

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.

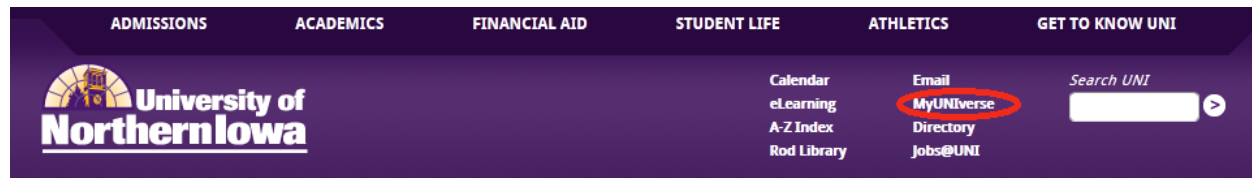
If at any time you need a paper copy of your W2 form, you may contact payroll@uni.edu or call 273-6425 or 273-2656 and one will be provided to you.

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: www.uni.edu.
- 2) Select MyUNiverse on the UNI home page.

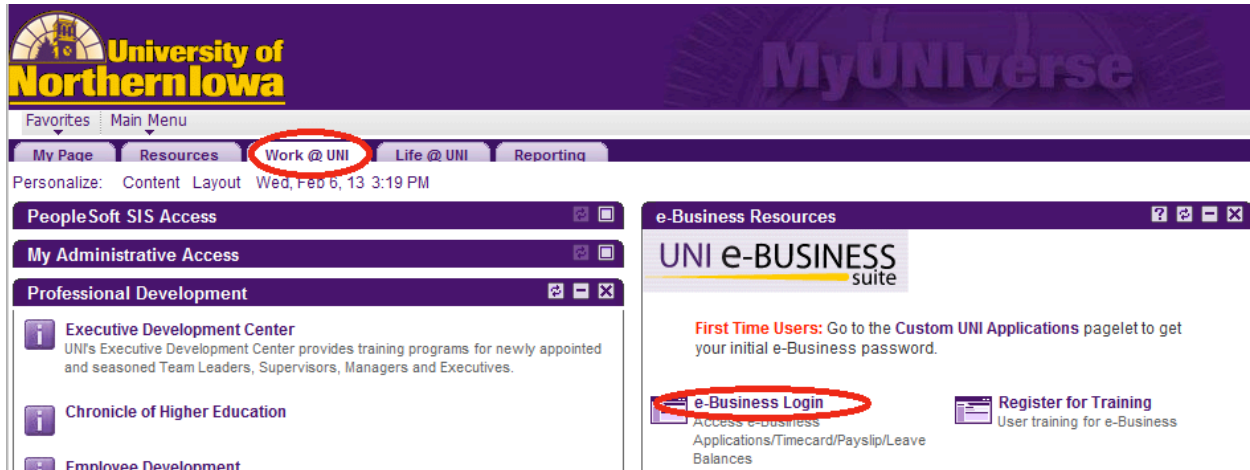


- 3) Login to MyUNiverse.

Changing W2 Delivery Preference in Employee Self Service

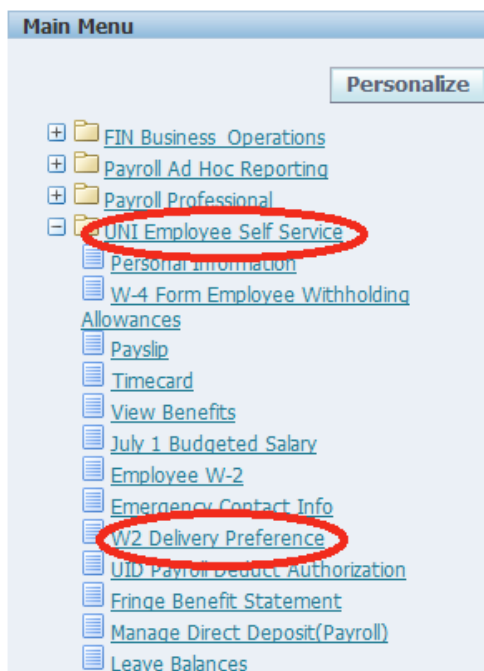
In MyUNiverse

- 4) Login to UNI e-Business Suite located on the Work @ UNI tab in the e-Business Resources section.



- 5) Enter your e-Business username and password.
- 6) Select UNI Employee Self Service (faculty/staff) or UNI Student Employee Self Service (students).
- 7) Click on W2 Delivery Preference.

Oracle Applications Home Page



Quick Reference Guide

Changing W2 Delivery Preference in Employee Self Service

In MyUNiverse

8) **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

Employee Name _____
University ID _____

Email Address _____

Emergency Contact Information
Accurate 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 in the event of an emergency.

ID Payroll Deduct Authorization Information
Miscellaneous deductions from your paycheck must 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:
Where payroll deduction is offered, I authorize UNI to deduct from my paycheck 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.

W2 Delivery Preference Information
Choosing Yes for the Online option will allow you to view/print the W2 through Employee Self Service and a paper W2 will not be mailed unless you are an ex-employee at the time the W-2 is issued. Choosing No for the Online option will result in no viewing of the W2 in Employee Self Service and a paper W2 will be mailed through US Mail.

Please read the instructions carefully.
Changes will not be saved unless you first click 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 action, click "Back" to return to previous page (changes will not be saved), click "Cancel" to cancel this action.

Emergency Contact Information

Select Status	First Name	Last Name	MI	Primary Contact	Phone 1	Phone 1 Ext.	Phone 2	Phone 2 Ext.	Phone 3	Phone 3 Ext.	International Phone 1	International Phone 2
No results found.												

UNI ID Payroll Deduct Authorization

Select Object:

Select Status: I authorize payroll deduction for purchases I initiate and charge to my UID.
 Yes

W2 Delivery Preference:

Select Status	Online
No results found.	

9) **IF** Online says No click on Update under the heading W2 Delivery Preference. Proceed to step 10.

Emergency Contact Info: Extra Information

Employee Name _____
University ID _____

Email Address _____

Emergency Contact Information
Accurate 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 in the event of an emergency.

ID Payroll Deduct Authorization Information
Miscellaneous deductions from your paycheck must 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:
Where payroll deduction is offered, I authorize UNI to deduct from my paycheck 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.

W2 Delivery Preference Information
Choosing Yes for the Online option will allow you to view/print the W2 through Employee Self Service and a paper W2 will not be mailed unless you are an ex-employee at the time the W-2 is issued. Choosing No for the Online option will result in no viewing of the W2 in Employee Self Service and a paper W2 will be mailed through US Mail.

Please read the instructions carefully.
Changes will not be saved unless you first click 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 action, click "Back" to return to previous page (changes will not be saved), click "Cancel" to cancel this action.

Emergency Contact Information

Select Object:

Select Status	First Name	Last Name	MI	Primary Contact	Phone 1	Phone 1 Ext.	Phone 2	Phone 2 Ext.	Phone 3	Phone 3 Ext.	International Phone 1	International Phone 2
<input checked="" type="radio"/>	Firstname	Lastname	M	Y	999-000-0000		999-000-0000		999-000-0000		999-000-0000	999-000-0000

W2 Delivery Preference:

Select Object:

Select Status	Online
<input checked="" type="radio"/>	No

Quick Reference Guide

Changing W2 Delivery Preference in Employee Self Service

In MyUNiverse

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 Email Address

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

Cancel Review for Submission

11) Click the Review for Submission button.

12) The following screen will appear showing the changes you have requested. Click Review All Content for Submission button.

Emergency Contact Info: Extra Information

Employee Name University ID Email Address

Emergency Contact Information
Accurate 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 in the event of an emergency.

ID Payroll Deduct Authorization Information
Miscellaneous deductions from your paycheck must 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: Where payroll deduction is offered, I authorize UNI to deduct from my paycheck any purchase for which I waive and provide my USD. Changes will not be saved until you click on the "Review All Content for Submission" and then the "Submit" button.

W2 Delivery Preference Information
Choosing Yes for the Online option will allow you to view/print the W2 through Employee Self Service and a paper W2 will not be mailed unless you are an ex-employee at the time the W-2 is issued. Choosing No for the Online option will result in no viewing of the W2 in Employee Self Service and a paper W2 will be mailed through US Mail.

Please read the instructions carefully.
Changes will not be saved unless you first click 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 action, click "Back" to return to previous page (changes will not be saved), click "Cancel" to cancel this action.

Emergency Contact Information

Select Status	First Name	Last Name	NI Primary Contact	Phone 1	Phone 1 Ext.	Phone 2	Phone 2 Ext.	Phone 3	Phone 3 Ext.	International Phone 1	International Phone 2
No results found.											

UNI ID Payroll Deduct Authorization

Select Object: Delete Update

Select Status: I authorize payroll deduction for purchases I initiate and charge to my UID.
 Yes

W2 Delivery Preference

Select Object: Delete Update Add a Row

Select Status	Online
<input checked="" type="radio"/> New	Yes

Cancel Back Review All Content for Submission

13) Review your selections under the Proposed column and click Submit to apply the changes as seen below.

Emergency Contact Info: Review

Employee Name University ID Email Address

Review your changes below.
 Indicates Changed Items.

Extra Information Type

W2 Delivery Preference

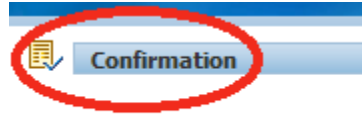
Proposed
Online: Yes

Cancel Back Submit

Changing W2 Delivery Preference in Employee Self Service

In MyUNiverse

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 payroll@uni.edu 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.