

Login to ibis.sap.txstate.edu

NetID	Eorgot your password?
	> Activate your NetID
Password	1
	J
Login	

Use of computer and network facilities owned or operated by Texas State University requires prior authorization. Unauthorized access is prohibited. Usage may be subject to security testing and monitoring, and affords no privacy guarantees or expectations except as otherwise provided by applicable privacy laws. Abuse is subject to criminal prosecution. Use of these facilities implies agreement to comply with the policies of Texas State University.

1. Login: SAP Portal your ID and password then click on Log On

Employee Self-Ser	vice Navigation Services	
SAP Employee Se	If-Service > Employee Self-Service > Overview	
Employ	yee Services	
🕤 🕥 M	ap Directory Index	
	My Personnel Action Requests	
(G) [*]		
	Personnel Action Requests.	
10000g	Time/Leave Information	
<u></u>	le this area you and readed working time and view your lague balances and time statement	
	In this area, you can record working time and view your leave balances a nd time statement.	
	Quick Links	
	Record Working Time	
	Parafita	
•(S)•	Denents	
	In this area, you can display the plans in which you are currently enrol led and view benefits	
	related links.	
	Devenu	
TIS		
T.	In this area, you can view your earning statement and change your federa I tax withholding	
	status.	
	Quick Links	
	2016 W-2 Online Election Instructions	-
	Personal Information	
▲		
	In this area, you can view, change, enter or delete your personal data, address, bank information, office phone, office suite and personal room number	
	meringen, once profe, once onte and personal room number.	

2. At the Employee Services Tab, the default should be MAP, then Click on the Payroll link

k Forwar	rd ▶ History I	Favorites View						
) come	Worklist	SAP Fasy Access	SAP Employee Self-Service	Employee Self-Service	SAP Fiori Apps	My Finance	My Grant	Other Self-Service
vee Self-	Service Na	vigation Services				,	,	
Employee	e Self-Service >	Employee Self-Service >	 Overview 					
Emp Back	loyee Se	If Service Area	a Page					
Earni	ing Statement	o view your most recent	and prior earning statements					
W-4	Tax Withholding	g	and pror canning clatemente .					
Use	the link above t	o change your federal ta	ax withholding status.					
Interr apply payro	national Studer / to internationa bll@txstate.edu	nt and Scholar Employed al Students and Scholar or by phone: (512) 245-	es, please contact the Payroll Ot s that deter mine how your form :2543.	ffice before making any cha W-4 can be completed. Co	anges to your form V ontact the Payroll and	/-4. There are spe d Tax Com pliance	ecific U. S. tax law e Office at:	vs that
Elect	ion for Online V	<u>N2</u>						
Use	this link to el	jion to receive your 2016	6 W-2 online.					
Repo	orting of Online	W-2						
Uset	this link to view	your online W-2						
2015	Form W-2 Inst	tructions for Employee						
2015 Use 1	Form W-2 Inst this link to acce	tructions for Employee ess 2015 W-2 Instruction	ns for Employee.					
2015 Use 1 2016	Form W-2 Inst this link to acce W-2 Online El	tructions for Employee ess 2015 W-2 Instruction ection Instructions	ns for Employee.					

3. Click on Election for Online W-2 link

Election	 Overview of Elections New Election . 						
Status	Election Valid From	Election Valid To	Tax Company	Consent Status			

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4. At the Election for Online W-/W-2c, click on New Election

Election for On	line W2 - SAP NetWeaver Portal - Windows Internet Explorer			
				Options 🔻
Election	n for Online W-2/W-2c			.
⊙ 0\	verview of Elections New Election			
	Election Valid From Elect for Texas State University Elect for Texas State University -1 of 1 items - To select, press	- Menu Item	Tax Company	Consent Status

5. After New Election, click on **Elect for Texas State University**, should view Election period open, dates, Tax Company and the current status.

					e y ,
Overview of Elections	;				
Status	Election Valid From	Election Valid To	Tax Company	Consent Status	
Election period open	01/01/2016	12/31/9999	Texas State University	Receive Form W-2/W-2c only via online service.	
Election Details	eceive W-2 in paper Receive	W-2 online			
Election Details	eceive W-2 in paper	W-2 online			
Election Details R ection Details Election Valid From:	01/01/2016	W-2 online			
Election Details R ection Details Election Valid From: Election Valid To:	01/01/2016 12/31/9999	W-2 online			
Election Details R ection Details Election Valid From: Election Valid To: Tax Company:	O1/01/2016 Image: Texas State University	W-2 online			
Election Details R ection Details Election Valid From: Election Valid To: Tax Company: Election Period Begin:	Other Receive 01/01/2016 12/31/9999 0754 Texas State University 01/09/2016 12/39/99	W-2 online			
Election Details R ection Details Election Valid From: Election Valid To: Tax Company: Election Period Begin: Election Period End:	O1/01/2016 Receive 01/01/2016 01/01/2016 0754 Texas State University 01/09/2016 01/06/2017	W-2 online			
Election Details R ection Details Election Valid From: Election Valid To: Tax Company. Election Period Begin: Election Period End:	eccive W-2 in paper Receive 01/01/2016 12/31/9999 0754 Texas State University 01/09/2016 01/09/2016	W-2 online			
Election Details R ection Details Election Valid From: Election Valid To: Tax Company: Election Period Begin: Election Period Begin: Election Period End:	ecceive W-2 in paper Receive 01/01/2016 12/31/9999 0754 Texas State University 01/09/2016 01/06/2017	W-2 online			

6. Election Details is next. Click on Receive W-2 Online.

Election for Online W-2/W-2c

•	Overview of Elections				
St	tatus	Election Valid From	Election Valid To	Tax Company	Consent Status
E	lection period open	01/01/2017	12/31/9999	Texas State University	Receive Form W-2/W-2c only in paper.
			Confirmation		
			Confirm your election		
			By confirming this election	to receive	
			Forms W-2 and W-2c as selected be	low.	
	Election Details Receive W-2	in paper Receive W-2 online	Receive Form W-2/W-2c only via onl	ine service.	
			during the election period.	, time	
Elec	tion Details				
	Election Valid From:	01/01/2017		<u>b</u>	
	Election Valid To:	12/31/9999			
	Tax Company:	0754 Texas State University			
	Election Period Begin:	01/10/2017			
	Election Period End:	01/05/2018			
Addi	itional Information				
		The Online 2016 W-2's will be available in Mid-Jan Payroll Website at http://www.txstate.edu/payroll for	uary 2017. View the further updates.		

7. A Confirmation Box pops up on the screen, click OK to consent for your W-2 Online delivery

Overview of Elections					
Status	Election Valid From	Election Valid To	Tax Company	Consent Status	
Election period open	01/01/2017	12/31/9999	Texas State University	Receive Form W-2/W-2c only via online service.	
Election Details Rec	eive W-2 in paper				
Election Details Rec	eive W-2 in paper				
Election Details Rec ection Details Election Valit	elve W-2 in paper Receive W-2 online				
Election Details ection Details Election Vali Election V	eive W-2 in paper Receive W-2 online				
Election Details Rec lection Details Election Valis Election Valis	eve W-2 in paper Receive W-2 online d From: 01/01/2017 Valid To: 12/21/9999 mpany: 0754 Texas State University				
Election Details Rec lection Details Election Vali Election V Tax Co Election Period	elve W-2 in paper Receive W-2 online d From: 01/01/2017 falid To: 12/31/9999 mpany: 0754 Texas State University 18 egin: 01/10/2017				

8. Once elected you will see at the top left corner of the screen that the data was saved successfully

Election for Online W-2/W-2c				
Data saved successfully Overview of Elections				
Status	Election Valid From	Election Valid To	Tax Company	Consent Status
Election period open	01/01/2017	12/31/9999	Texas State University	Receive Form W-2/W-2c only via online service.
Election Details	01/01/2017			
Election Valid To:	12/31/9999			
Tax Company:	0754 Texas State University			
Election Period Begin:	01/10/2017			
Election Period End:	01/05/2018			
Additional Information				
	The Online 2016 W-2's will be available in M View the Payroll Website at http://www.txstate further updates.	lid-January 2017. e.edu/payroll for		

9. Click on log off located at the right hand corner of the screen.



The logout operation is complete, and no other services appear to have been accessed during this session.