

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 image consists of two screenshots of the Leonline system interface, illustrating the steps to access the Employee menu and the Tax Forms option.

First Screenshot: Main Menu

- Navigation tabs: (Personal Information), (Admissions, Registration, Student Records, Graduation Information, and Credit Card Payments), (Faculty & Advisors), and **(Employee)** (circled in red).
- Search bar with a "Go" button.
- Links: SITE MAP, HELP, EXIT.
- Section: **Main Menu**
- Welcome message: "Welcome, [redacted] to the ODU System! Last web access on Sep 02, 2011 at 01:59 pm"
- Menu items:
 - Personal Information: Update Addresses or Contact Information; Review Name; Change PIN; View MIDAS User ID and University Identification Number (UIN).
 - Admissions, Registration, Student Records, Graduation Information, and Credit Card Payments: Check Admissions Application Status and Transfer Credits; Display Class Schedule; Review Charges and Payments; Credit Card Payment; Print a Bill or Receipt; Display Grades.
 - Financial Aid: Apply for Financial Aid; Review the status of your financial aid applications; Check status of document requirements; Review loans.
 - Faculty & Advisors: Enter Grades and Registration Overrides; View Class Lists and Student Information.
 - Employee** (circled in red): Benefits, Leave or Job Data; Pay Stubs, W2 and W4 data.
- Callout box: "After accessing the secure Leonline site, select the EMPLOYEE menu." (with a red arrow pointing to the Employee menu item).
- Return to Homepage link.
- ODU UNIVERSITY logo.

Second Screenshot: Employee Menu

- Navigation tabs: (Personal Information), (Admissions, Registration, Student Records, Graduation Information, and Credit Card Payments), (Faculty & Advisors), and **(Employee)** (circled in red).
- Search bar with a "Go" button.
- Links: RETURN TO MENU, SITE MAP, HELP, EXIT.
- Section: **Employee**
- Menu items:
 - Time Sheet
 - Leave Report
 - Benefits and Deductions: Retirement, health, flexible spending, miscellaneous.
 - Pay Information: Direct deposit allocation, earnings and deductions history.
 - Tax Forms** (circled in red): W4 information and W2 Form.
 - Jobs Summary
 - Leave Balances
 - Faculty Load and Compensation
- Callout box: "Select TAX FORMS" (with a red arrow pointing to the Tax Forms menu item).
- RELEASE: 8.3

Tax Forms

- [W4 Tax Exemptions or Allowances](#)
- [W2 Year End Earnings Statement](#)
- [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.

[\(Personal Information\)](#)
[\(Admissions, Registration, Student Records, Graduation Information, and Credit Card Payments\)](#)
[\(Faculty & Advisors\)](#)
[\(Employee\)](#)

Search

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

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 forms on-line (see "instructions on how to print your W-2" below). You may be required to print and attach your W-2 forms to your tax return.

Resource: [What to do if you find a discrepancy on your W-2 form](#). If you find a discrepancy on your W-2 form, you should contact the Payroll Office at 683-3030, Selection 4. Adjunct Faculty and Hourly employees should contact Human Resources; Student employees should contact the Payroll - E1s Processing staff.

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

Selection Criteria

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

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

[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 you have indicated otherwise as noted above.

Updating of employee information is the responsibility of the employee by providing correct up-to-date information to the Payroll office. If you have a discrepancy in your name, address and social security number are correct. If you are a Faculty and Hourly employees should contact Human Resources and Graduate Employees - 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.