here.

1234 Sunrise Lane

Topeka KS 66605

W-2 Reissue Request

W2 Request for year: 2019

Only reissues for the tax years in the drop down list are available through this process. Contact your Agency Payroll Office to request a reissue for a prior year that is not listed.

Submit