



### Payroll Services 2023 W-2 Process Schedule

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

Process	Description	Deadline
Update Mailing Address for Tax Forms such as the W-2 and 1042S	To ensure the correct address is printed on the tax forms, employees must update their mailing address through one of the following methods an received in HR by the advertised deadline: <ul style="list-style-type: none"> <li>Personal Data Information by December 1, 2023</li> <li>UCF Global (international employees) by December 1, 2023</li> <li>Workday-(Change My Home Contact Information) by January 3, 2023</li> </ul>	<ul style="list-style-type: none"> <li>Personal Data Sheet 12/01/2023</li> <li>Global 12/01/2023</li> <li>Workday 01/03/2024</li> </ul>
Consent to Electronic 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 01/02/2024
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: 01/15/2024
Mailing Distribution of Paper W-2 Forms	Paper W-2 Forms will be postmarked by January 31, 2024.	01/31/2024
Reissues/ Duplicate Requests of Prior Year W-2 Forms	<p>Employees who have consented to receive their W-2 electronically can retrieve the tax years 2009 through 2022 at any time on their own.</p> <p>Paper duplicates for tax years 2004-2022 may be requested via Employee Self Service or by emailing <a href="mailto:payroll@ucf.edu">payroll@ucf.edu</a>.</p> <p>Duplicates for tax years prior to 2004 – must be requested from the Bureau of State Payrolls. For more information <a href="#">visit the HR website</a>.</p> <p>Employees who <b>have not</b> consented to receive their 2023 W-2 electronically can request a copy beginning February 15, 2024, via Workday.</p>	W-2 Paper Duplicate Copy Requests: 02/15/2024