



Payroll Services 2021 W-2 Process Schedule

As a benefit, UCF offers employees the ability to access their W-2 via Employee Self-Service.

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 by the advertised deadline: Personal Data sheets must be in HR by December 1, 2021 UCF Global (international employees) by December 1, 2021 Employee Self Service by January 3, 2022	Personal Data Sheet 12/01/2021 Global 12/01/2021 Employee Self Service 01/03/2022
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 01/02/2022
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: 01/14/2022
Mailing Distribution of Paper W-2 Forms	Paper W-2 Forms will be postmarked by January 31, 2022.	01/31/2022
Reissues/Duplicate Requests of Prior Year W-2 Forms	Employees who have consented to receive their W-2 electronically can retrieve the tax years 2009 through 2020 at any time on their own. Paper duplicates for tax years 2004-2020 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 instructions: http://www.hr.ucf.edu/web/forms/payroll/Tax_Documents_for_Annual_Filing.pdf	
	Employees who have not consented to receive their 2021 W-2 electronically can request a copy February 15, 2022 via Employee Self Service.	W-2 Paper Duplicate Copy Requests 02/15/2022