Log into the SOS system.

Select the “My Employee Information” tab

Select Tax forms.

Note: You may see other options in addition to what you see in the screenshot below.
Select “Electronic W-2 Consent”

Please read the information regarding the electronic W-2. When you make this choice it will remain in effect until you choose to change it or leave employment with SJC. At any time you may request a paper W-2 form from the payroll office should you need one. Select the check box and click submit to make this choice.