

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 01, 2017</p> <p>International Student Service by December 01, 2017</p> <p>Employee Self Service by January 2, 2018</p>	<p>Personal Data Sheet and ISC 12/01/17</p> <p>Employee Self Service 01/02/2018</p>
Electronic Distribution of Online W-2 Forms	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.	Consent for the current tax year is open until midnight January 2, 2018
Electronic W-2 Availability	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.	Target date: January 19, 2018
Mailing Distribution of W-2 Statements	Paper W-2 Forms will be postmarked by January 31, 2018.	January 31, 2018
Reissues/Duplicate W-2 Forms	Employees who have consented to receive their W-2 electronically can retrieve the tax years 2009 through 2017 as of January 19, 2018.	<p>Employees who have consented to receive electronic W-2:</p> <ul style="list-style-type: none"> • Current Tax Year, January 19, 2018
	Duplicates for prior tax years 2004-2017 may be requested via Employee Self Service	
	<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>	
	Employees who have not consented to receive their W-2 electronically can request a copy February 16, 2018 via Employee Self Service	Paper Copy Requests February 16, 2018