How Do I Request a Reissued W-2?

Navigation

1. Log into OneUSG Connect.
2. From Employee Self Service, click the Taxes tile.
3. Select W-2 Reissue Request in the menu.
4. Verify or enter a new year in the *W2 Request for year field. NOTE: The W-2 requested must have originally been produced by OneUSG Connect in order to receive a reissued one. For historical W-2s, you may need to contact ADP.
5. In the Select where you want your W-2 delivered drop down, select an option.
6. Click the Submit button.
7. Click OK on the confirmation page.