Odyssey - Payroll System

Electronic W-2 in Odyssey Web
Logging into Odyssey Web

- Log into *Odyssey Web* at the following link: [odysseyweb.mdc.edu](http://odysseyweb.mdc.edu)
- Go to *Faculty/Staff Access*
- Logon ID - type in your network id (example: jsmith)
- Password - type in your network password
- Click *Logon*
Logging into Odyssey Web

Once you’ve logged-in to *Odyssey Web*, the below screen appears.
Updating Your Consent Form

You will need to provide consent to activate your electronic W-2 by clicking on **W-2 Consent**. The path for the consent form is **Personal/Tax Docs>>W-2 Information>>W-2 Consent**.
Activating Your Electronic W-2

Here, on the *W-2 Acceptance Information* screen, is where you consent and certify that you have read the disclosure.

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**W-2 Acceptance Information**

You withdrew your consent to receive W-2s electronically on 12/13/11 at 2:28 PM.

I give my consent to receive W-2s electronically: [ ]

I do not give my consent to receive W-2s electronically: [ ]

I certify that I have read and understand the Disclosure below and that I am requesting this action. [ ]

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**W-2 Disclosure Information**

If you do not provide consent to receive an electronic W-2, you will receive a printed W-2 via regular mail. Your consent to receive an electronic W-2 is in effect until you withdraw your consent via this web page.

If you wish to receive a reissued paper copy of your W-2, please send an e-mail to Payroll@mdc.edu. If you have given your consent to receive an electronic W-2, any request to receive a paper copy of your W-2 will not change your consent to receive electronic W-2s in the future.

If you wish to withdraw your consent, you may do so at any time by accessing this web page. If you withdraw your consent, you will not receive any electronic W-2 or have access to this web page for the purpose of displaying your W-2. Your withdrawal of consent will remain in force until you give your consent.

The effective date of your consent if provided via this web site, will take effect immediately. Your W-2 will not be provided electronically under the following condition: your employment with the college ends for any reason.

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"Update Consent" button aligned to the left and "Cancel" button aligned to the right.
Reviewing Your Consent Form

On this screen, your consent displays successfully.

You provided consent to receive W-2s electronically on 01/23/12 at 10:40 AM.

I WITHDRAW consent to receive W-2s electronically:

I certify that I have read and understand the Disclosure below and that I am requesting this action:
Questions

If you have any questions regarding your Electronic W-2, contact the Payroll Department at Extension 7-2751.