Dear Cornell College Employee,

For security and convenience purposes, Cornell College is making 2014 W-2 forms (Wage and Tax Statements) available to employees online. In order for your W-2 to be available to you online, please log in to https://cornellcollege.greenemployee.com.

You will need your 9 digit Cornell ID (found on your Cornell College photo ID card) and Social Security Number. You will be asked to consent to receive an electronic W-2. A verification code will be generated automatically the first time you log in, which you will have to re-enter for security. CONSENT MUST BE DONE BY 3:00 PM ON THURSDAY, JANUARY 29, 2015 or you will not be able to receive your W-2 electronically.

Once you have consented to receive your W-2 only via electronic format, you will not receive a paper copy, but you may log in and re-print the electronic copy as many times as you need to.

If you do not access your W-2 this way, you will be issued a paper copy by 02/02/15.

Please contact Jodie Wittenburg at 319-895-4220 with any questions.

Thank you