

Welcome to Payroll Services

Electronic Form W-2 available via myUCF Employee Self-Service January 2011

W-2 Process Schedule

Process	Description	Timing
Update Mailing Address for W-2 Form and 1042 Form	To ensure the correct address is printed on the tax forms, employees must update their mailing address by the deadlines as follows: Personal Data sheets must be in HR by December 1, 2010 International Student Service by December 15, 2010 Employee Self Service by January 3, 2011	Personal Data Sheet 12/01/10 and ISC 12/15/2010 Employee Self Service 01/03/2011
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 9, 2011
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.	January 18, 2011
Mailing Distribution of W-2 Statements	Paper W-2 Forms will be postmarked by January 31, 2011.	January 31, 2011
Reissues/Duplicate W-2 Forms	Employees who have consented to receive their W-2 electronically can retrieve the tax years 2009 now and 2010 as of January 18, 2011. Duplicates for prior tax years 2004-2009 may be requested via Employee Self Service Duplicates for tax years prior to 2004 – must be requested from the Bureau of State Payrolls For more instructions: http://www.hr.ucf.edu/web/forms/payroll/Tax_Documents_for_Annual_Filing.pdf	Employees who have consented to receive electronic W-2: <ul style="list-style-type: none"> • Current Tax Year, January 18, 2011
	Employees who have not consented to receive their W-2 electronically can request a copy February 15, 2011 via Employee Self Service	Paper Copy Requests February 15, 2011