

From: [Commissioners Office, DOA \(DOA sponsored\)](#)
Subject: Tax Year 2017 W2 Tax Forms
Date: Tuesday, January 23, 2018 3:48:46 PM
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IRIS - Human Resource Management



Providing insight to Alaskans

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

Subject: Tax Year 2017 W2 Tax Forms

During the week of January 22, 2018, Division of Finance staff will print and mail 2017 W2 tax forms to all SOA employees who had earnings in Tax Year 2017. Employees should expect to receive their W2 tax form by January 31, 2018 depending on mail delivery speed.

While hardcopy forms will be provided via mail, we are also pleased to announce that this is the first year that forms will also be available online for employees. This will provide employees with quicker access to their W2 Tax Form if a reprint is needed. The online version of the W2 form is available online immediately in the Employee Self Service (ESS) application which is accessible from inside and outside the SOA network to all **active** state employees.

Normal hours of availability for ESS are 1am to 6pm, seven days a week, with the following exceptions: the day following batch payroll processing when the system will normally be available by 12pm and on the third weekend of the month when ESS will be unavailable from 6pm to 6am for monthly maintenance activities.

To find your 2017 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. Enter your SOA enterprise password to login. The enterprise password is most commonly the password associated with the employee's login to their computer. In some cases, an employee may use a different password to access their State of Alaska email account. In cases where the passwords are different, please use the email password.

2. Click on the **My Info** tab on the left side of the Window.



3. Click on the **My Compensation** from the menu at the top of the window.



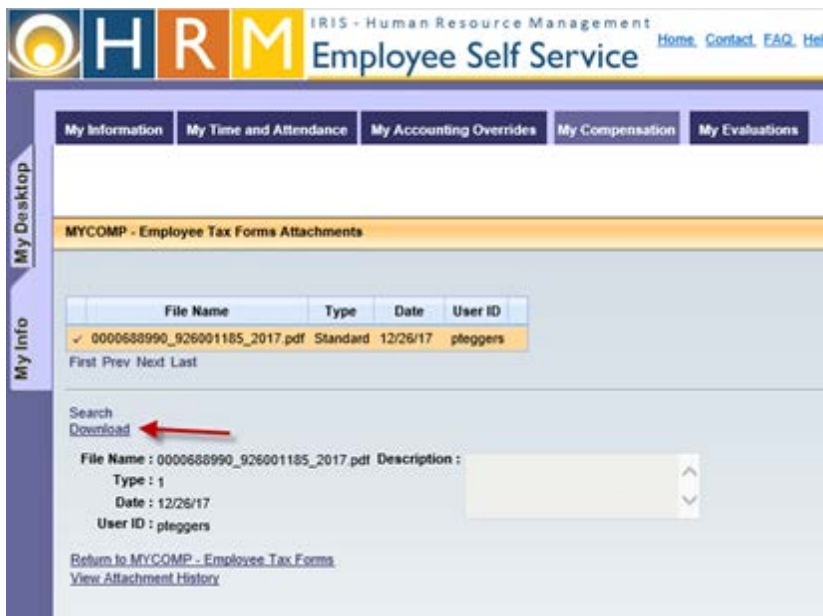
4. Click on **View Tax Forms (ex. W-2)** from the My Compensation sub-menu at the top of the window.



5. Click the **Attachments** button.



6. Click the **Download** link to download a printable PDF version of your 2017 W2 tax form.



7. A prompt to Open or Save the document may appear at the bottom of your 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 (907) 465-3009. Former SOA employees will also need to contact the Employee Call Center for assistance in getting copies of their 2017 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 Help Desk.

IRIS Help Desk

Email: IRIS.Project@alaska.gov

Website: <http://doa.alaska.gov/dof/iris/>

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