

W-2 Electronic Election

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PURPOSE

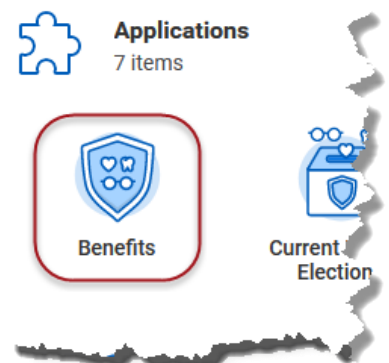
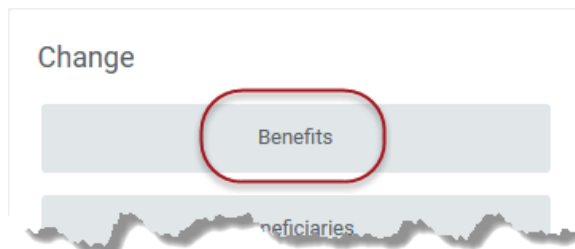
This is for employees to elect to receive their W-2 electronically rather than paper. The electronic version of the W-2 is generally available at least a week (possibly two weeks) before the paper copies.

LOG IN TO WORKDAY

1. Log in to Workday from this page, <http://link.nebraska.gov/>.
 - a. **If you have an @nebraska.gov email**, click the first link that says, “Log in with your @nebraska.gov email.” On the next screen, type your email address and your email address password.
 - b. **If you do NOT have an @nebraska.gov email**, click the second link that says, “Log in with your User Name / Workday password.” On the next screen, type your User Name and Workday password.
2. Click Sign In (or press Enter).

W-2 ELECTRONIC ELECTION

1. Click the Benefits icon (see screenshot at right).
2. The employee benefits page will open; click Benefits in the Change column (the left column).




3. In Change Reason, click the drop-down arrow, scroll to the bottom, and select W-2 Electronic Election.

Change Reason *

W-2 Electronic Election

4. Enter (or select) the current date in the Benefit Event Date field. After entering the date, the two remaining fields will automatically populate.

Current Date * 10/26/2020 

Submit Elections By 11/24/2020

Benefits Offered W-2 Elections

5. Click Submit at the bottom of the page.
6. On the next screen, click Open to Change Benefit Elections.

Up Next



Change Benefit Elections

Open

Do Another

[Change Benefits](#)

7. On the next screen, click Let's Get Started.

Initiated On 10/26/2020

Submit Elections By 11/24/2020

Let's Get Started

8. Scroll down the list of tiles to Additional Benefits and click Enroll on the W-2 Elections.
 - a. If you had previously completed the W-2 Elections, you will see Manage, rather than Enroll.

Additional Benefits



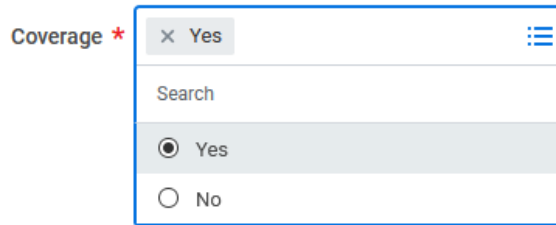
W-2 Elections
Waived

Enroll

9. Select/Waive radio buttons.
 - a. If you are a new employee, the Select/Waive should default to Waive. Click the "Select" radio button.
 - b. If you previously completed W-2 Elections, Select should already be selected.
10. Click Confirm and Continue.

W-2 Electronic Election

11. In the Coverage election box, click the prompt to select 'Yes' to receive an electronic W-2.



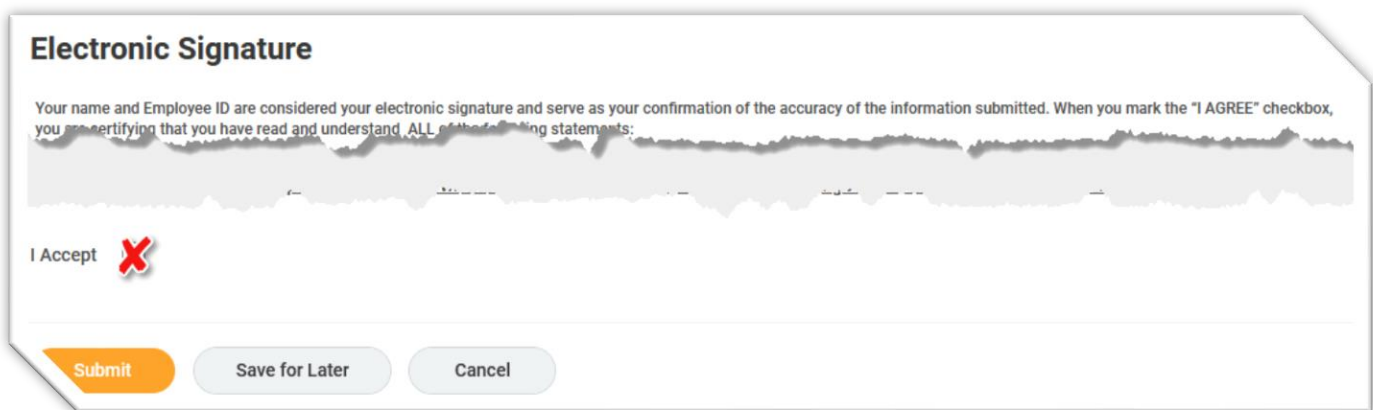
The screenshot shows a dropdown menu for the 'Coverage' field, which is marked with a red asterisk. The menu is open, displaying a search bar and two radio button options: 'Yes' (which is selected) and 'No'.

12. Click Save, which takes you to the final page where the Benefits tiles are all displayed.

13. Click Review and Sign.

14. Scroll down the page and click "I agree" underneath the Electronic Signature.

15. Click Submit to process the request.



The screenshot shows the 'Electronic Signature' section of the form. It includes a paragraph explaining that the user's name and Employee ID serve as their electronic signature. Below this, there is a line for a signature and a checkbox labeled 'I Accept' with a red 'X' next to it. At the bottom, there are three buttons: 'Submit' (orange), 'Save for Later' (light blue), and 'Cancel' (light blue).

16. On the next screen, click the View 2020 Benefits Statement to print your current elections, which includes the change you just made. Or, you can just click Done.

17. If you chose to View 2020 Benefits Statement, on the next page, click the Print button to create a pdf of your elections. You will see a dialog box that says Export Document, with a button to Download the pdf.

18. You can either then print that PDF or save it to your local computer to view and/or print later.

LINK HELP DESK CONTACT INFORMATION

The LINK Help Desk assists with the following programs:

- WorkdayEmail: as.linkhelp@nebraska.gov

Phone: 402.471.6234