

Welcome to Payroll Services

Electronic Form W-2 available via myUCF Employee Self-Service as of January 2010

W-2 Process Schedule

| Process | Description | Timing |
|---|--|---|
| Update Mailing Address for W-2 Form and 1042 Form | <p>To ensure the correct address is printed on the tax forms, employees must update their mailing address by the deadlines as follows:</p> <p>Personal Data sheets must be in HR by December 02, 2016</p> <p>International Student Service by December 02, 2016</p> <p>Employee Self Service by January 2, 2017</p> | <p>Personal Data Sheet and ISC 12/02/16</p> <p>Employee Self Service 01/02/2017</p> |
| Electronic Distribution of Online W-2 Forms | <p>Employees must consent prior to the announced deadline to ensure the electronic W-2 Form is available. Employees that do not consent prior to the deadline will automatically receive a paper copy.</p> | <p>Consent for the current tax year is open until midnight January 2, 2017</p> |
| Electronic W-2 Availability | <p>Employees who have elected an electronic W-2 will receive notification when the electronic W-2 Form is available. Notification will be sent to the email address provided in the consent process.</p> | <p>January 16, 2017</p> |
| Mailing Distribution of W-2 Statements | <p>Paper W-2 Forms will be postmarked by January 1, 2014.</p> | <p>January 1, 2017</p> |
| Reissues/Duplicate W-2 Forms | <p>Employees who have consented to receive their W-2 electronically can retrieve the tax years 2009 through 2016 as of January 16, 2017.</p> <p>Duplicates for prior tax years 2004-2016 may be requested via Employee Self Service</p> <p>Duplicates for tax years prior to 2004 – must be requested from the Bureau of State Payrolls</p> <p>For more instructions: http://www.hr.ucf.edu/web/forms/payroll/Tax_Documents_for_Annual_Filing.pdf</p> | <p>Employees who have consented to receive electronic W-2:</p> <ul style="list-style-type: none"> • Current Tax Year, January 16, 2017 |
| | <p>Employees who have not consented to receive their W-2 electronically can request a copy February 15, 2017 via Employee Self Service</p> | <p>Paper Copy Requests February 15, 2017</p> |