



# State of Kansas W-2 Reissue Request

Statewide Human Resource and Payroll System

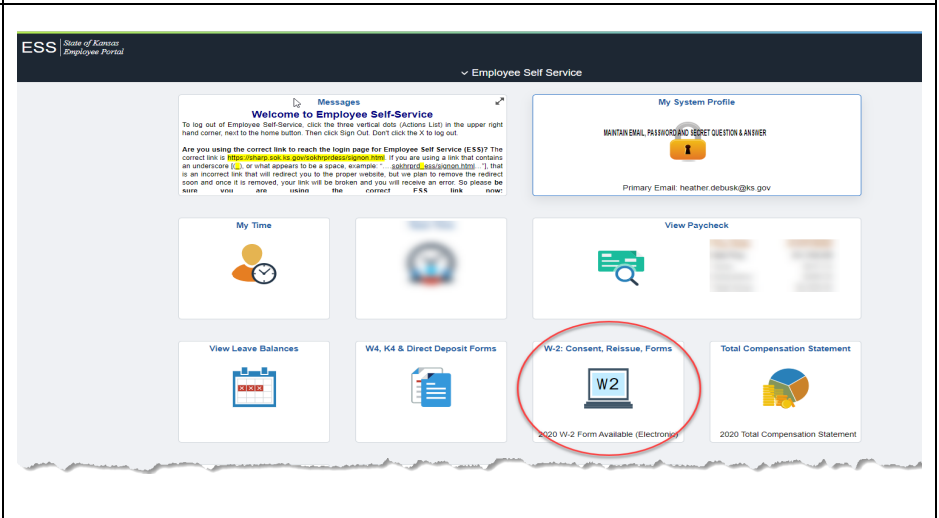
<b>Date Created</b>	1/10/2022
<b>Version</b>	1.0
<b>System</b>	Employee Self-Service
<b>Description</b>	<ul style="list-style-type: none"> <li>View and print W-2 electronically.</li> </ul>
<b>Navigation</b>	<a href="https://sharp.sok.ks.gov/psp/sokhrprdress/?cmd=login">https://sharp.sok.ks.gov/psp/sokhrprdress/?cmd=login</a>

**1.** Enter your Employee ID and Password. Select Sign In.

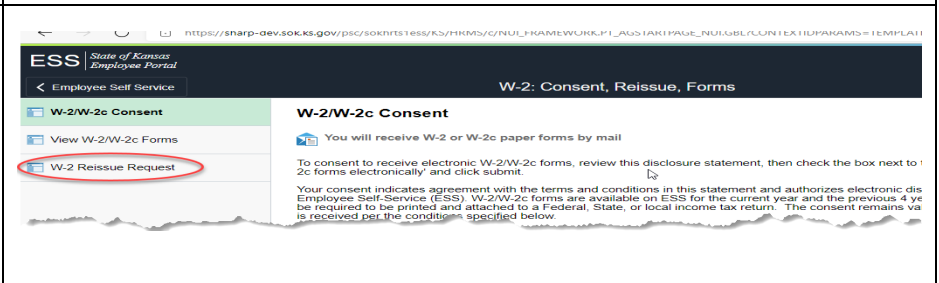
If you do not remember your password, click on the Forgot Your Password? link.

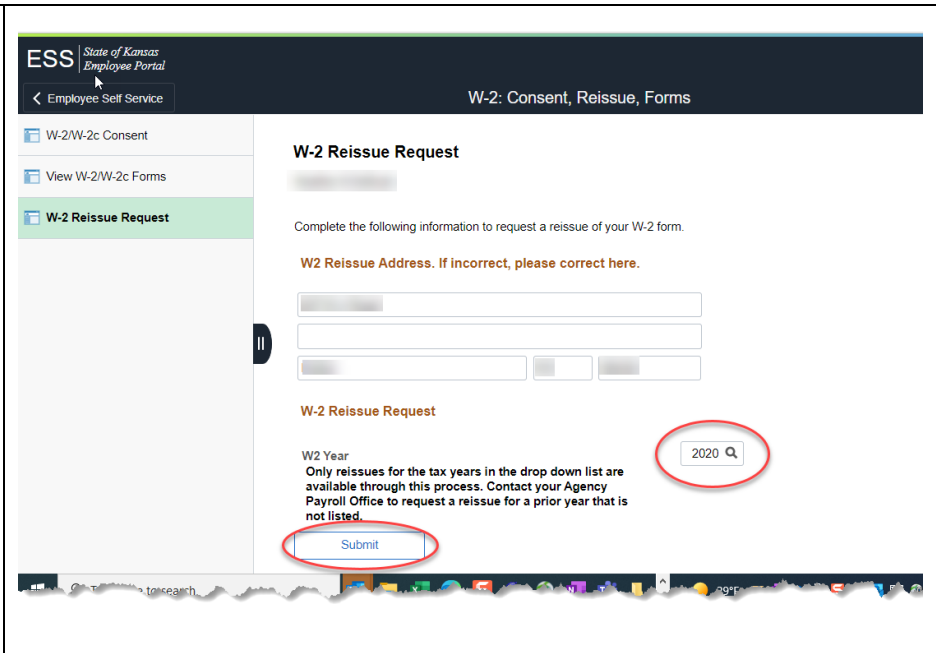
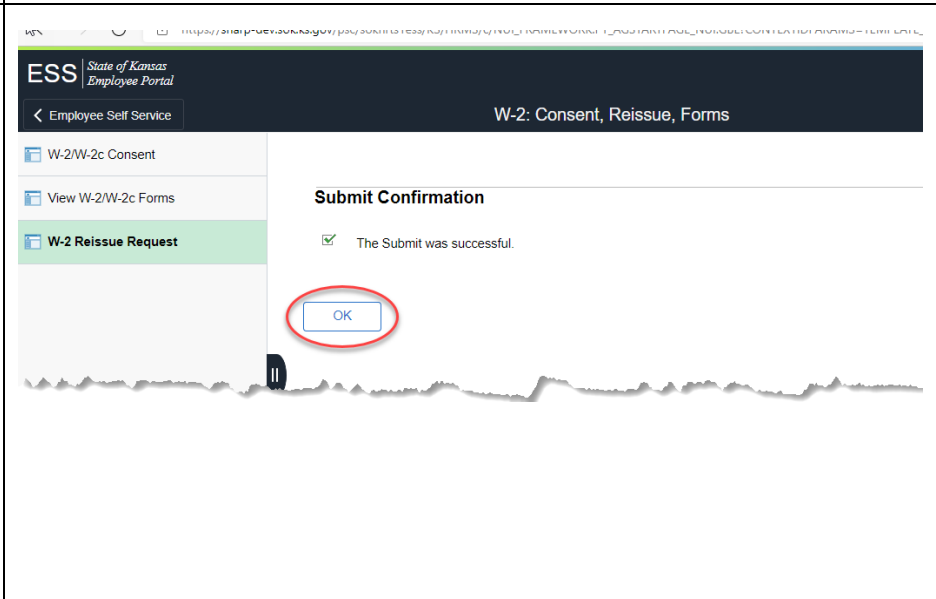


**2.** Select the W-2 Consent, Reissue, Forms tile (The tile will note the most recent W-2 year available.)



**3.** Select W-2 Reissue Request



<p>4.</p> <p>Update the Reissue Address, if needed</p> <p>Select the Year that needs to be reissued</p> <p>Select Submit</p>	
<p>5.</p> <p>Select OK</p> <p>Repeat this process if there are W-2 Reissues needed for additional years.</p>	
<p><b>END OF PROCESS</b></p>	