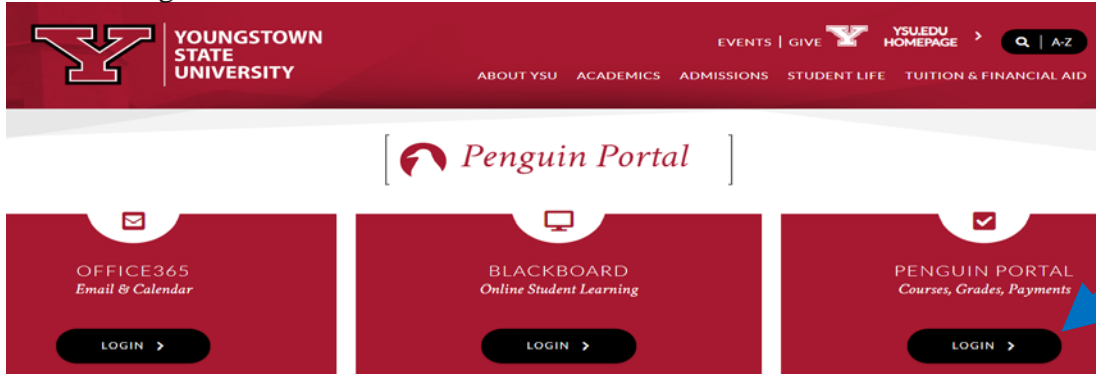Instructions to consent to receive Forms W-2 and 1095 electronically

1. Select the Penguin Portal Link

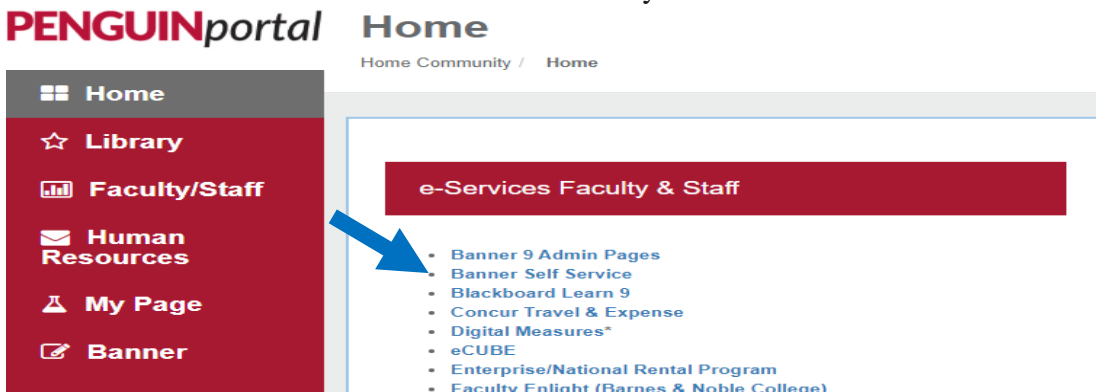2. Select the Login button

3. Sign into the Penguin Portal using your Username and Password

4. Select Banner Self Service under e-Services Faculty & Staff

5. Select the Employee menu option

Main Menu

Personal Information
View addresses, phones and e-mail address; Change your PIN and/or your security question; Purchase Parking.

Alumni and Friends
View giving history.

Student and Financial Aid
Register, view academic records, Financial Aid, Student Account, and Admission information.

Faculty and Advisors
Enter Grades and Registration Overrides, View Class Lists and Student Information

Employee
Time sheets, time off, benefits, leave or job data, paystubs, W2 form, W4 data.

Finance
Create or review financial documents, budget information, approvals.

6. Select the Tax Forms menu option

Employee

RETURN TO MENU   SITE MAP   HELP   EXIT

The 2018 W-2 form is now available! Please use the Tax Forms link to access and print your forms. A PIN is required to print your tax forms. If you do not know your PIN or need it reset, please contact the Help Desk at x1595 or Alisha Yanniello at x2363.

Notice to students: Students cannot work more than 25 hours a week throughout the year (including dual appointments). International students are limited to 20 hours a week while classes are in session.

Time Sheet
To be used by Bi-Weekly Employees and Approvers Only!

Leave Report
To be used by Semi-Monthly Employees Only!

Request Time Off
Currently to only be used by all staff in the Division of Finance & Business Operations and Division of Legal Affairs & HR.

Benefits and Deductions
Retirement, health, flexible spending, miscellaneous, and Benefit Statement.

Pay Information
Direct deposit allocation, earnings and deductions history, or pay stubs.

Tax Forms
W-4 information, W-2 Form, 1095-C Form.

Jobs Summary

Leave Balances

Appointment Detail

Appointment Detail - HR Admin Reviewer

7. Select Electronic Tax Form Consent menu option

Tax Forms

Electronic Tax Form Consent
W-4 Tax Exemptions or Allowances
W-2 Wage and Tax Statement
W-2c Corrected Wage and Tax Statement
1095-C Employer-Provided Health Insurance Offer and Coverage Statement

8. Check either or both boxes then click Submit

9. Your electronic selection is complete once the screen below is received.

NOTE: If there is already a check mark in the box, you have previously given consent. No further action required to electronically consent.