

Memo

To: All employees
From: Sheakley HR Solutions
Date: 11/18/2020
Re: 2020 W-2's

Sheakley HR Solutions will no longer be mailing W-2's. W-2's will be available electronically via the Prism Employee Self-Service Portal (link below). We will communicate with your employer as soon as the W-2's are made available. Employees will be able to access their W-2 electronically much faster than waiting for them to be delivered in the mail.

At this time, we encourage you to register for the Prism Employee Self-Service portal if you haven't done so already. If you have registered, but forget your username or password, please call 513.618.1350 and request to have your Prism Employee Self-Service login information reset. If you run in to any trouble or have questions/concerns do not hesitate to reach out.

Prism Employee Self-Service Link:

<https://shk.prismhr.com/shk/auth/#/login?lang=en>

For first time users click Register, you will then be prompted to create a username and password.



When you have logged in, your W-2 will be available under the Taxes tab located on the left hand side of your screen.

