
Receiving Your W-2 Electronically

Employees of G&A Partners' clients may choose to receive their W-2 electronically via WorkSight 2.0 instead of receiving a copy via mail.

Benefits of receiving your W-2 electronically:

- **Earlier access to your W-2.** Electronic W-2s will be available for download on or before Jan. 31, 2023, while paper W-2s are not required to be mailed until Jan. 31, 2023, and may take a couple of weeks for delivery.
- **Electronic W-2s offer more security.** Because they are mailed, there is the possibility that paper W-2s might be lost, stolen, delayed, or misplaced by the delivery service or upon arrival. Electronic W-2s, on the other hand, are stored in the same, easy-to-use, secure, and password-protected platform that you already use to access your paystubs and other payroll information, even if you are away from your home/residence.
- **Electronic W-2s offer more convenience.** Many online tax preparation programs offer the ability to import a copy or photo of your W-2. Electronic W-2s make it easier than ever to take advantage of this option.

How to register to receive your W-2 electronically:

You can register to receive your W-2 electronically using WorkSight 2.0, G&A Partners' online self-service portal.

For your 2022 W-2 to be available electronically on or before Jan. 31, 2023, you must complete the electronic W-2 registration process before Dec. 31, 2022.

IMPORTANT: If you have previously registered to receive your W-2 electronically, you do not need to register again as the election to receive your W-2 electronically remains in force until you revoke it. If you no longer wish to receive your W-2 electronically, you must submit a request in writing to accessshr@gnapartners.com.

To register to receive your W-2 electronically, follow the instructions below:

1. Visit <http://www.gnapartners.com/login> and click the “WorkSight 2.0 Login” button.

Login

Use the buttons below to log into the technology platform your company uses. If you're not sure which platform your company uses, please contact AccessHR at 1-888-414-3466 or accessshr@gnapartners.com.

AccessHR is open 7:30 a.m. to 7:00 p.m. Central Time, Monday through Friday.



WorkSight

[WorkSight Login](#) 

[Instructions: Accessing Your W-2 Statement Electronically \(WorkSight\)](#)

Prism

[Prism Manager Login](#)

[Prism Employee Login](#)

[Instructions: Accessing Your W-2 Statement Electronically \(Prism\)](#)

Former Employer Advantage clients/employees

[Employer Advantage Login](#)

Former XMI clients/employees

[XMI Application Login](#)

Former Pay Pros clients/employees

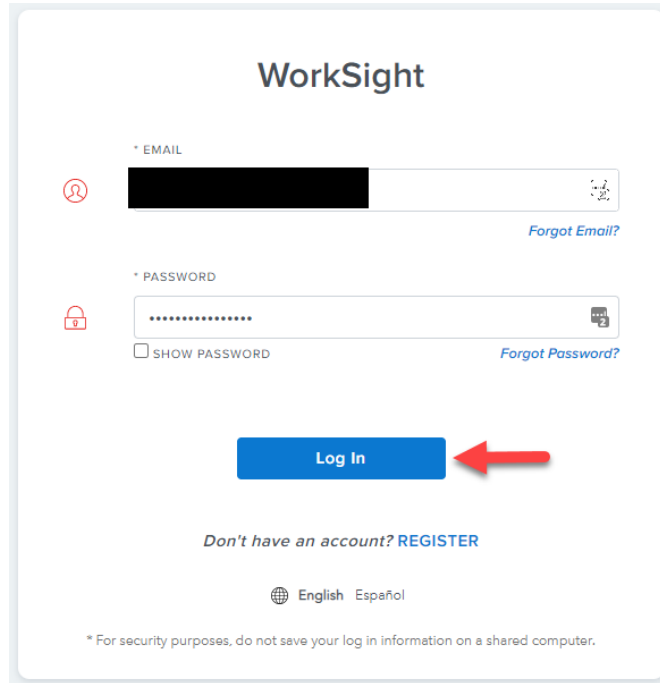
[Pay Pros Login](#)

2. Enter your username and password and click “Log In.”

The email address you used to create your WorkSight 2.0 account is your username. If you don't remember which email address you used, contact AccessHR at 1-866-

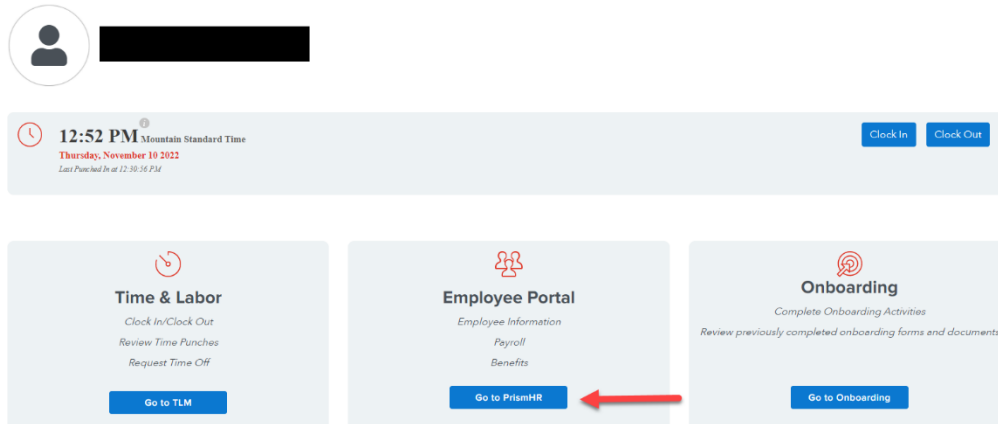
497-4222 or accessshr@gnapartners.com for assistance recovering your email address.

If you have forgotten your password, click “Forgot Password?” on the log in screen and follow the prompts on the next screen to reset your password.



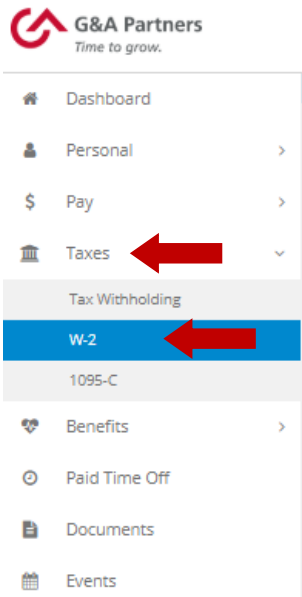
The image shows the WorkSight login interface. At the top, the 'WorkSight' logo is centered. Below it, there are two input fields: one for email (labeled '* EMAIL') and one for password (labeled '* PASSWORD'). The email field has a red circle icon with a person silhouette to its left. The password field has a red lock icon to its left and a 'SHOW PASSWORD' checkbox below it. To the right of the email field is a 'Forgot Email?' link. To the right of the password field is a 'Forgot Password?' link. Below the password field is a blue 'Log In' button, which is pointed to by a red arrow. Below the button is a link that says 'Don't have an account? REGISTER'. At the bottom, there are language options: 'English' and 'Español' with a globe icon. A small disclaimer at the very bottom states: '* For security purposes, do not save your log in information on a shared computer.'

- Once you have logged in, click the “Go to Payroll” button in the “Payroll” widget on the WorkSight 2.0 home screen. You will then automatically be logged into G&A Partners’ payroll system (Prism).

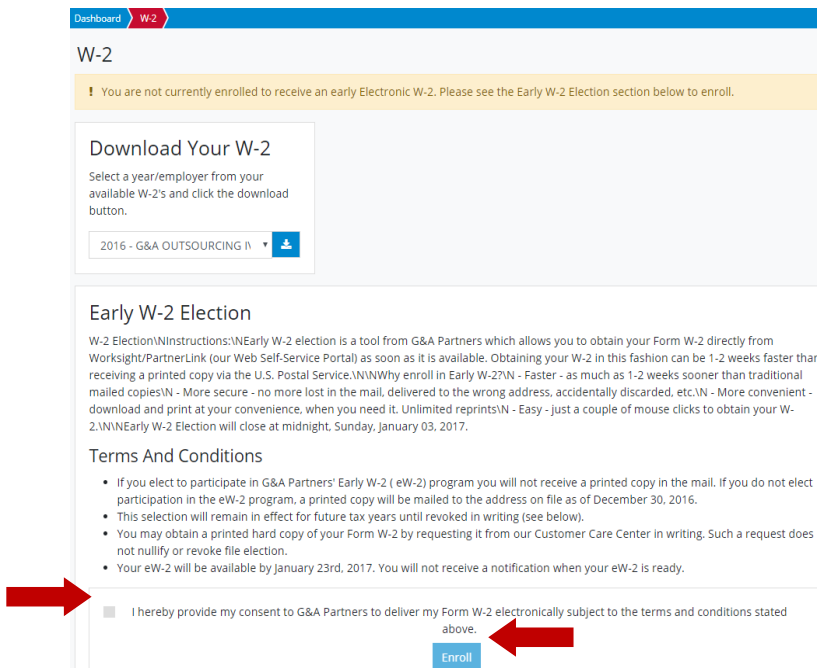


The image shows the WorkSight 2.0 home screen. At the top left, there is a user profile icon and a blacked-out name. Below this, a status bar shows the time '12:52 PM' and 'Mountain Standard Time', along with the date 'Thursday, November 10 2022' and 'Last Punched In at 12:30:16 PM'. On the right side of the status bar are 'Clock In' and 'Clock Out' buttons. Below the status bar, there are three main widgets: 'Time & Labor' (with a clock icon), 'Employee Portal' (with a group of people icon), and 'Onboarding' (with a circular arrow icon). Each widget has a list of links and a blue button at the bottom. The 'Employee Portal' widget has a red arrow pointing to its 'Go to PrismHR' button. The 'Time & Labor' widget has a 'Go to TLM' button. The 'Onboarding' widget has a 'Go to Onboarding' button.

4. Click “Taxes” in the left menu of the dashboard, then click “W-2.”



5. You will see a yellow box toward the top of the “W-2” screen informing you that you are not currently registered for the eW-2 program (as shown below). Scroll down to the “Early W-2 Election” section at the bottom of the screen, check the box giving G&A Partners consent to deliver your W-2 electronically, and then click “Enroll.”

A screenshot of the 'W-2' screen in the G&A Partners portal. At the top, a yellow banner states: 'You are not currently enrolled to receive an early Electronic W-2. Please see the Early W-2 Election section below to enroll.' Below this is a 'Download Your W-2' section with a dropdown menu showing '2016 - G&A OUTSOURCING' and a download icon. The 'Early W-2 Election' section follows, containing instructions and terms. At the bottom, there is a checkbox with the text: 'I hereby provide my consent to G&A Partners to deliver my Form W-2 electronically subject to the terms and conditions stated above.' A red arrow points to this checkbox. To the right of the checkbox is a blue 'Enroll' button, also indicated by a red arrow.

You are now registered to receive your W-2 statement electronically!

Your request to receive your W-2 electronically instead of via mail will remain in force until you revoke it. If you no longer wish to receive your W-2 electronically, you must submit a request in writing to accessshr@gnapartners.com.

How to access your W-2 electronically:

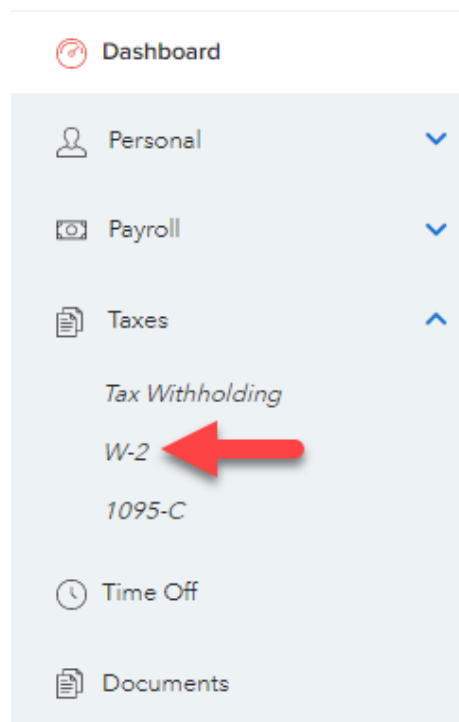
2022 W-2s will be available in WorkSight 2.0 by Jan. 31, 2023, for all employees who completed the electronic W-2 registration process before Dec. 31, 2022.

To download your electronic W-2, follow the instructions below:

1. Log into WorkSight 2.0 just like steps 1 and 2 in the “How to register to receive your W-2 electronically” section above.

For help retrieving your username or password, please contact our AccessHR at 1-866-497-4222 or accessshr@gnapartners.com.

2. Go to the Taxes section on the left side of the screen and then click “W-2.”



3. To download a copy of your W-2 statement, choose the year that corresponds to the W-2 you are trying to access (usually the most recent previous calendar year) and click the download icon.

W-2

Download W-2

Select the year of the W-2 you would like to download and click the download button.

Select a Year ▼

↓

4. A PDF file titled “W2” should immediately begin to download to your computer.

