



PeopleManager can be accessed from most computers that have internet capabilities by using the following URL:

<https://peoplemanager.dncinc.com/psp/DNCHRPD/?cmd=login>

Your ID must be typed in all caps. (*Contact 877-936-2272 to obtain your username*)

Your password uses the following format: MMDDYYYYXXXX

MM = the 2-digit value of the month in which you were born (01 through 12)

DD = the 2-digit value of the day on which you were born (01 through 31)

YYYY = the 4-digit value of the year in which you were born

XXXX = the LAST 4 digits of your Social Security Number

If you have trouble logging on please call the Delaware North Companies, Inc. Associate Service Center, Monday-Friday, 7:30 a.m. – 5:30 p.m. at 877-936-2272.

### ***Important information about your 2015 W-2 Statement***

Your original W-2 statement will be mailed to your home around January 31<sup>st</sup> 2016 unless you consent to electronic delivery. Please allow at least five days for U.S. Mail delivery.

**Don't waste time at the mailbox waiting for your W-2 to be delivered. Get it fast electronically!**

Just go on the Web and register to receive your W-2 online. It's that simple! The IRS has approved the delivery of your W-2 statement online with your consent.

#### **How do you sign up to receive your W-2 online?**

- Simply go to [WWW.THEWORKNUMBER.COM](http://WWW.THEWORKNUMBER.COM)
- Login to your account by entering:
  - The Delaware North Employer Code: 12549
  - Your Social Security Number
  - Your PIN: Last 4 digits of SSN + 4 digit birth year
- Select W-2 Services
- From the W-2 eXpress Main Menu select "Consent for Online Delivery"
- Read the disclosure and complete the consent form
- ***Please note that this consent stays in place until you revoke this election regardless of employment status***

#### **What information do you provide for the consent form?**

Please provide your:

- Primary (and secondary) e-mail address
- Mailing address
- Daytime/evening phone number

### **When will your electronic W-2 be available?**

Your initial issue electronic W-2 will be posted on a secure Web site in January, well before you would normally receive it in your mailbox. You will receive notification when your W-2 is available, along with instructions for retrieval. All e-mails from W-2 eXpress have a subject line that read, "IMPORTANT TAX DOCUMENT."

### **Can I use W-2 eXpress with tax software or tax preparers?**

Yes, it works with all the leading tax preparation services: Turbo Tax® , Jackson Hewitt® , CompleteTax® , Liberty Tax Service® , ezTaxReturn.com, and TaxAct.

### **How can I get a duplicate W-2 statement?**

Can't find your W-2 statement? Now you can get a duplicate W-2 statement fast! W-2 eXpress® , a service of The Work Number® , enables you to quickly and easily obtain your duplicate W-2 statement. Your first paper reprint is free. Subsequent requests will cost \$12. Electronic delivery allows for unlimited free W2 copies.

1. Go to <http://www.theworknumber.com/> or call 1-800-367-2884
2. Select to request a duplicate W-2 Statement
3. Enter:  
The Delaware North Employer Code: 12549  
Your Social Security Number  
Your PIN: Last 4 digits of SSN + 4 digit birth year
4. Make the following selections:  
Select to order your W-2  
Select the tax year, beginning with 2008  
Choose to have your duplicate W-2 faxed, mailed to your home address or another address, or print it from the Web

**Note:** Address changes do not require a W-2c (W-2 Correction). If you choose to have your duplicate W-2 statement mailed to an address other than what is on your original W-2, simply request to receive a duplicate W-2 by mail, and then follow the menu options to select a different address. Please note that address changes input into W2eXpress are for W2 delivery only and will not be reflected in PeopleManager. If you wish to update your address with DNC you must contact your unit or the ASC at 1-877-936-2272.

5. You will be given a confirmation number. You can check the status of your request by revisiting theworknumber; W-2 eXpress and selecting "Order Status" from the Main Menu. You may now view the status of your request by confirmation number and date.

### **How do I report an error on my W-2?**

Follow the directions above. Select "Correct an Error on My W-2" from the Main Menu.