Changing W2 Delivery Preference in Employee Self Service

In MyUNIverse

University employees (including student employees) can elect how they want to receive their W2 forms (electronically or by US mail) by completing W2 Delivery Preference in UNI Employee Self Service or UNI Student Employee Self Service.

Once you have chosen to receive your W2 form electronically, it will be provided that way each year, until you change your delivery preference through UNI Self Service or provide Payroll with a written request or terminate your employment with the University. You may change your delivery preference at any time except during the lockout period from approximately January 6th – January 16th.

If at any time you need a paper copy of your W2 form, you may contact <u>payroll@uni.edu</u> or call 273-6425 or 273-2656 and one will be provided to you.

If you don't choose electronic delivery, your W2 form will be mailed to the address on file. Make sure that information is up to date as well. If you need to make changes to your mailing address, you can make updates through MyUNIverse – Update My Personal Information – "Update my personal information" and click on the Home Address tab. Make the necessary changes and save. If you'd prefer to make these changes in person, faculty and staff can do so at Human Resource Services (Gil 027) and students should stop by the Registrar's Office (Gil 115) with your current information.

W2 Delivery preference

To provide consent to receive your W2 form electronically you can enter your preference in UNI Employee Self Service (directions below) or you can send a written consent via email or campus mail (Payroll mail code 0008) stating you would like electronic W2 delivery.

- 1) Open a browser and go to the UNI home page: <u>www.uni.edu</u>.
- 2) Select MyUNIverse on the UNI home page.

	ADMISSIONS	ACADEMICS	FINANCIAL AID	STUDENT LIFE	ATHLETICS	GET TO KNOW UNI
No.	University Orthernio	y of <u>Wa</u>		Calendar eLearning A-Z Index Rod Library	Email MyUNIverse Directory Jobs @ UNI	Search UNI
3) Lo	ogin to MyUNIve	erse.				

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 4) Login to UNI e-Business Suite located on the Work On the University of Northermolow: Favorites Main Menu Personalize: Content Layout Werk @ UNI Reporting Personalize: Content Layout Werk @ UNI Reporting Personalize: Content Layout Werk @ UNI Reporting Personal Development Center UNITE Executive Development Center provides training programs for newly appointed and seasoned Teacher provides training programs for newly appointed and seasoned Teacher provides training programs for newly appointed and seasoned Teacher provides training programs for newly appointed and seasoned Teacher provides training programs for newly appointed and seasoned Teacher provides training programs for newly appointed and seasoned Teacher provides training programs for newly appointed and seasoned Teacher provides training programs for newly appointed and seasoned Teacher provides training programs for newly appointed and seasoned Teacher provides training programs for newly appointed and seasoned Teacher provides training programs for newly appointed and seasoned Teacher provides training programs for newly appointed and seasoned Teacher provides training programs for newly appointed and seasoned Teacher provides training programs for newly appointed and seasoned Teacher provides training programs for newly appointed and seasoned Teacher provides training programs for newly appointed and seasoned Teacher provides training programs for newly appointed and seasoned Teacher provides training programs for newly appointed and seasoned teacher provides training programs for newly appointed and seasoned teacher provides training programs for newly appointed and seasoned teacher provides training programs for newly appointed and seasoned teacher provides training programs for newly appointed and seasoned teacher provides training programs for newly appointed and seasoned teacher provides training programs for newly appointed programs for newly appointed and seasoned teacher prog	rk @ UNI tab in the e-Business Resources section.					
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Employee Sell Service								
In MyUNIverse								
3) IF No results found is listed under Select Status and Online is blank click on Add a Row under the heading W2 Delivery Preference. Proceed to step 10.								
Emergency Contact Info: Extra Information Cance Back Review All Content for Submission								
Employee Name Enail Address University ID Emergency Contact Information Exacutes and up-to-date emergency contact information to inform your contact(s). The following information will only be used								
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nd a paper W2 will be maled through US Mail. Versee read the instructions carefully. branges will not be saved unless you first dick on the "Review All Content for Submission" button and then the "Submit" button on the next screen. Click "Add a Row" or "Update" to make changes to the sections below. Click the "Review All Content for Submission" button to continue this clicit, dick "Back" the return to previous page (changes will not be saved), dick "Cancel" to cancel this action.								
Emergency Contact Information								
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Select Object: Delete Update Select Status I authorize payroll deduction for purchases I initiate and charge to my UID. Yes								
W2 Delivery Preference								
Add a Row								
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Cancel Back Review All Content for Submission								
) IF Online says No click on Update under the heading W2 Delivery Preference. Proceed to step 10.								
Emergency Contact Info: Extra Information Cancel Back Review All Content for Submission								
Employee Name Email Address								
Excurate and up-to-date emergency contact information is critical for every employee. In the event of an accident/injury or sudden illness, your Department, Division and/or Human Resource Services will use this information to inform your contact(s). The following information will only be used to the event of an emergency.								
ID Payroll Deduct Authorization Enformation inscellances deductions from your providem turns have the employee's written authorization. For deductions using your ID Card, you may provide this authorization electronically below. By selecting Yes you are agreeing to the following: infore payrol deduction is offered, I authorize UNI to deduct from my payroteck any purchase for which I initiate and provide my UID. changes will not be saved until you click on the "Review All Content for Submission" and then the "Submit" button.								
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Emergency Contact Information Select Object: Delete Update Add a Row								
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W2 Delivery Preference								
Select Object: Delete Update Add a Row Select Status Online								
No Cancel Back Review All Content for Submission								

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10) Click in the drop down box next to Online option and select Yes. This gives UNI permission to deliver your W2 electronically and stop mailing a paper copy. You will be allowed to change this setting at any time except early to late January each year.						
W2 Delivery Preference Employee Name University ID Enter any changes below. Click Review for Submission' to continue this action, click 'Cancel' to cancel this action and return to the previous page. Online Yes VI	Cancel Review for Submission Email Address Cancel Review for Submission					
 11) Click the Review for Submission button. 12) The following screen will appear showing the change Submission button. 	ges you have requested. Click Review All Content for					
Employee Name University JD Accessed and up-to-date emergency contact information is critical for every employee. In the event of an accident/injury or sudden liness, your Dep in the event of an emergency. Drayol Deduct Authorization Information Micelanesse deductors for your paycheck must have the employee's written authorization. For deductions using your ID Card, you may provide the Where payral deductors a offend, Jaudhorg LM to deduct from my paycheck may paychage for inhold J pable and provide my UDD. Charges will not be saved utility out dock on the Thereave M Content for dockmission? Subtraction and the subtraction. POENCE Processes Control Charges will not be saved utility on wild alway you to view/pirnt the W2 through Employee Self Service and a paper W2 will not be mailed triviagli US Mail. Please read the instructions carefully . Charges will not be saved utilities you first dock on the Thereive Al Content for Submission? Button and then the "Submit" button on the next screen. Of action, dock To result or provide part of the Thereive and Content for Submission? Button and then the "Submit" button on the next screen. Of action, dock To result or provide part of thereives and Thore Barwerd, dock "Concerd the careful the action.	Email Address Email					
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 New yes 13) Review your selections under the Proposed column below. 	and click Submit to apply the changes as seen					
Emergency Contact Info: Review Employee Name University ID Review your changes below. © Indicates Changed Items. Extra Information Type W2 Delivery Preference	Enel Address					
Proposed Online Yes						
	Cancel Back Submit					

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14) After clicking Submit button a confirmation screen will appear.
15) Click Home.
If you experience difficulty making updates using these instructions, you may send a written consent via email to <u>payroll@uni.edu</u> stating you would like to make this change. Written consents may also be sent to 0008 - Payroll. Your written request for changes will be confirmed with you by Payroll staff when they have been made.