



Payroll Services 2024 W-2 Process Schedule

As a benefit, UCF offers employees the ability to access an electronic version of their W-2 via Workday.

Process: Update Mailing Address for Tax Forms such as the W-2 and 1042S

Description

To ensure the correct address is printed on the tax forms, employees must update their mailing address through one of the following methods and received in HR by the advertised deadline:

- Personal Data Information by December 1, 2024
- UCF Global (international employees) by December 1, 2024
- Workday - (Change My Home Contact Information) by January 3, 2025

Deadline

- Personal Data Sheet 12/01/2024
- Global 12/01/2024
- Workday 01/03/2025

Process: Consent to Electronic W-2 Forms

Description

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.

Deadline

Consent for the current tax year is open until midnight 01/03/2025

Process: Electronic W-2 Availability

Description

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.

Deadline

Target date: 01/21/2025

Process: Mailing Distribution of Paper W-2 Forms

Description

Paper W-2 Forms will be postmarked by January 31, 2025.

Deadline

01/31/2025



Process: Reissues/ Duplicate Requests of Prior Year W-2 Forms

Description

Employees who have consented to receive their W-2 electronically can retrieve the tax years 2009 through 2024 at any time on their own.

Paper duplicates for tax years 2004-2024 may be requested via Employee Self Service or by emailing payroll@ucf.edu.

Duplicates for tax years prior to 2004 – must be requested from the Bureau of State Payrolls. For more information visit the [HR website](#).

Employees who have not consented to receive their 2024 W-2 electronic only can request a copy beginning March 15, 2025, via Workday.

Deadline

W-2 paper duplicate copy requests: 03/15/2025.