

Manhattan-Ogden USD 383  
2031 Poyntz Ave  
Manhattan, KS 66502

To: All USD 383 Employees

Re: 2019 Year-End Reminders, W-2 and 1095-C Forms

From: Lew Faust, Director of Business Services  
Andrew Turner, Director of Human Resources

Date: November 8, 2019

The end of another calendar year is rapidly approaching and we want to remind you that as an employee of USD 383 you should have an Employee Service Portal (ESP) account. Here is a link to the ESP login page:

<https://esp1.aliosolutions.net/USD383/Login.aspx?ReturnUrl=%2FUSD383%2FHome.aspx>

On this page you can login to an active account, request a reset link using either your username or password or create an account by clicking on the phrases in blue text.

Periodically, you also need to check your information within your ESP account and see if any updates are in order. Review the information within the tabs on the 'My Current Information' screen; Business, Personal and Emergency Contacts. If you need to make changes, click on the Request Changes link in blue text in the middle of the screen. Next, select a Request Type on the far right-hand side of the screen, either General Demographic or Emergency Contacts, and then click New Request. Finally, you would make the needed updates to your information and then hit submit to send the request in to Human Resources.

If you are leaving the district, you are encouraged to have a personal e-mail entered in the General Demographic information section and to update your address, if and when a new address is determined.

There are links to the ESP and a Guide Document outlining how to create a new account on the Human Resources page within the district website. Here is the link for the Guide Document that outlines the process to create a new account in the ESP:

<https://www.usd383.org/home/showdocument?id=24005>

## **2019 W-2 and 1095-C Forms and Distribution**

Effective with the calendar year 2018, W-2 and 1095-C Forms for active employees will have to be accessed and printed from the Employee Service Portal. A Guide Document for accessing and printing both forms within the ESP is included with this information. Employees who have left the district within the calendar year will have hard copies of the W-2 and 1095-C forms mailed to them. All active employees will be required to access their ESP account and print out their forms.

Active employees who wish to have printed copies of their W-2 and 1095-C forms mailed to them must complete a request form and submit it to the Business/Accounting Department by December 20, 2019. The request form also provides employees the option of picking up these documents at the Robinson Education Center. This request form is included as an attachment with this message and is available from Office Professionals in each building or department across the district.

A Guide Document for how to download, print and save both the W-2 and 1095-C forms is included as an attachment for your information. Both the W-2 and 1095-C documents should be available on the Employee Service Portal before the end of the business day on January 31, 2020.

This is part of the ongoing efforts by the district to become more efficient and reduce mailing and associated production costs of distributing W-2 and 1095-C forms using standard hard copy formatting.