Electronic W-2
in
Odyssey Web
Odyssey Payroll Electronic W-2

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Logging into Odyssey Web

- Log into Odyssey Web at the following link: 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

- This screen appears when you log into Odyssey Web.
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/W-2>>W-2 Information>>W-2 Consent.
Activating your Electronic W-2

- Here on the W-2 Acceptance Information Screen you select to give consent and certify you have read the disclosure.

### 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. ☑

### 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.
Reviewing your Consent Form

- On this screen your consent displays successfully.
Viewing your W-2

• To view your W-2 click on W-2 Forms. The menu path is Personal/W-2 >> W-2 Information>>W-2 Forms.
Viewing your W-2

- You will need to choose the year and select Generate W-2.

To view your W-2, select the year from the dropdown and click on Generate W-2. W-2's are available each year by January 31 for the previous calendar year.

W-2 Consent Information

You provided consent to receive W-2s electronically on 01/17/12 at 12:16 PM.

W-2 year to generate:

Frequently Asked Questions
The generate form function requires Acrobat Reader 5.0 or higher.
Viewing your W-2

- Your W-2 is displayed and can be printed immediately from your printer.
Frequently Asked Questions

Frequently Asked Questions is found at the bottom of the W-2 Forms page. Just click on the Frequently Asked Questions and the FAQ page will open.

To view your W-2, select the year from the dropdown and click on Generate W-2. W-2's are available each year by January 31 for the previous calendar year.

W-2 Consent Information

You provided consent to receive W-2s electronically on 01/17/12 at 12:16 PM.

W-2 year to generate: 2011

Frequently Asked Questions

The generate form function requires Acrobat Reader 5.0 or higher.
Frequently Asked Questions

FAQ Information for Form W-2

Q: When will the current year W-2 be displayed electronically?
A: By January 31 of the following year.

Q: Is there a deadline for consenting to receive an electronic W-2 for the current year?
A: Yes. Any consent received after the 3rd week in January will result in the employee receiving a paper W-2 via mail.

Q: How do I request a prior year W-2 by paper?
A: Send e-mail to Payroll@mdc.edu. Include the following:

1. Full name
2. MDID or Social Security Number
3. Full mailing address
4. Year requesting

Q: Will W-2s for prior years be available electronically?
A: For years 2009 or before W-2s will be mailed in paper form after requesting via Payroll@mdc.edu.

Q: If I have elected to receive a paper copy of my W-2 can I change it to view electronically?
A: Yes, you can give your consent and your W-2 will be displayed immediately.
Questions

If you have questions regarding your electronic W-2, contact the Payroll Department at x72751.