



Electronic W2 Reminder

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Hey, good morning, again. I don't have anything new, but I was asked to give out a quick reminder about the electronic W2's. So, in particular, for any new employees or because the sign up for it is not particularly user friendly, due to some of the limitations with the e-Biz, I just want to point out why sometimes we get a phone call and somebody will say they signed up for just the electronic, but they got the paper W2, as well and they don't understand why. So, I will just kind of demonstrate how to go through the procedure. So, anyway, and also before I forget, for anybody who needs to make this change, you have up through January 7, so you might as well do it now. We are at that time of the year.

You are going to go to UNI Employee Self-Service. Then you are going to pick not the employee W2, because that is where you view your W2, but rather you are going to go to Extra Information. Now, within Extra Information, there is both Emergency Contact Information, which sometimes you get an email or information about that from HR, that is where you setup your emergency contacts, but then there's also the W2 Delivery Preference information down below. You can see right now, I have setup Online for "no" and Paper for "yes". You want to change that, so I'm going to click on "Update". Before I do that, I'm going to point out down in the bottom right hand corner is "Review All Content For Submission", that's the key, one that we are going to come back to. Just remember that is what has to be picked at the end. So, I'm going to click on "Update" and I'm going to change the Online to "yes" and Paper to "no". I hope that everybody does that so we don't have to have the expense of the mailing, the paper, the delivery, everything associated with the paper W2. So, now I'm going to click on "Review for Submission" and some people might think that is all they have to do, but this is where you need to "Review all Content for Submission". So, that is kind of the trick, there. So, I'm going to click on that and here it shows what you currently have and what is proposed. I'm going to click on "Submit". And there you have your confirmation. So, you're not done until you have that confirmation. And there you have your confirmation.

That's all I have, again, just a reminder and I hope that everybody signs up for that. Do it now in December, otherwise you have until January 7.

Thank you.