



## Receiving Your W-2 Electronically

Employees of G&A Partners' clients have the option to receive their W-2 electronically via WorkSight.

### Benefits of Receiving Your W-2 Electronically

- **Earlier access to your W-2.** Electronic W-2s will be available for download on or before **Friday, January 31, 2025**, while paper W-2s are not required to be mailed until **Friday, January 31, 2025**, and may take a couple of weeks for delivery.
- **Electronic W-2s offer more security.** Because paper W-2s are mailed, there is a possibility they 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 easy 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, G&A Partners' online self-service portal.

**For your 2024 W-2 to be available electronically on or before Friday, January 31, 2025, you must complete the electronic W-2 registration process before Tuesday, December 31, 2024.**

**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 [accesshr@gnapartners.com](mailto:accesshr@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 Login" link.



2. Enter the email and password (Figure 01) associated with your WorkSight account and select “Log In.”

*\*If you’re unsure of your WorkSight password, select the option “Forgot Password” to reset your password. This will generate an email to the WorkSight email associated with your account with steps to update your password. If you are not sure of the email address associated with your WorkSight account, contact G&A’s AccessHR Support Team at 1-866-497-4222 or [accesshr@gnapartners.com](mailto:accesshr@gnapartners.com)*

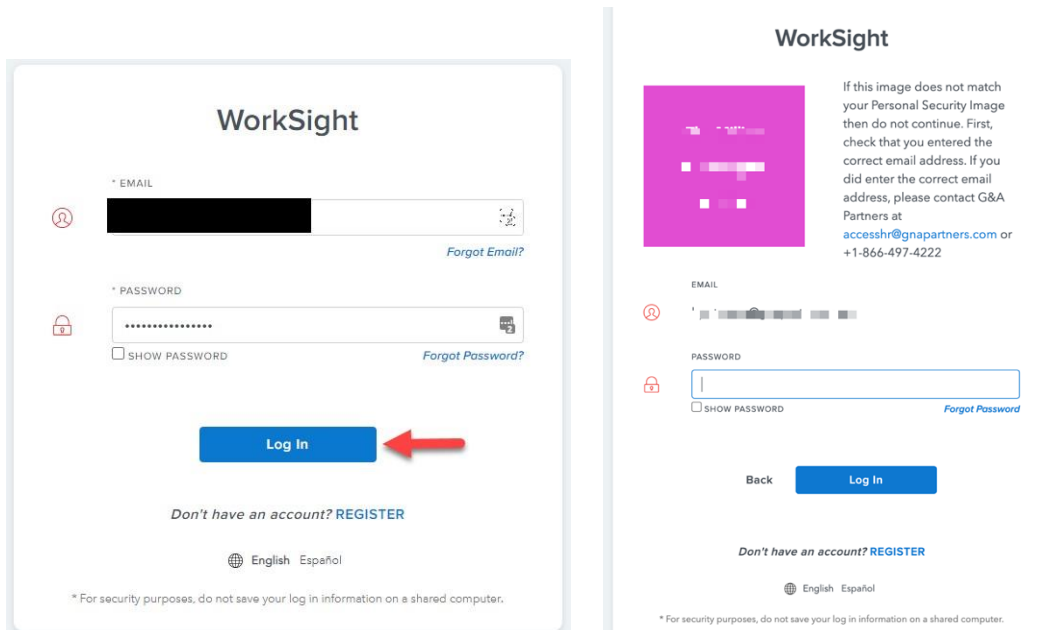


Figure 01: Displays the “Email” and “Password” login screen for WorkSight



3. Once logged in, access (Figure 02) the “Employee Portal” tile and click “Go to PrismHR.”

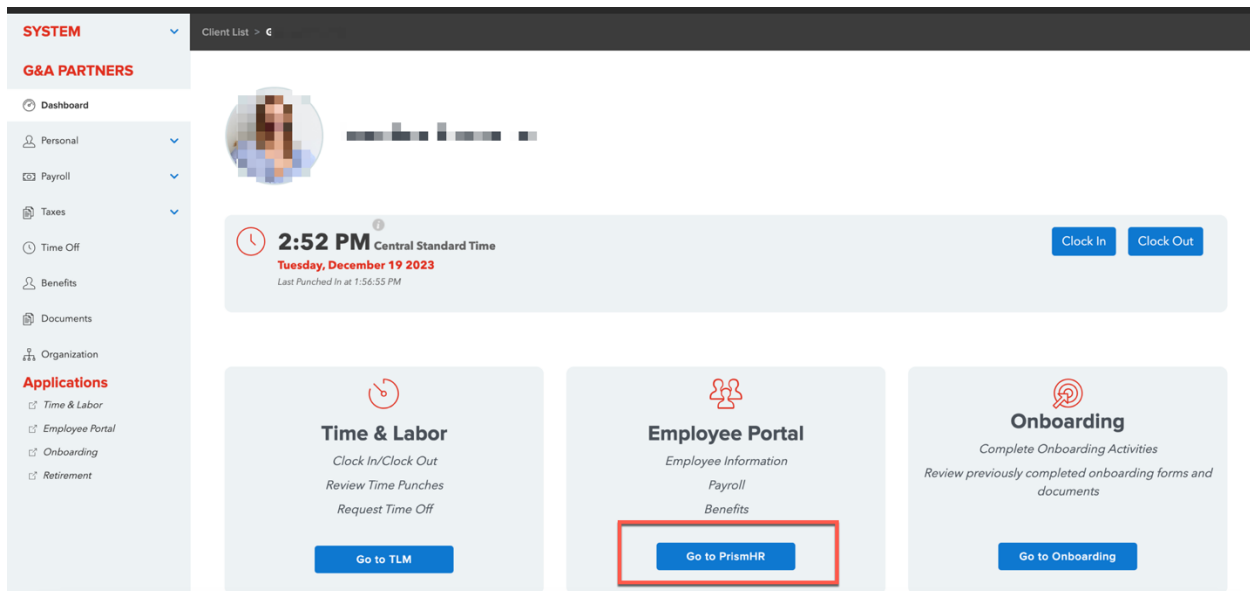


Figure 02: Displays the Employee Portal tile within WorkSight

4. Open the (Figure 03) “Taxes” section and select the “W-2” option from the left-hand side of the screen.

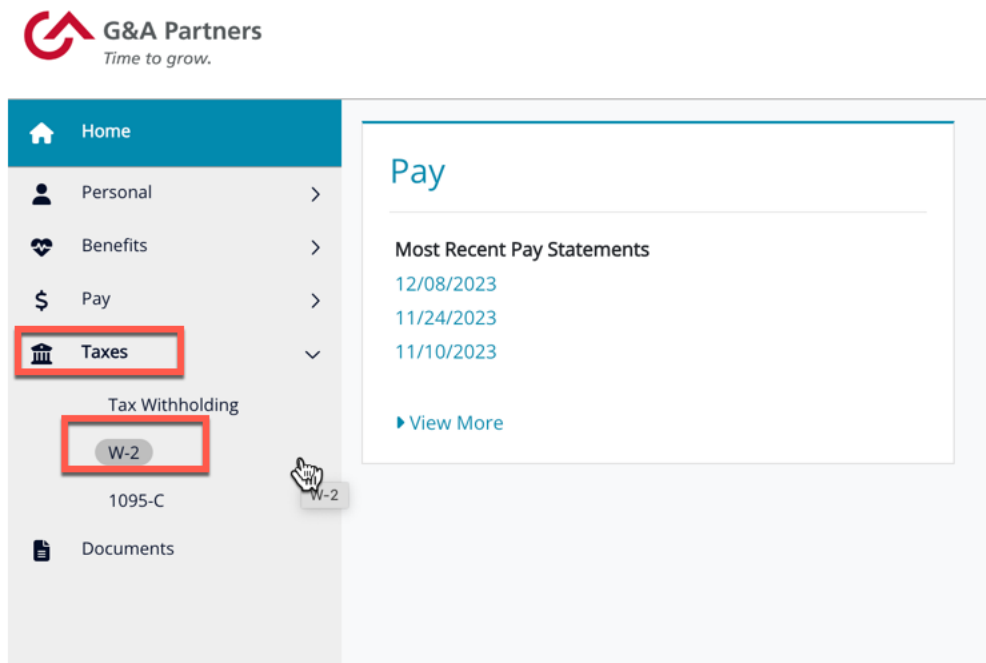


Figure 03: Displays the Taxes and W-2 selections within the Employee Portal



5. Select (Figure 04) the checkbox and the “Enroll” option.

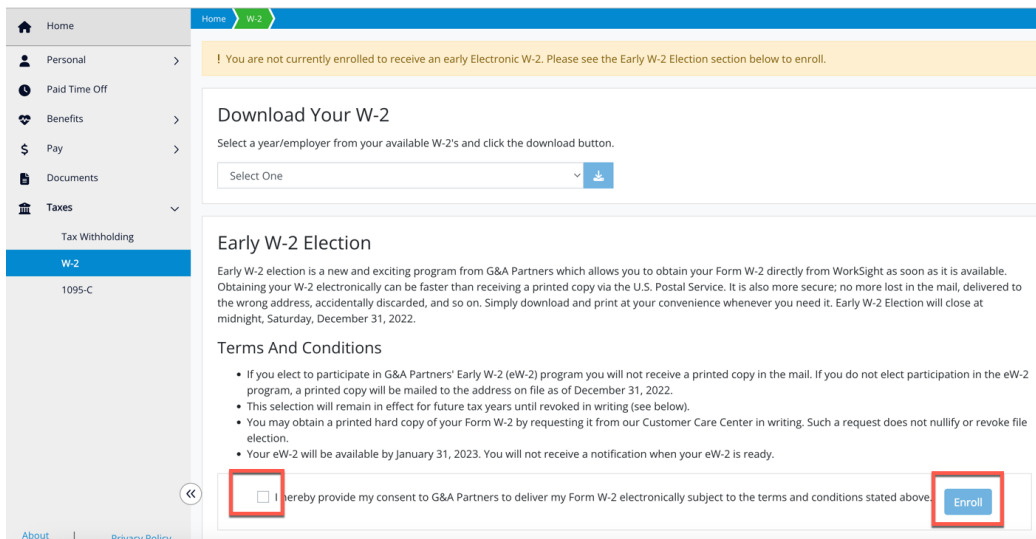


Figure 04: Displays the option to enroll in the early W-2 election process.

**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 [accesshr@gnapartners.com](mailto:accesshr@gnapartners.com).

## How to access your W-2 electronically

2024 W-2s will be available in WorkSight by **January 31, 2025**, for all employees who completed the electronic W-2 registration process before **December 31, 2024**.

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

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



2. Enter the email and password (Figure 01) associated with your WorkSight account and select “Log In.”

*\* If you're unsure of your WorkSight password, select the option “Forgot Password” to reset your password. This will generate an email to the WorkSight email associated with your account with steps to update your password. If you are not sure of the email address associated with your WorkSight account, contact G&A's AccessHR Support Team at 1-866-497-4222 or [accesshr@gnapartners.com](mailto:accesshr@gnapartners.com)*

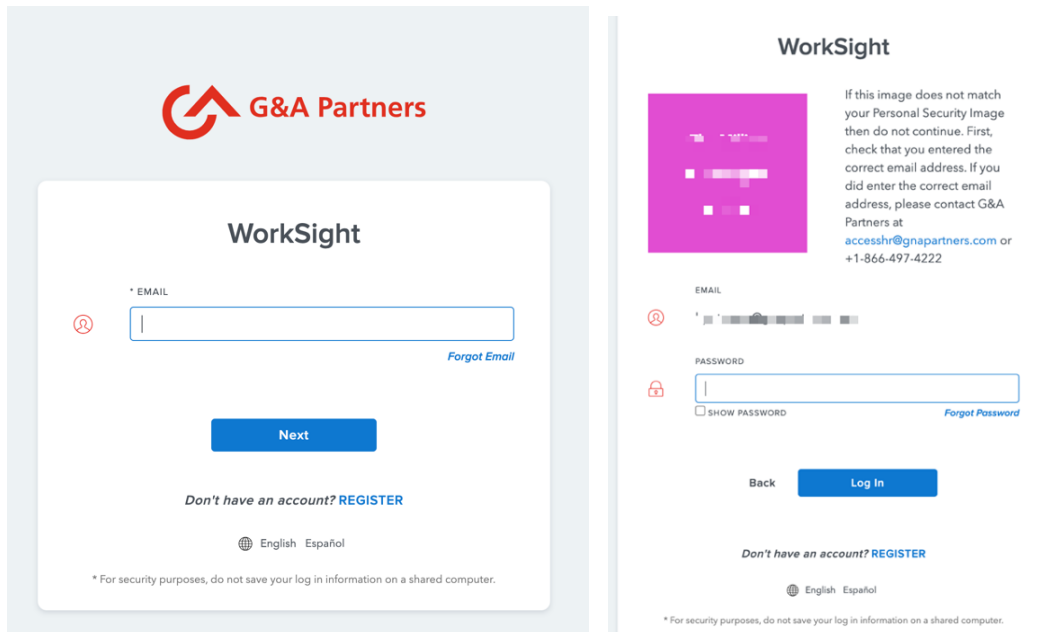


Figure 01: Displays the “Email” and “Password” login screen for WorkSight



- Once logged into WorkSight, access the left task pane, select (Figure 02) the “Taxes” section, and click the arrow to expand the drop-down menu.

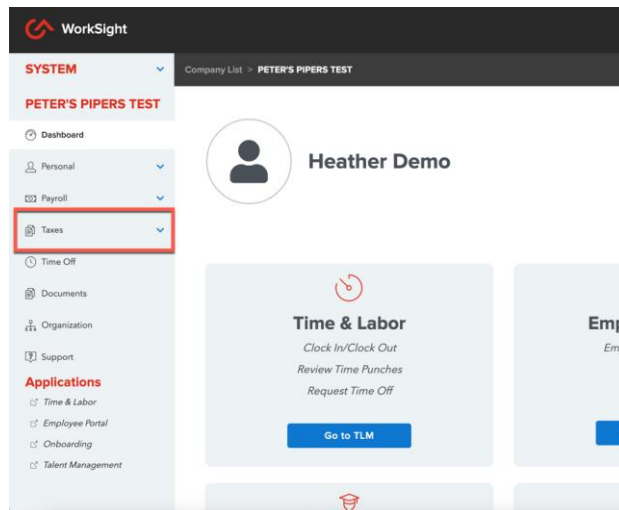


Figure 02: Displays the Tax section within WorkSight

- Select (Figure 03) the option “W-2.”

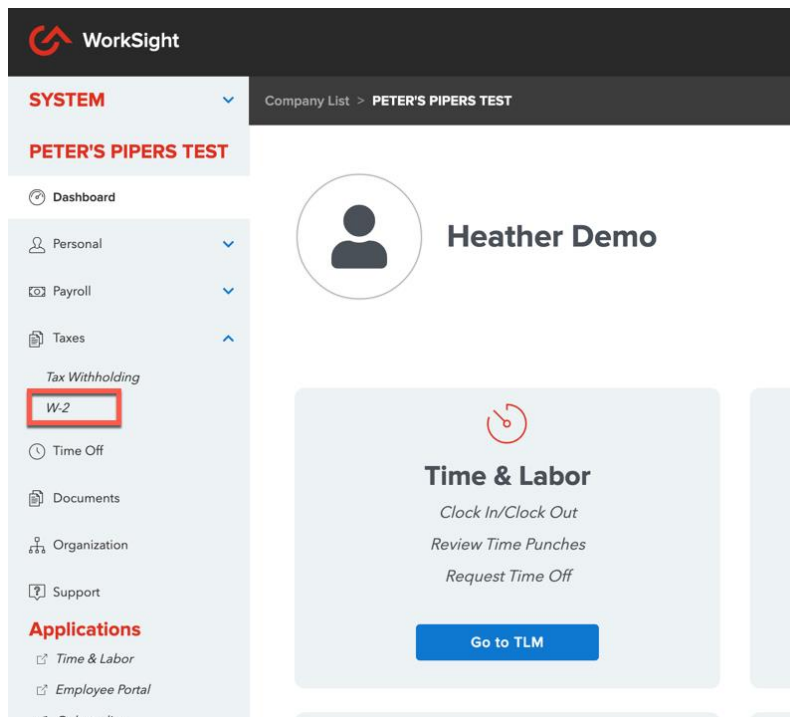


Figure 03: Displays the section for W-2



3. Under “Download W-2,” click on the drop-down menu (Figure 04) and select the year (Figure 05) corresponding with the W-2 you wish to download.

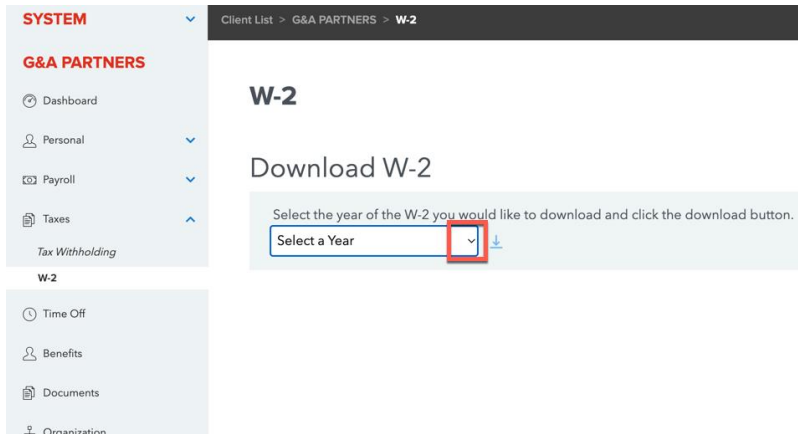


Figure 04: Displays the drop-down menu

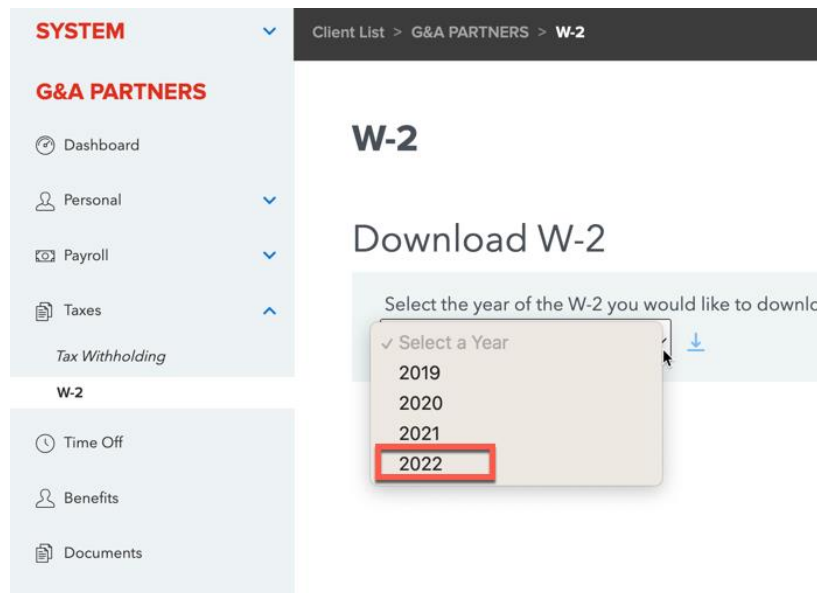
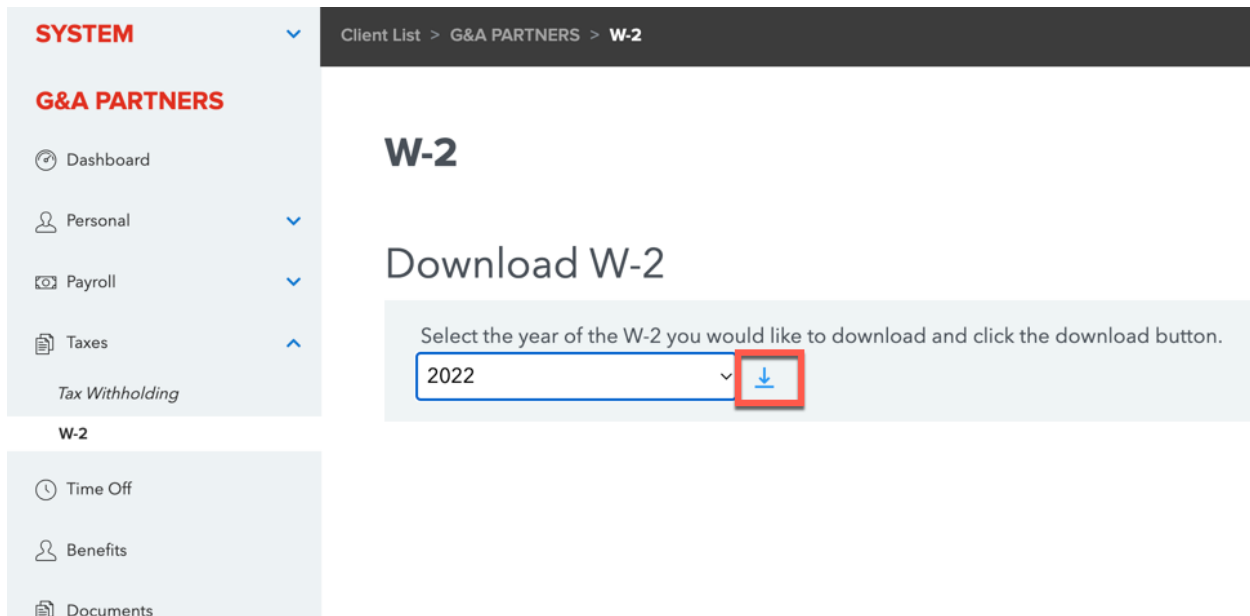


Figure 05: Displays options for years associated with W-2



4. Once the date selection is made, click on the “download” icon (Figure 06).



*Figure 06: Displays the download option.*

5. The .pdf file titled “W2” should immediately begin downloading to your computer or device.

## How to Access Your W-2 Electronically Within the Employee Portal

2024 W-2s will be available within the Employee Portal by **January 31, 2025**, for all employees who completed the electronic W-2 registration process before **December 31, 2024**.

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





2. Enter the email and password (Figure 01) associated with your WorkSight account and select “Log In.”

*\* If you're unsure of your WorkSight password, select the option “Forgot Password” to reset your password. This will generate an email to the WorkSight email associated with your account with steps to update your password. If you are not sure of the email address associated with your WorkSight account, contact G&A's AccessHR Support Team at 1-866-497-4222 or [accesshr@gnapartners.com](mailto:accesshr@gnapartners.com)*

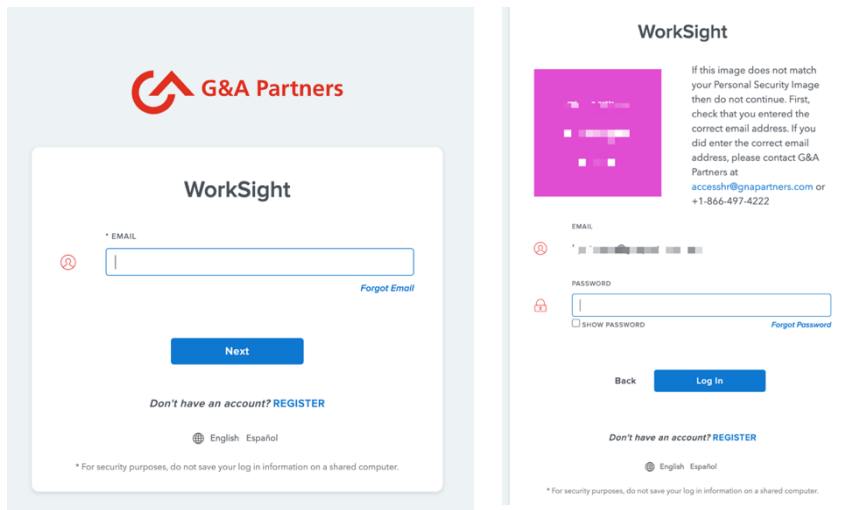


Figure 01: Displays the “Email” and “Password” login screen for WorkSight

3. Once logged in, access (Figure 02) the “Employee Portal” tile and click “Go to PrismHR.”

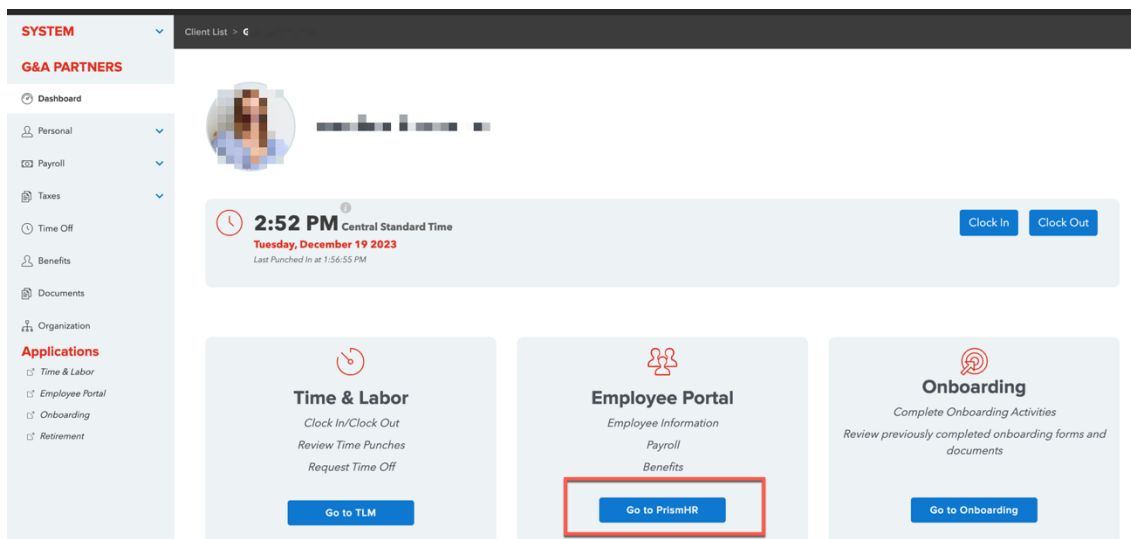


Figure 02: Displays the Employee Portal tile within WorkSight



- Open the (Figure 03) “Taxes” section and select the “W-2” option from the left-hand side of the screen.

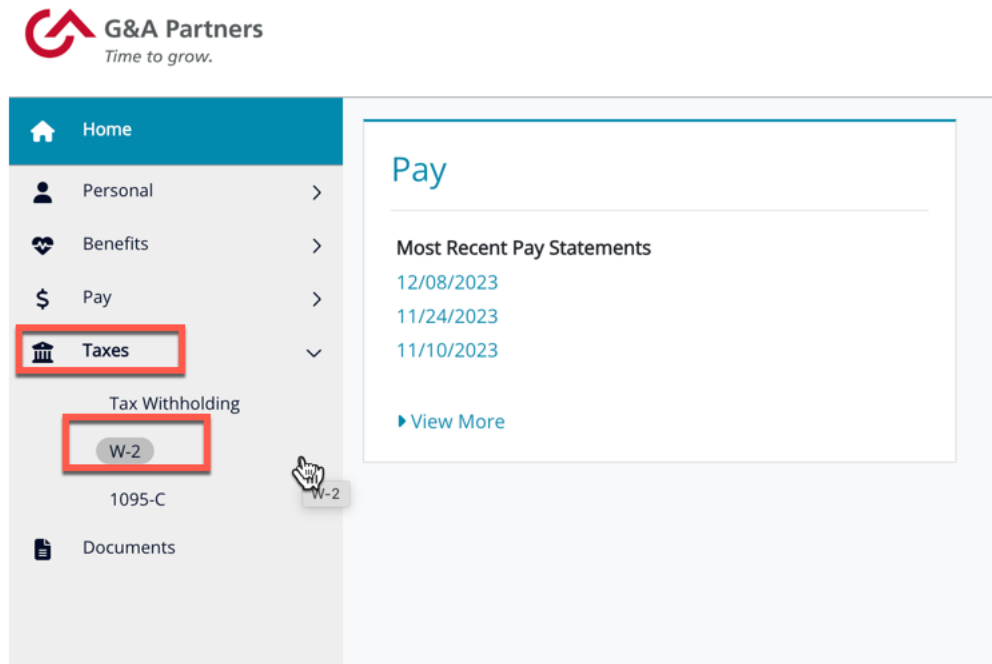


Figure 03: Displays the Taxes and W-2 selections within the Employee Portal

- Select (Figure 04) the drop-down menu within the date section.

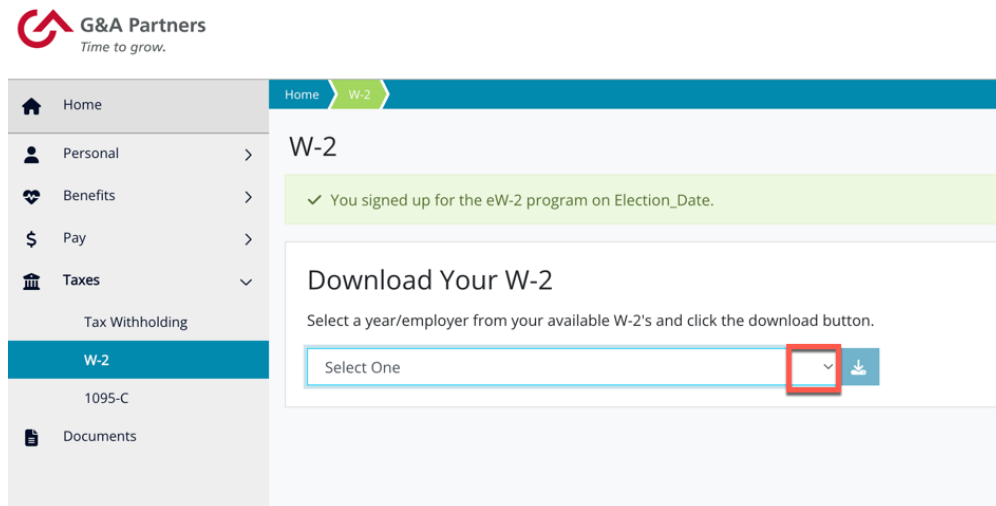
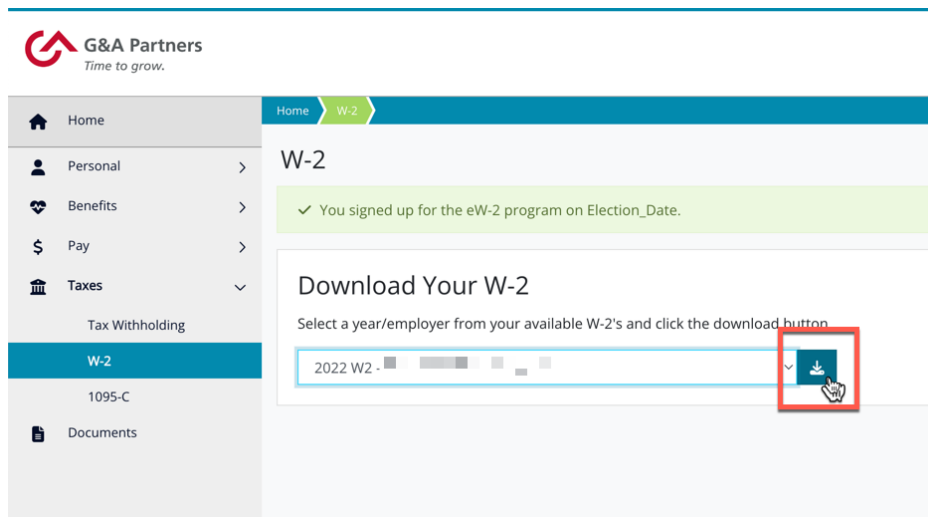


Figure 04: Displays the drop-down menu for date selection



6. Once the date is selected, click on the (Figure 05) download icon.



*Figure 05: Displays the option to download once a date is selected*

7. The .pdf titled “W-2” will immediately begin downloading.