

## Chico State Enterprises Announcements

Thursday, December 7, 2023

### 2023 W-2 Processing: Do We Have Your Current Address?

In preparation for W-2 processing, the Chico State Enterprises (CSE) payroll team request that all CSE employees make certain we have the most current address information on file to help ensure accurate and timely delivery of W-2 forms. **If you need to update your address, please** fill out an [Employee Administrative Data Form](#) and submit the completed document via our secure drop box at the link provided below:

[Employee Administrative Data Form Submission Link](#)

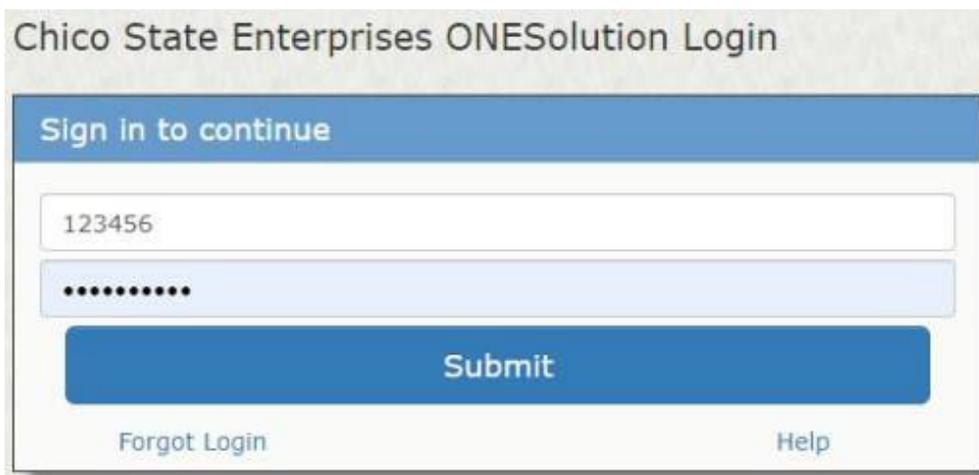
As a reminder, once we have completed processing 2023 W-2 forms, you will also have the ability to access your W-2 through our online portal, Employee Online. You can access Employee Online through either of the two links below or by visiting the [CSE Employee Resources webpage](#).

**Follow these steps to view your W-2:**

1. Copy and paste the link into your web browser. Please note the link may not work with all web browsers. We recommend Chrome and/or Firefox.

<https://cas-online-ons.cascloud.aspgov.com/Finance/Edge>

2. Enter your 6-digit CSE Employee ID number. Your default Password, if you have not logged in before, is your Social Security Number with no dashes. After you "Submit", Employee Online will require you to change your password and relog in.



Chico State Enterprises ONESolution Login

Sign in to continue

123456

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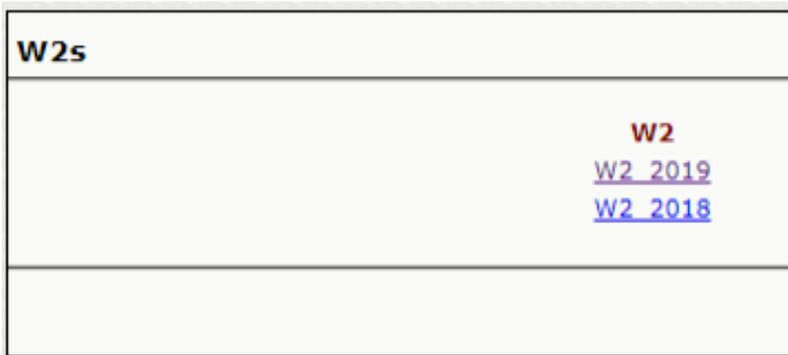
Submit

Forgot Login Help

- From the main page, select "W2 Info".



- Select the year you would like to view.



If you have any questions, please email us at [csepayroll@csuchico.edu](mailto:csepayroll@csuchico.edu).

Thank you.