

QUESTIONS?

Please address questions about electronic W-2s to the Payroll office at 757-683-3030 (select option 4).

ELECTRONIC W-2 FORMS

- You can choose to receive your W-2 electronically via Leonline.
- By consenting to electronic W-2s, you no longer need to wait for your W-2 to be delivered via snail mail.
- If you need a copy, you will not need to fill out paperwork to get copies of your W-2 from Payroll, which means no 24-hour delay for the required turnaround time.
- You must give us your consent to receive your tax form electronically.
- The deadline to provide consent to receive calendar year 2011 electronic W-2 forms is January 13, 2012.

ALREADY PROVIDED YOUR CONSENT? NO ACTION IS REQUIRED

Unless you wish to rescind your consent to receive electronic W-2 forms, no action is required. Your consent remains active until you revoke your consent.

DON'T PROVIDE CONSENT?

If you have chosen not to receive your W-2 electronically, your W-2 will be mailed to the home address on file on or before January 31, 2012.

NEED TO GIVE YOUR CONSENT TO RECEIVE YOUR W-2 ELECTRONICALLY?

To consent to receive your W-2 for calendar year 2011 electronically, you must do the following. Screenshots of this process are provided.

- Log in to the secure area of Leonline (www.leonline.odu.edu)
- Select Employee
- Select Tax Forms
- Select Electronic W-2 Consent
 - Read that page, Employee Instructions, Notice to Employees, Printing Instructions (available at the bottom of the Electronic W-2 Consent page)
- Check the box to consent to receive your W-2 electronically
- Click Submit
- You are done

After you log into Leo, look for the Employee menu.

The screenshot shows the Leonline website interface. At the top, there are navigation tabs: (Personal Information), (Admissions, Registration, Student Records, Graduation Information, and Credit Card Payments), (Faculty & Advisors), and (Employee). The (Employee) tab is circled in red. Below the tabs is a search bar with a 'Go' button. The main menu is titled 'Main Menu' and lists several options: Personal Information, Admissions, Registration, Student Records, Financial Aid, Faculty & Advisors, and Employee. The Employee option is circled in red. A blue box highlights the text: 'After accessing the secure Leonline site, select the EMPLOYEE menu.' A red arrow points from this box to the Employee menu item. Another red arrow points from the (Employee) tab at the top to the Employee menu item. At the bottom of the page, there is a 'Return to Homepage' link.

Employee

- Time Sheet
- Leave Report
- Benefits and Deductions
Retirement, health, flexible spending, miscellaneous
- Pay Information
Direct deposit allocation, earnings and deductions his
- Tax Forms
W4 information and W2 Form.
- Jobs Summary
- Leave Balances
- Faculty Load and Compensation

Select TAX FORMS

RELEASE: 8.3

Tax Forms

- W4 Tax Exemptions or Allowances
- W2 Year End Earnings Statement
- Electronic W-2 Consent
Electronic W-2 Consent

Select ELECTRONIC W-2 CONSENT

RELEASE: 8.3

PORTIONS OF THE ELECTRONIC W-2 CONSENT PAGE APPEAR BELOW.

After reading the Electronic W-2 Consent page and the three associated documents, click on the check box to consent to receiving your W-2 electronically. Then click SUBMIT. **Once you click SUBMIT, you are done.**

Electronic W-2 Consent

Select the check box below to consent to receive your W-2 electronically, or uncheck to revoke consent.

By consenting to receive your W-2 electronically, you agree to return to this site between January 31 and October 15 of the appropriate year to print your W-2 form on-line (see "instructions on how to print your W-2" below). You may be required to print and attach your W-2 form to your tax return.

Resource discrepancy - Contact the Payroll Office at 683-3030, Selection 4. If you find a discrepancy, contact the Payroll Office at 683-3030, Selection 4. Adjunct Faculty and Hourly employees should contact Human Resources; Student and Graduate employees should contact the Payroll - E1s Processing staff.

For additional questions or assistance, contact the Payroll Office at 683-3030, Selection 4.

Selection Criteria

My Choice

Consent to receive W-2 electronically:

I understand the instructions provided to me for accessing and printing my electronic W-2 form.

[[Return to Tax Forms Menu](#) | [Employee Instructions](#) | [Notice to Employees](#) | [Printing Instructions](#)]

RELEASE: 8.0

TO VERIFY YOU HAVE SUCCESSFULLY MADE YOUR SELECTION

There is no confirmation message received that you have successfully consented. Simply scroll down to see that the "My Choice" box is checked. If the box is checked, you have successfully consented to receive your W-2 electronically.

A paper copy of your W-2 may be obtained by contacting the Payroll office but will not automatically be considered a revocation of consent unless noted above.

Updating of employee information - Contact the Payroll Office at 683-3030, Selection 4. If you find a discrepancy, contact the Payroll Office at 683-3030, Selection 4. Adjunct Faculty and Hourly employees should contact Human Resources; Student and Graduate employees should contact the Payroll - E1s Processing staff.

For additional questions or assistance, contact the Payroll Office at 683-3030, Selection 4.

Selection Criteria

My Choice

Consent to receive W-2 electronically:

I understand the instructions provided to me for accessing and printing my electronic W-2 form.

[[Return to Tax Forms Menu](#) | [Employee Instructions](#) | [Notice to Employees](#) | [Printing Instructions](#)]

RELEASE: 8.4.1.2

HOW DO YOU KNOW YOUR W-2 IS AVAILABLE ELECTRONICALLY?

You will be notified via e-mail and/or University Announcement when your calendar year 2011 W-2 is available for you to print. W-2 forms are normally available sometime between January 24 and January 31.

W-2 FORMS FOR TERMINATED EMPLOYEES AND THOSE WHO CHOOSE NOT TO RECEIVE W-2 ELECTRONICALLY

W-2 forms for terminated employees and those who do not provide electronic consent will be mailed to the home address on file on or before January 31, 2012.