



W-2 Processing Expectations

Employers are required to mail out the 2022 W2 forms and other related wage statements by January 31, 2023. This is the same date employees can expect to get their Form W-2s to file their tax returns. Please encourage employees to wait until after February 6, 2023, to inquire about undelivered W-2's. W-2's will also be available in the Star HR Conexus Employee Portal for downloading and printing. Employees may access this information by logging in to Conexus Employee Portal:

W-2s will be mailed out, on or before January 31st.

Hotline: 844-482-7377

Your W-2 will be available in your employee portal. If you are not already registered to an employee portal, you can register at the link below. Once you navigate to the login page, you can register there. <https://key-ep.prismhr.com/#/auth/login>

You will need to enter the **Last Name and Social Security number** that matches your employee record.

The screenshot shows the Conexus login page. The header features the 'CONEXUS' logo. Below it are fields for 'Username' and 'Password'. There are buttons for 'Log In' and 'Register'. Below these are links for 'Forgot Username?' and 'Forgot Password?'. At the bottom, there is a 'Language' dropdown menu with 'English' selected. Red arrows and text annotations are present: a red arrow points to the 'Register' button with the text 'First time to the site click on Register'; another red arrow points to the 'Forgot Password?' link with the text 'Select English or Spanish'.

The screenshot shows the 'New User Registration' page. It has several required fields: 'Last Name', 'Social Security Number (EIN Also Accepted)', 'Personal Email', 'Username', 'Password', and 'Confirm Password'. There are 'Register' and 'Return To Login' buttons at the bottom. Red arrows and text annotations are present: a red arrow points to the 'Last Name' field with the text 'Last Name and SSN number must match what is on employee record in system,'; another red arrow points to the 'Social Security Number' field; a third red arrow points to the 'Personal Email' field with the text 'Use personal email address not work email if possible.'; a fourth red arrow points to the 'Password' field with the text 'Create username and password for future login'; and a fifth red arrow points to the 'Register' button with the text 'Click Register once filled out'.



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HOW TO VIEW ELECTRONIC VERSION OF W-2

Once you are logged into the Employee Portal, see left-side menu for **TAXES** **click on** this option to view current and past years.

The screenshot displays the STAR HR Employee Portal interface. On the left is a vertical navigation menu with icons and labels: Home, Personal, Benefits, Pay, Paid Time Off, Events, Taxes, Tax Withholding, W-2, 1095-C, Wages On-Demand, and BlueStar. The 'Taxes' and 'W-2' items are highlighted with red arrows pointing to them. The main content area has a breadcrumb trail 'Home > W-2' and a title 'W-2'. Below the title is the heading 'Download Your W-2' followed by the instruction 'Select a year/employer from your available W-2's and click the download button.' A red arrow points to a dropdown menu labeled 'Select One' which has a blue download icon to its right. A red arrow also points to the dropdown arrow. To the right of the dropdown, text reads 'Click on the drop down option to select the Year.'