How Do I Request a Reissued W-2?

Navigation

1. Log into OneUSG HCM.
2. If the **Employee Self Service** page is not displayed, click on the blue **NavBar** and select **Employee Self Service** from the drop down listing.
3. On the **Employee Self Service** page, click the **Taxes** tile.
4. Then, click the **W-2 Reissue Request** link.

Select the W-2 to Reissue

5. On the **W-2 Reissue Request** page, validate the **W-2 Request for Year** and make any needed updates.

Select a Mailing Address for your Reissued W-2

6. Click the **Select Where You Want Your W-2 Delivered** field.
7. Review the drop down listing and select a “valid” address. NOTE: in this instance, a “valid address” is defined as a **Home** or **Mailing Address** displayed on the **W-2 Reissue Request** page. Reissued W-2s will only be sent to valid addresses or a Work Location.

Submit the Request

8. Click the **Submit** button.
9. The system displays an informational message, indicating the reissue request was successfully submitted or identifying errors which must be corrected. Resolve any noted issues and click the **Submit** button again, as needed.
10. When the message indicates the submittal was successful, click the **OK** button.
Complete the Task/Sign Out of Application

11. If finished working in the system, sign out of the application by clicking the Action List icon on the NavBar.

12. Click the Sign Out option in the listing.