**This message is being sent to all active State of Alaska (SOA) employees.**

**Subject: Tax Year 2020 W2 Tax Forms**

An electronic version of the 2020 W2 form is now available online in the Employee Self Service (ESS) application for all SOA employees who had earnings in Tax Year 2020. ESS is accessible from inside and outside the SOA network to all **active** state employees. This will provide employees with immediate access to their W2 Tax Form.

Hardcopy W2 forms will also be provided via mail. During the week of January 25, 2021, payroll and mailroom staff will print and mail 2020 W2 tax forms to all SOA employees; per federal regulations W2 tax forms will be mailed by January 31.

Normal hours of availability for ESS are 6am to 6pm, seven days a week.

To find your W2 form in ESS, please follow these steps:

1) Go to https://iris-ess.alaska.gov

   a. Enter your Employee ID Number (e.g., 123456) as your User Name. Your LDAP User Name (e.g., jdoe) will not work. If you do not know your employee ID number, you can locate it using the Enterprise Directory Advanced Search (accessible only from inside the SOA network).

   b. The enterprise password is used to access *alaska.gov* email accounts. If your email does not end in the *alaska.gov* domain (e.g., john.doe@alaska.gov) and you do not know your current enterprise password, it can be reset by your agency IT support staff. Contact information for your agency's IT support staff can be found at http://doa.alaska.gov/oit/password.html.

2) On the ESS Home screen select the link titled **Latest W-2** in the **Quick Links** section.

3) From the **View Tax Forms** list select the row for Tax Year 2020.

4) Click the **Attachments** button.

5) Click the **Download** link to download a printable PDF version of your W2 tax form.

6) A prompt to **Open** or **Save** the document may appear at the bottom of your browser window. Click **Open** to view the PDF version of your W2 form in your computer's PDF viewer software or **Save** to save the file to your computer.

Requests for W2 reprints for Tax Year 2016 and earlier will continue to be processed by the Division of Personnel's Employee Call Center at employeecallcenter@alaska.gov or (907) 465-3009. Former SOA employees will also need to contact the Employee Call Center for assistance in getting reprints of their 2020 W2 Form since the ESS application is only accessible to active employees. Employees working for the Office of the Governor, the Judicial Branch, or the Legislative Branch should contact their Agency's Human Resources Office for assistance.

If you have any questions, please contact the IRIS Support Team.

**IRIS Support**
Email: IRIS.Project@alaska.gov
Website: http://doa.alaska.gov/dof/iris/
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