



## 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.





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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 navigation menu with options: 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. The main content area is titled 'W-2' and contains the heading 'Download Your W-2'. Below this heading is 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'. To the right of the dropdown is a blue download button with a white download icon. A red arrow also points to this button. A red text box with a white border contains the instruction: 'Click on the drop down option to select the Year.'