MEMORANDUM

TO:      JSU Faculty, Staff, and Students
FROM:  Rita W. Singleton, Director of Payroll/Student Employment Center
DATE: January 21, 2015
RE:    Online W2s

The 2014 W2s are available online to those employees who consented to receiving them electronically. Employees who do not consent online, W2s will be mailed by January 31, 2015.

To access your 2014 W2:

- Go to www.jsums.edu
- Click on JSU PAWS
- Enter your User ID: J#
- Enter PIN, If you do not know your PIN
- Click Do not know my PIN (follow instructions)
- Click Employee
- Click Tax Forms
- Click W2 Wage and Tax Statement
- Click the box Consent to receive W-2 electronically
- Click Submit
- Choose Tax Year
- Click Display

If you have any questions regarding this announcement, contact the Payroll/Student Employment Center at (601) 979-7120.