

Ask your employees to complete these tasks so they're prepared for year-end, W-2 processing ^[1]

October 22, 2018 by [Employee Services](#) ^[2]

Year-end is just around the corner. To help ensure your department's faculty and staff receive error-free W-2 forms, ask them to validate or update their addresses, verify their Social Security Numbers and complete other tasks.

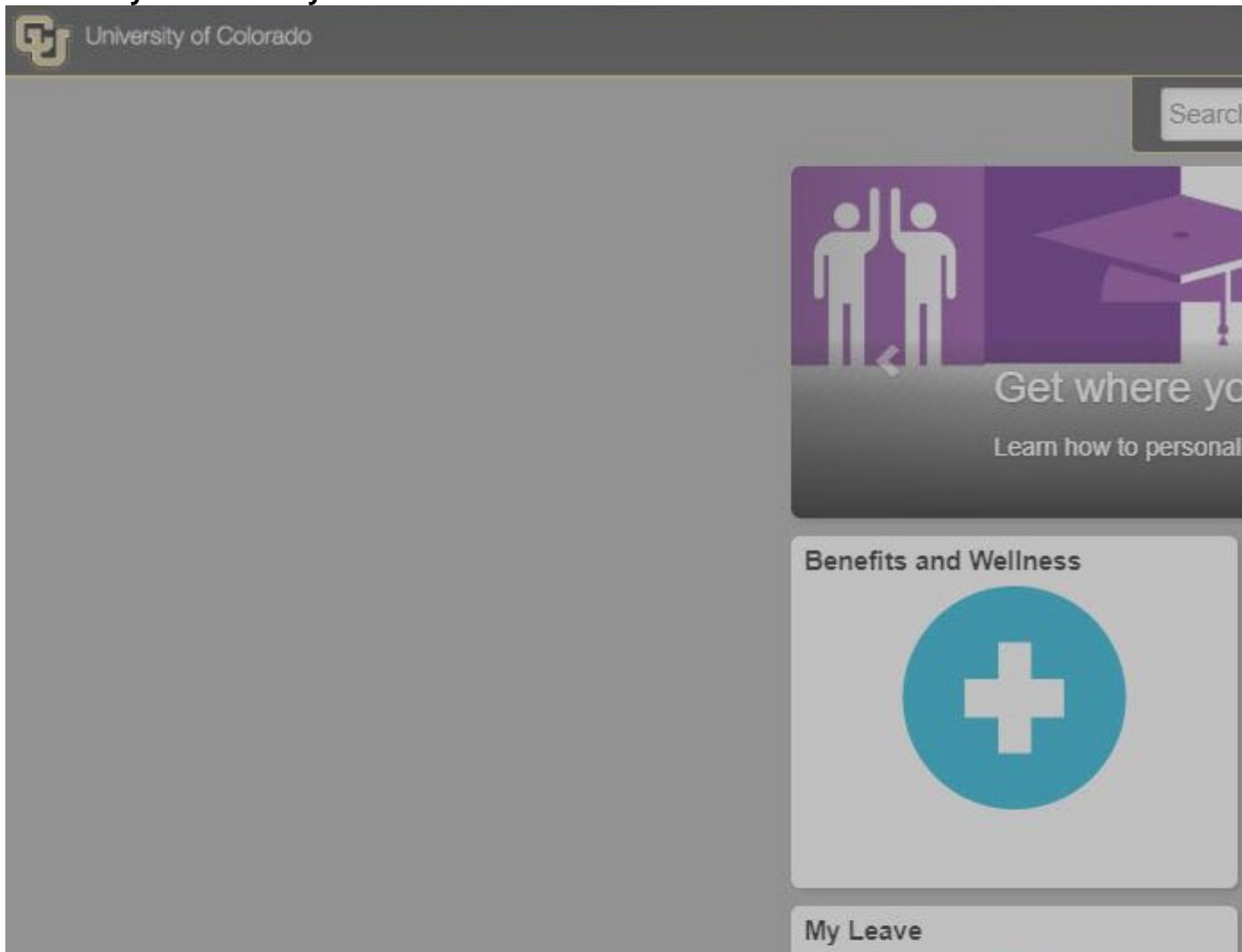
Note: Click on any image below to enlarge it.

Validate and update home and mailing addresses

Because important documents such as W-2s are sent to the mailing address in the portal, employees should verify that they are correct.

Make sure you get important documents

1. Log into the [portal](#) ^[3].
2. Select the **CU Resources Home** drop-down menu at the top center of the page and choose **My Info and Pay**.



[4]

3. Click on the **My Info** tile.



[5]

4. Review home and mailing addresses. If they are incorrect, update them by clicking on the **Home Address** and **Mailing Address** boxes.

The screenshot shows the 'Personal Details' screen. At the top, there is a back arrow and the text 'Personal Details'. Below this is a green checkmark icon. The main content area is divided into a left sidebar and a right main area. The sidebar contains several menu items: 'Addresses' (highlighted in green), 'Contact Details', 'Ethnic Groups', 'Emergency Contacts', 'Additional Information', 'Disability', and 'Veteran Status'. The main area is titled 'Addresses' and contains two input fields: 'Home Address' and 'Mailing Address'. Both of these input fields are highlighted with red boxes.

[6]

5. The following screen will populate, allowing you to update your information and save it.

The screenshot shows the 'Home' screen. At the top, there is a back arrow and the text 'Home'. Below this is a green checkmark icon. The main content area is divided into a left sidebar and a right main area. The sidebar contains several menu items: 'Addresses' (highlighted in green), 'Contact Details', 'Ethnic Groups', 'Emergency Contacts', 'Additional Information', 'Disability', and 'Veteran Status'. The main area is titled 'Addresses' and contains two input fields: 'Home Address' and 'Mailing Address'. Both of these input fields are highlighted with red boxes. A 'Cancel' button is visible in the top right corner.

[7]

Verify your Social Security Number

While you're still in **My Info**, confirm that your Social Security Number is correct. Incorrect numbers will affect W-2s, potentially causing issues with the IRS. Check yours by selecting **Additional Information** from the left-hand menu.

Note: Additional authentication [8] will be requested. Once authorized, you will be able to view the Social Security Number on file. If your number is incorrect, contact your Human Resources department immediately.

The screenshot shows a web application interface. At the top, there is a dark grey header with a button labeled 'Personal Details' and a green checkmark icon. Below the header is a sidebar menu with several options: 'Addresses', 'Contact Details', 'Ethnic Groups', 'Emergency Contacts', 'Additional Information' (highlighted with a red box), 'Disability', and 'Veteran Status'. The main content area is titled 'Additional Information' and contains a list of fields: 'Gender', 'Date of Birth', 'Birth Country', 'Birth State', 'Social Security Number' (highlighted with a red box), 'Smoker', 'Date Entitled to Medicare', 'Original Start Date', 'Last Start Date', and 'Highest Education Level'. Below this list is a section titled 'Employee Information' with a sub-header and a note: 'Contact the Human Resources department if any of your Employee Info...'. The bottom left corner of the screenshot has a small '[9]' label.

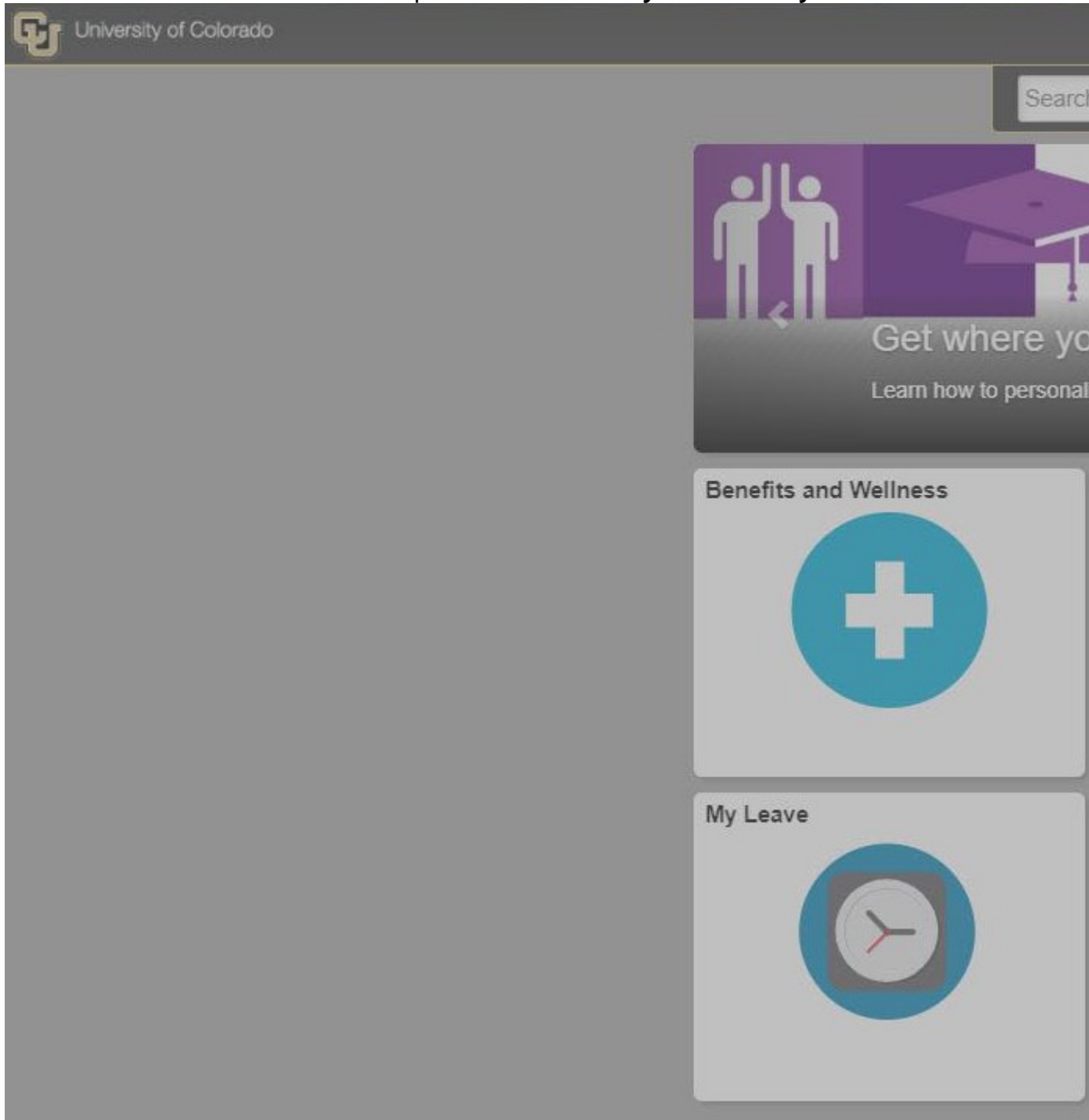
[9]

Review your paycheck every payday

Ensure your earnings are correct by reviewing your paychecks after you receive them. This lessens the likelihood of having to make corrections to your W-2, which can cause delays when filing taxes.

Access your paychecks

1. Log into the [portal](#) [3].
2. Select the **CU Resources Home** drop-down menu and **My Info and Pay**.



[4]

3. Choose the **Paychecks** tile.

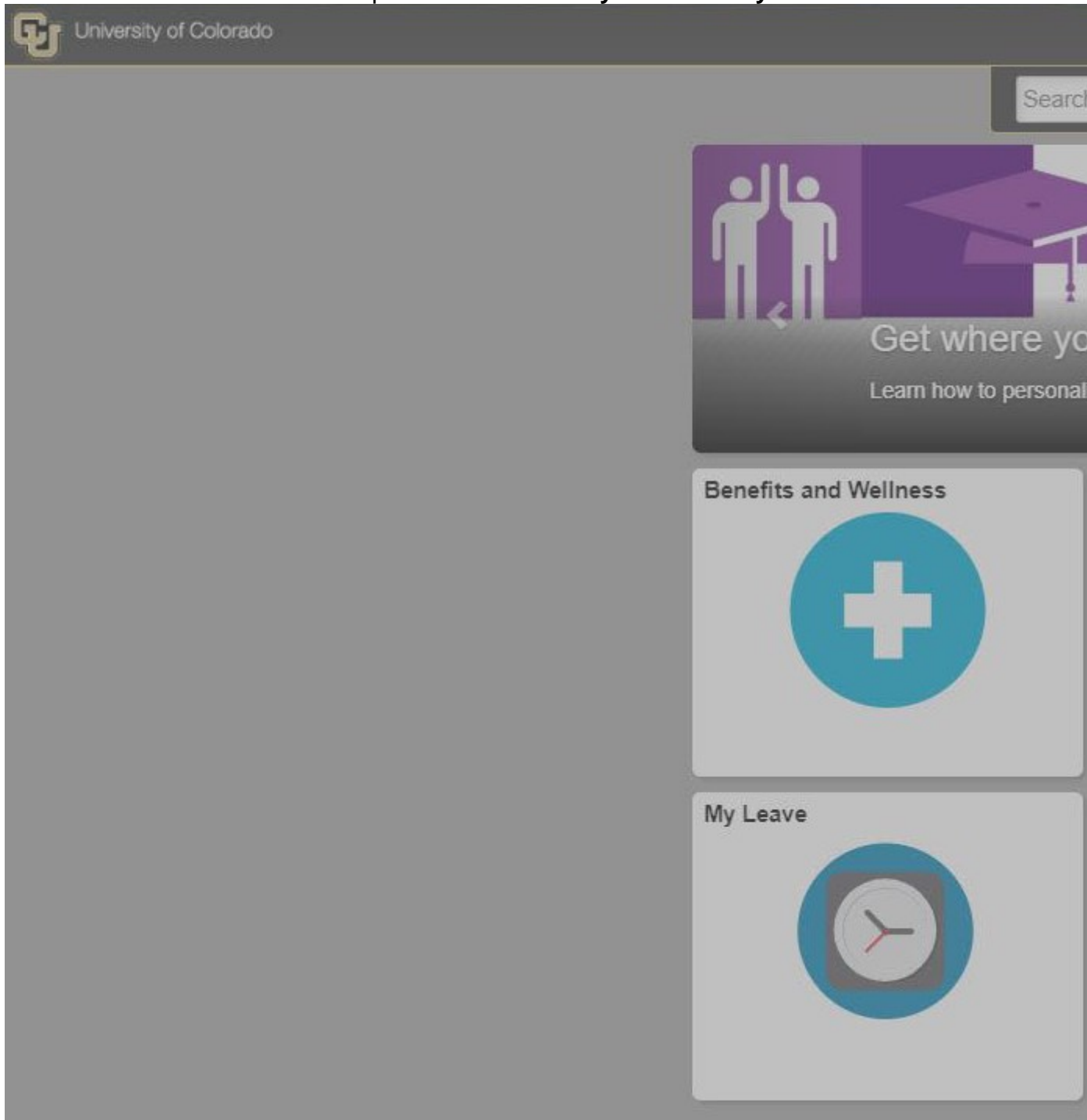


Double check your tax withholdings with the IRS Withholding Calculator

Employee Services and the IRS recommend that you validate your W-4 tax withholdings using the IRS Withholding Calculator. The calculator helps you identify your tax withholdings to make sure the right amount is withheld from your paycheck.

Access your W-4 and use the calculator

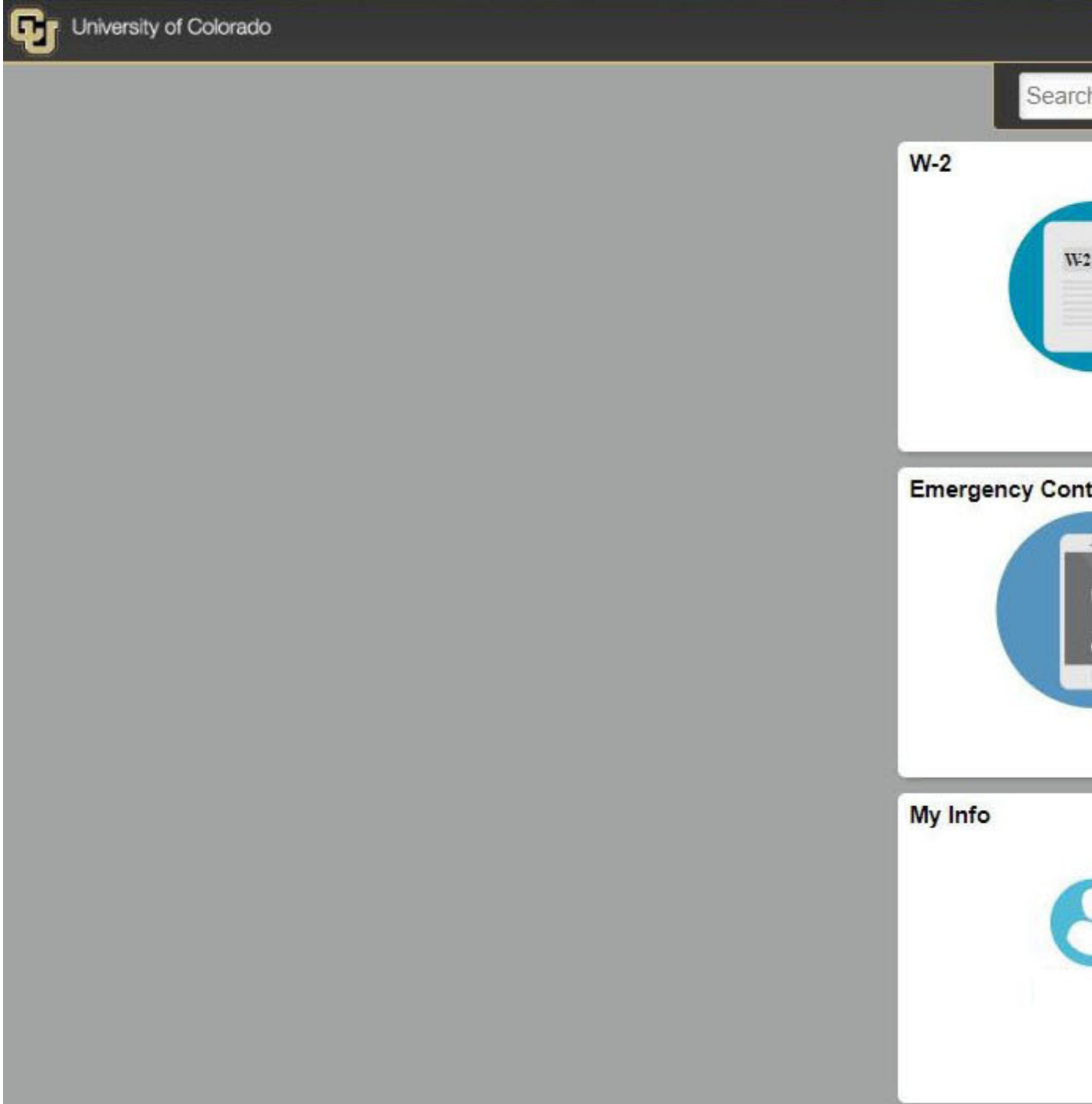
1. Log into your [portal](#) [3].
2. Select **CU Resources Home** drop-down menu and **My Info and Pay**.



[4]

3. Click the **W-4**

file.



^[11]

4. Visit the IRS online ^[12] to use the calculator.

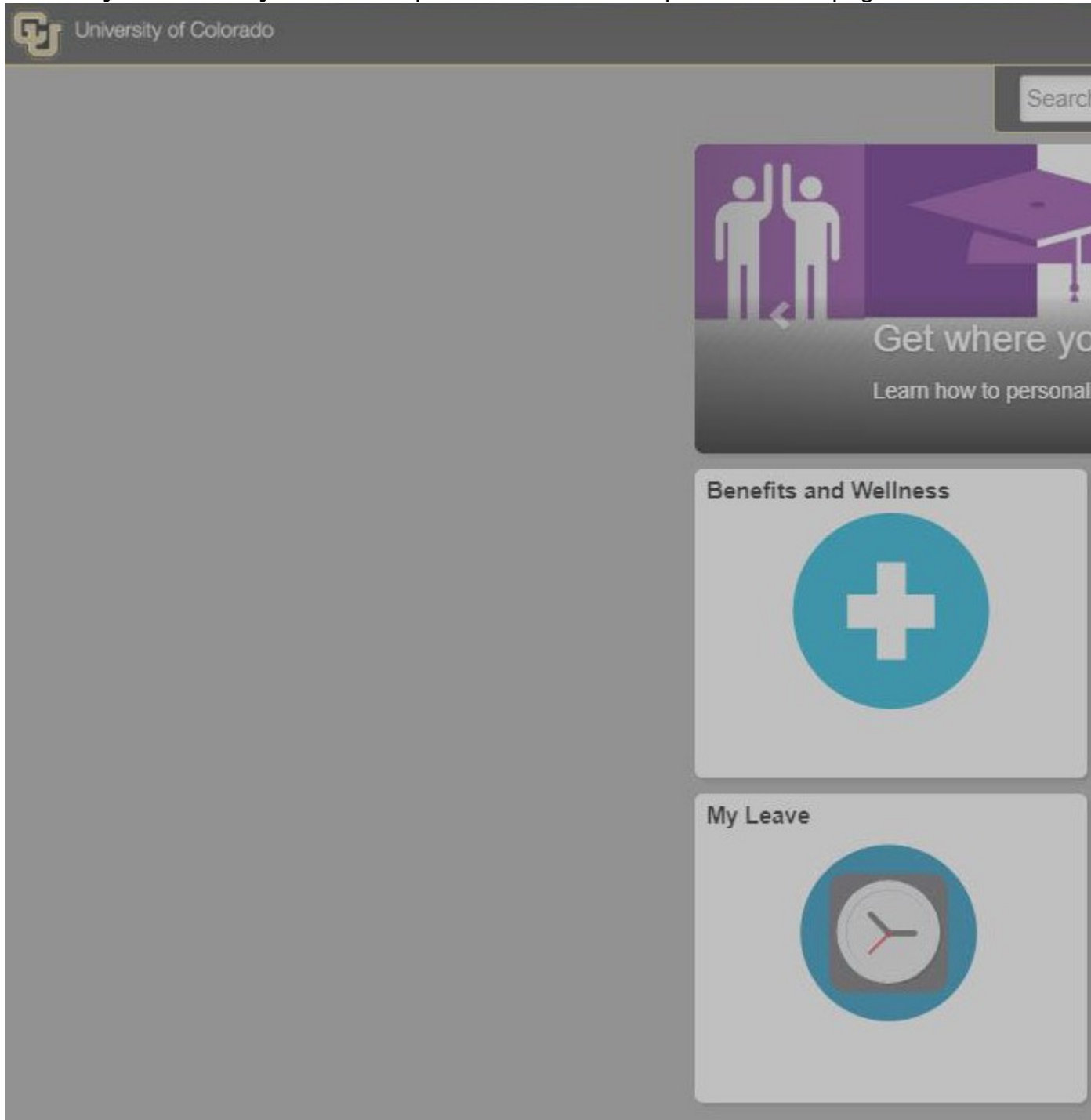
Sign up for digital delivery of important forms and notices

When you sign up for digital delivery, you can choose to have your Form 1095-C and/or the following notices delivered via email and stored in your campus portal, rather than sent to you by mail:

- University of Colorado Health and Welfare Plan's Notice of Privacy Practices
- Summary Annual Report for the University of Colorado Health and Welfare Plan and Trust, which includes the Medicare Part D Notice

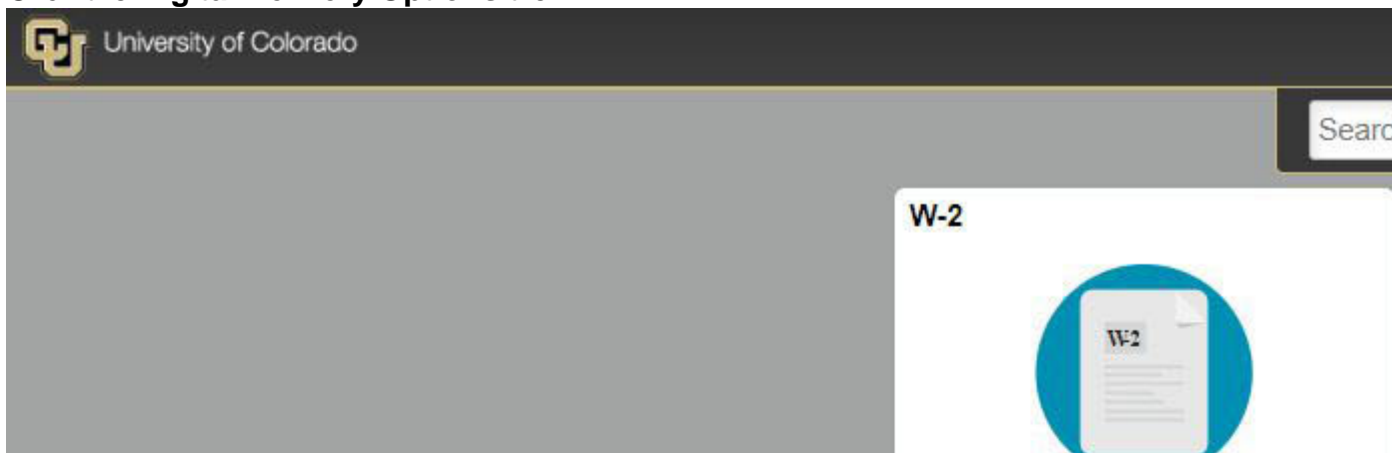
Sign up

1. Log into the [portal](#) [13].
2. Select **My Info and Pay** from the drop-down menu at the top center of the page.



[4]

3. Click the **Digital Delivery Options** tile.



- [14]
4. After reading the agreement for your selection(s), click the **Consent** radio button and **Submit**.

For **Benefits Notices Delivery**, the radio button will turn gray, indicating that it has saved.

For **Form 1095-C Delivery**, additional authentication [8] will be requested. Once authorized, you can proceed. After you click the Consent radio button and Submit, a message will confirm your selection.

The screenshot shows a web interface with a dark header containing a 'Sign up fo' button. On the left, a sidebar has two items: 'Benefits Notices Delivery' (highlighted with a red box) and 'Form 1095-C Delivery'. The main content area has a 'Benefits' section with a dropdown arrow. Below this, there is a text block explaining the consent process for electronic delivery of documents from the University of Colorado Health and Welfare Plan Practices. It states that consent is required for electronic delivery, and if not provided, paper copies will be sent. It also mentions that consent remains effective until withdrawn and that an internet connection and Adobe Acrobat Reader are needed to access the documents. At the bottom of the text block, there is a 'Consent' radio button and a 'Submit' button.

[15]

What's next?

Once these tasks have been completed, watch your mailbox. W-2s will be mailed by Jan. 31.

year-end [16], taxes [17], w-2 [18], Digital Delivery [19]

Display Title:

Ask your employees to complete these tasks so they're prepared for year-end, W-2 processing

Send email when Published:

No

Source URL: <https://www.cu.edu/blog/hcm-community/ask-your-employees-complete-these-tasks-so-they%E2%80%99re-prepared-year-end-w-2>

Links

[1] <https://www.cu.edu/blog/hcm-community/ask-your-employees-complete-these-tasks-so-they%E2%80%99re-prepared-year-end-w-2>

[2] <https://www.cu.edu/blog/hcm-community/author/10695>

[3] <http://my.cu.edu/>

[4] <https://www.cu.edu/sites/default/files/CU%20Resources%20Drop-Down%20Menu.JPG>

[5] <https://www.cu.edu/sites/default/files/My%20Info%20and%20Pay.JPG>

- [6] https://www.cu.edu/sites/default/files/Personal%20Details_2.png
- [7] <https://www.cu.edu/sites/default/files/Update%20Address.jpg>
- [8] <https://www.cu.edu/employee-services/it-takes-two-portal-security-strengthened-new-tool>
- [9] <https://www.cu.edu/sites/default/files/Verify%20Social%20Security%20Number.png>
- [10] <https://www.cu.edu/sites/default/files/Paychecks.JPG>
- [11] https://www.cu.edu/sites/default/files/W-4%20tile_0.JPG
- [12] <https://www.irs.gov/individuals/irs-withholding-calculator>
- [13] <https://my.cu.edu/>
- [14] https://www.cu.edu/sites/default/files/Digital%20Delivery%20Options_0.JPG
- [15] <https://www.cu.edu/sites/default/files/Digital%20Delivery%20Consent.jpg>
- [16] <https://www.cu.edu/blog/hcm-community/tag/year-end>
- [17] <https://www.cu.edu/blog/hcm-community/tag/taxes>
- [18] <https://www.cu.edu/blog/hcm-community/tag/w-2>
- [19] <https://www.cu.edu/blog/hcm-community/tag/digital-delivery>