



Employee Self-Service – W-2 & W-2c Consent in HR Direct

Employees may choose to receive their W-2 (report of an employee's income from the prior year and how much tax the employer withheld) or W-2c (a form used to make corrections on previously issued wage/tax information (W-2s) from current or prior years) forms electronically rather than hardcopy. You must complete this consent to receive electronic W-2 or W-2c forms. After you submit your consent form, it will remain valid until you submit a withdrawal of consent form. The exception is when your employment is terminated or electronic access to forms is discontinued. Follow the steps below to indicate you would like to receive W2 or W2c forms electronically.

Step 1 - Navigate to [UMass Boston HR Direct](#).

Step 2 - Select the "**Log in to HR Direct Button**".

Step 3 - Enter your user id and password.

A blue banner with the text 'HR Direct' in white, serif font. The background of the banner has a subtle pattern of overlapping circles.

HR Direct

One-Stop Shop for Personal Information

Access your paycheck, tax forms, time entry and more.

[Login to HR Direct](#)



Step 4 - When prompted to sign in to a campus, select "**Boston**".

A screenshot of the University of Massachusetts sign-in interface. At the top, the University of Massachusetts logo is displayed, including the text 'University of Massachusetts' and 'Amherst - Boston - Dartmouth - Lowell - Medical - Law - Online'. Below the logo, the text 'PRE-PRODUCTION' is visible. The main heading is 'Sign in with'. Below this heading, there are seven buttons arranged in two columns. The first button in the left column is 'Boston', which is highlighted with a yellow background. The other buttons in the left column are 'UITS-DEV', 'President's Office', and 'Amherst'. The buttons in the right column are 'Dartmouth', 'UMass Chan', and 'Lowell'. At the bottom of the screen, there is a link that says 'Need help signing in?'.

Step 5 – You should now see the Employee Self-Service Screen. If you do not, select Employee Self-Service from the drop down on the top left.

Step 6 – Select the “**W2/W2-c Consent**” tile.



Menu Search in Menu

Employee Self Service

Weekly Time Entry 	Daily Time Entry 	Direct Deposit 	W-2/W-2c Consent
W-4 Tax Information 	M-4 (MA State) Tax Information 	View W-2/W-2c Forms 	Payroll Last Pay Date 03/29/2024
Personal Details 	Personal Details 	Form 1095-C Consent 	View Form 1095-C

Step 7 – Please read the instructions provided on the “**W-2 W-2c Consent**” screen. To receive your W-2 or W-2c statements electronically, click the check box next to “**I consent to receive W-2 or W-2c forms electronically**” and hit the “**Submit**” button.

Employee Self Service W-2/W-2c Consent

W-2/W-2c Consent

You currently receive W-2 or W-2c paper forms by mail

You must complete this consent to receive electronic W-2 or W-2c forms. After you submit your consent form, it will remain valid until you submit a withdrawal of consent form. The exception is when your employment is terminated or electronic access to forms is discontinued.

If you have any questions, please contact your campus HR/Payroll office.

W-2 Electronic Consent Disclosure Statement:

The Annual Electronic Form W-2 Consent Statement is effective for W-2 and W-2c Forms issued for the current calendar year and all future periods until consent is withdrawn or the individual is no longer employed by the University.

An employee who chooses to receive his/her Form W-2 online can also receive a paper copy of the W-2 by contacting your campus HR/Payroll Office. A request for a paper copy does not withdraw the employee's consent for electronic delivery of future W-2 statements. The withdrawal of consent does not apply to a Form W-2 that was furnished electronically before the withdrawal of consent.

An employee who chooses to receive his/her Form W-2 online can change his/her mind and withdraw consent for online delivery, either online or in writing. An employee's withdrawal of consent will be effective on the date received and the campus HR/Payroll Office will confirm by e-mail with the employee the effective date of the withdrawal of consent. If consent is withdrawn, it will only be effective for those W-2 statements not yet issued. Written notice to withdraw your consent may be sent to your campus HR/Payroll Office.

The University will not provide the Form W-2 electronically to an individual who has terminated his or her employment prior to 12/31 of the current Calendar Year. These individuals will receive paper copies via U.S. mail. Only active University employees will have access to the electronic version of Form W-2. If a former employee requires an additional copy of the Form W-2, he or she should contact the campus HR/Payroll Office.

If an employee has consented to receive an electronic version of Form W-2 and has not printed the form prior to termination, he or she should contact the HR/Payroll office in order to receive a paper copy via the US Postal Service.

An employee must immediately update any contact information (email address, mailing address, etc.) by contacting your campus HR/Payroll Office.

The hardware and software requirements needed to access, print and retain Form W-2 electronically include an internet connection, web browser, and Adobe Acrobat reader.

The Form W-2 may be required to be printed and attached to a federal, state, or local income tax return.

I consent to receive W-2 or W-2c forms electronically

Submit