

Important tasks will help employees prepare for year-end, W-2 processing ^[1]

November 14, 2019 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.

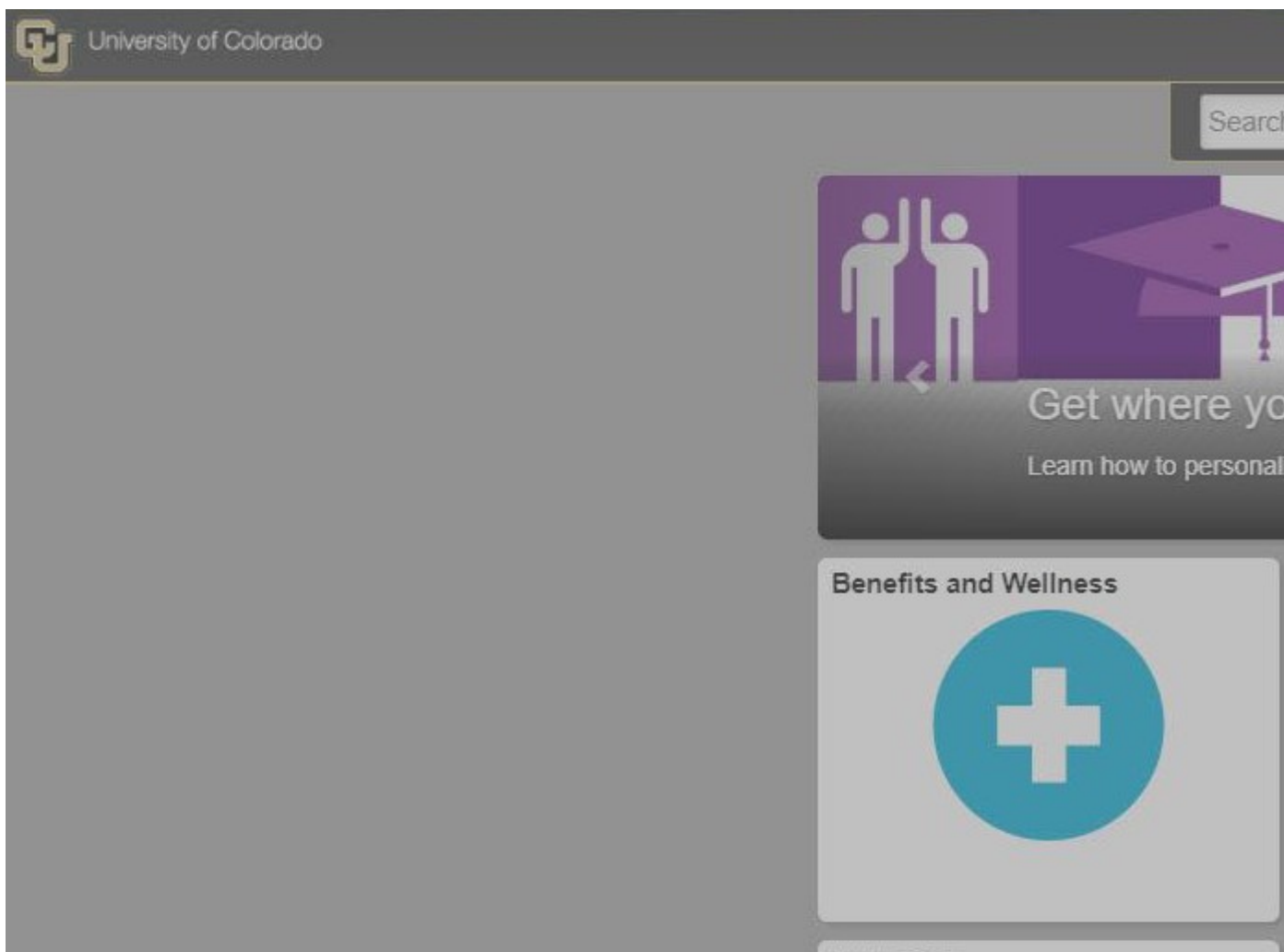
Note: Click on any image below to enlarge it.

Validate and update home and mailing addresses

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

Ensure you get important documents:

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



[4]

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



University of Colorado

Search

W-2



Emergency Con



My Info

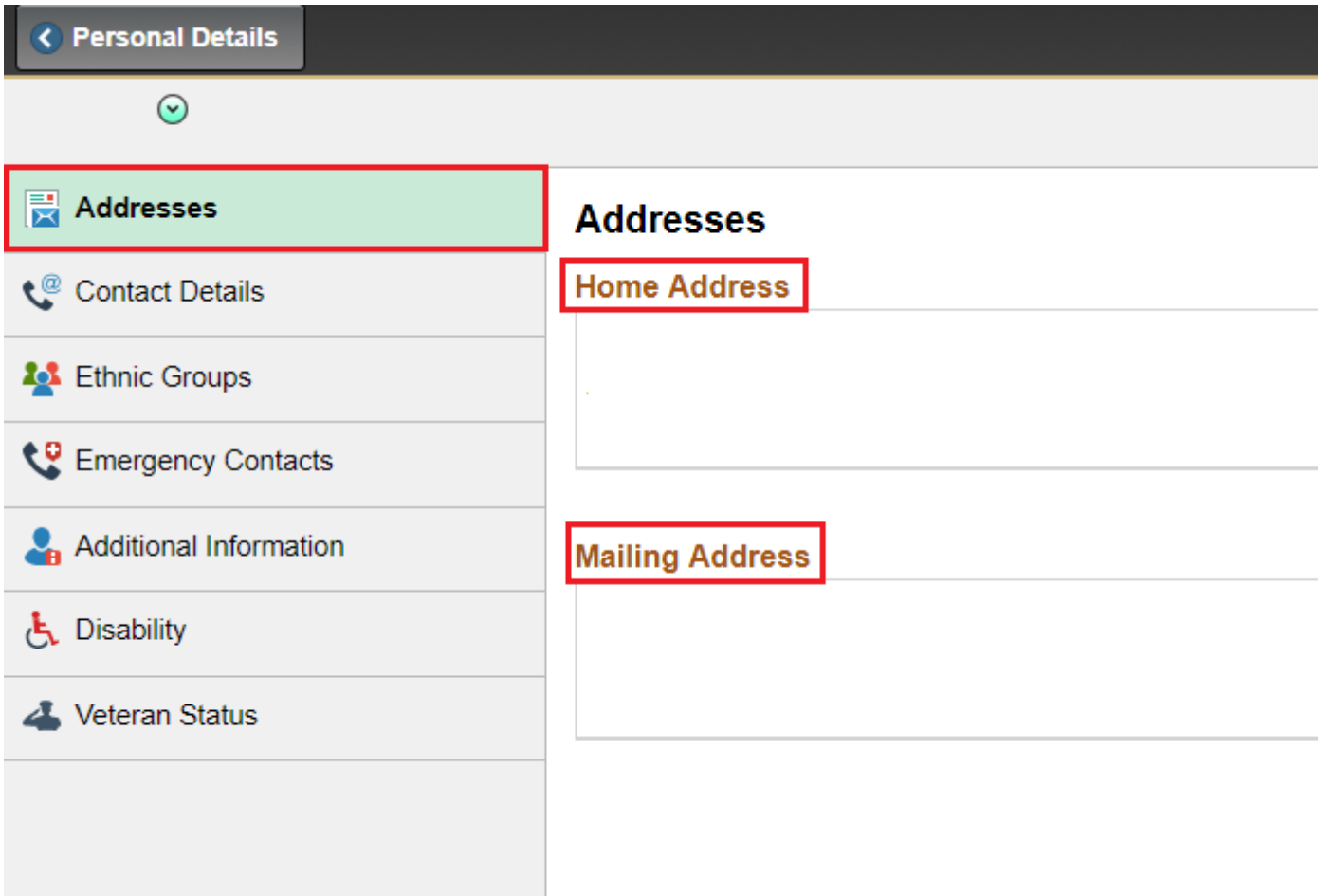


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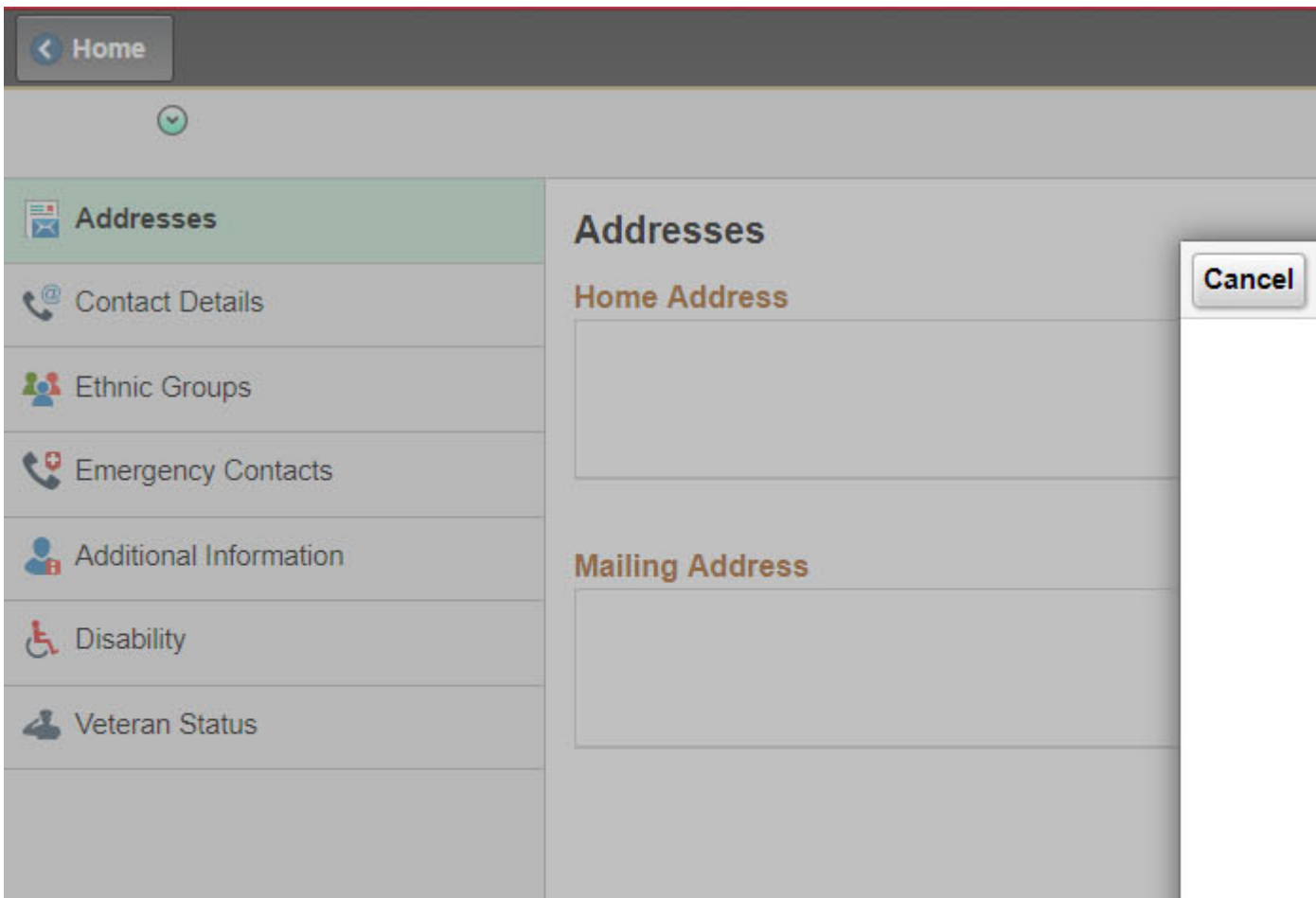
[5]

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



[6]

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



Verify your Social Security Number

While you're 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.

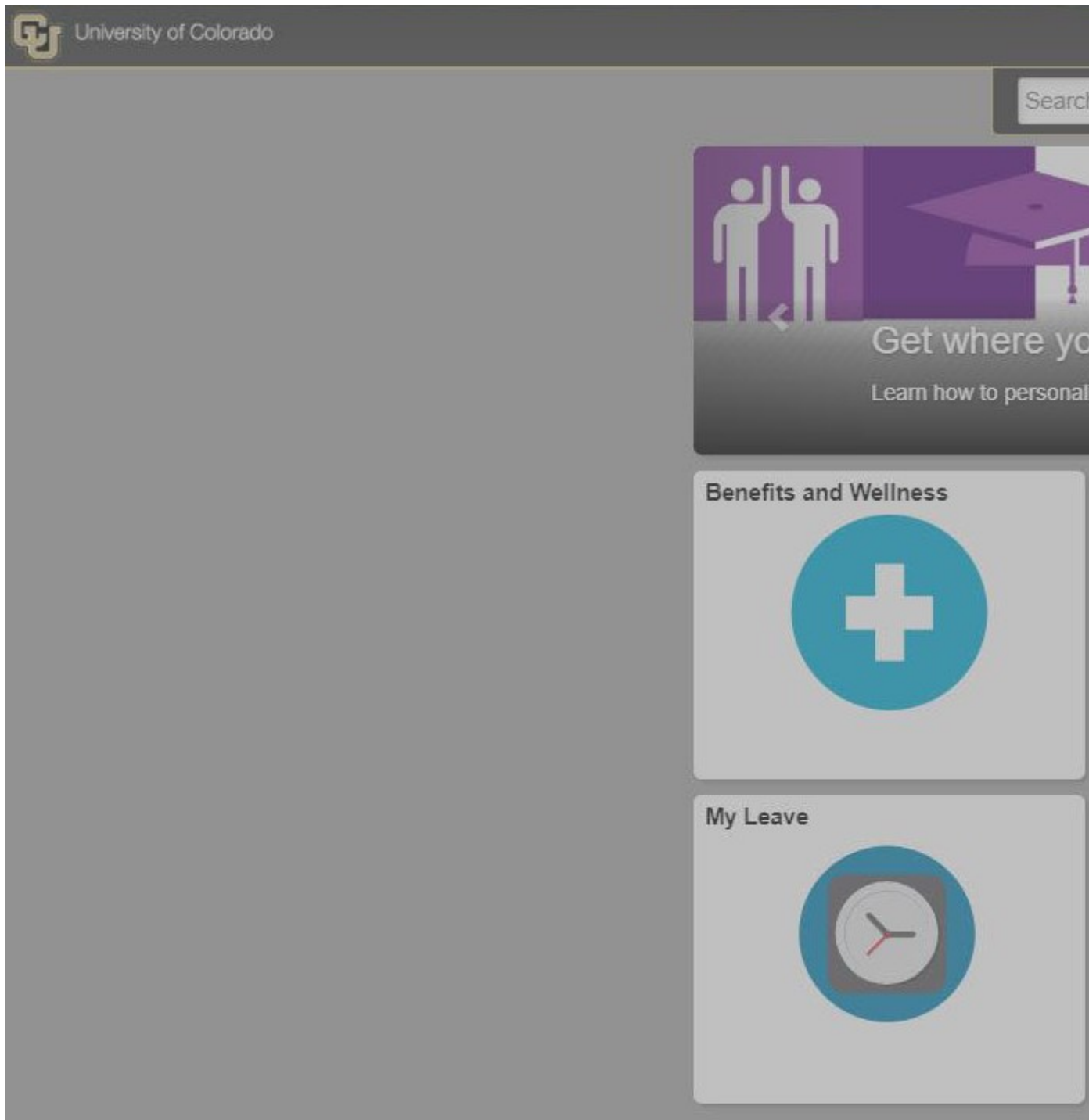
The screenshot shows a web application interface. At the top left, there is a dark grey bar with a white arrow pointing left and the text "Personal Details". Below this is a light grey bar with a green checkmark icon. On the left side, there is a vertical menu with several items: "Addresses", "Contact Details", "Ethnic Groups", "Emergency Contacts", "Additional Information" (highlighted with a red box), "Disability", and "Veteran Status". On the right side, there is a section titled "Additional Information" with 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 section, there is a sub-section titled "Employee Information" with a note: "Contact the Human Resources department if any of your Employee Info".

Review your paycheck every payday

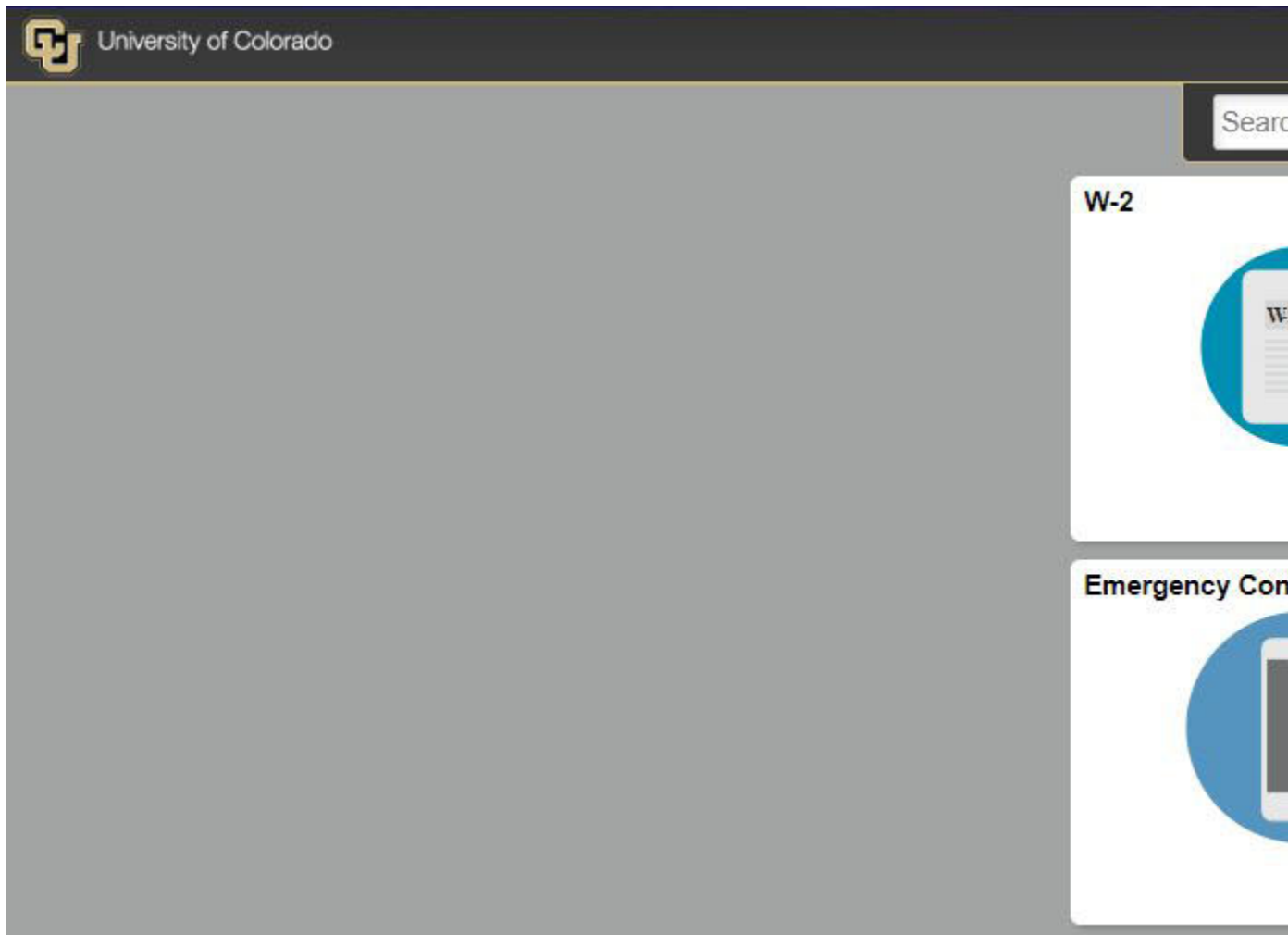
Ensure your earnings are correct by reviewing each paycheck you receive. This lessens the likelihood of having to make corrections to your W-2, which can cause delays when filing taxes. [Learn how to read your paycheck](#) [10].

Access your paychecks:

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



3. Choose the **Paychecks** tile.



[11]

Prepare for a redesigned W-4 and check your tax withholdings with the IRS Withholding Estimator

The IRS has redesigned the W-4 for 2020 to increase the form's simplicity and withholding transparency. The information on the form will be the same, but complicated worksheets will be swapped for questions that are more straightforward. [Click here to learn more](#) [12]. To review an FAQ, [click here](#) [13].

In addition, Employee Services and the IRS recommend that you validate your W-4 tax withholdings using the IRS Withholding Estimator to help identify your tax withholdings and ensure the right amount is withheld from your paycheck.

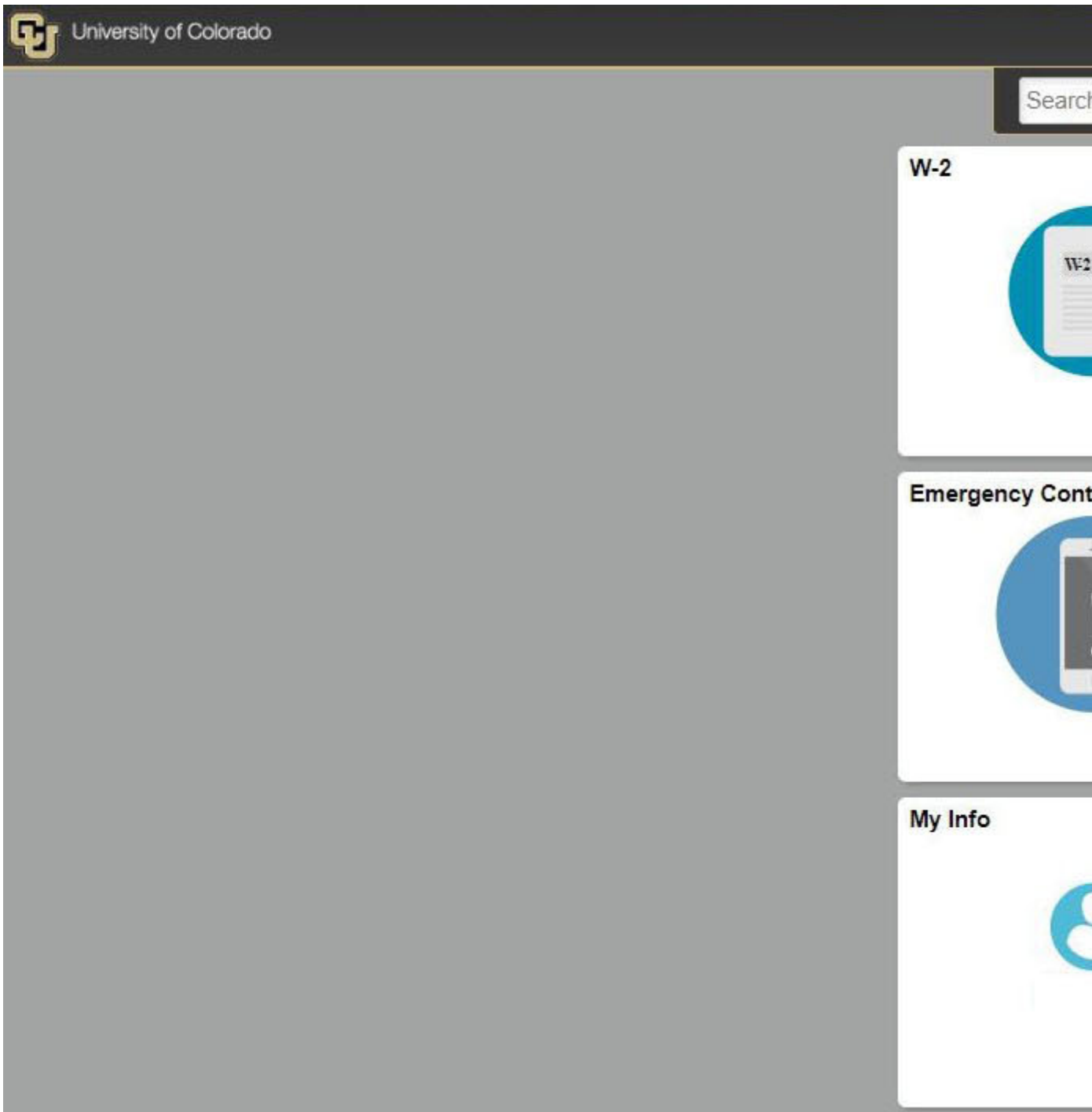
Access your W-4 and use the estimator:

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



[4]

3. Click the **W-4** tile.



[14]

4. Visit the IRS online [15] to use the estimator.

Receive important forms and notices through digital delivery

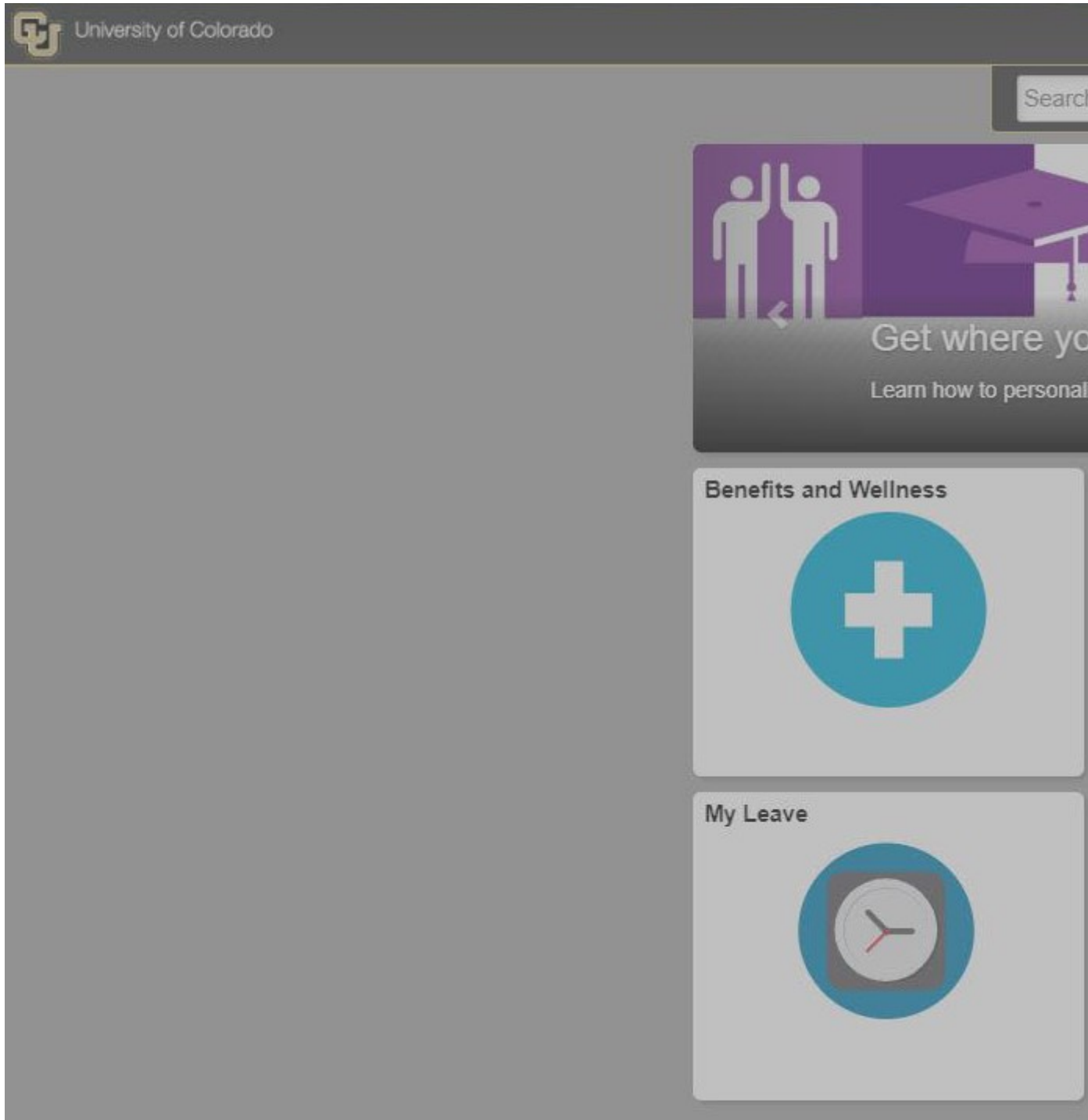
When you sign up for digital delivery, you can choose to have your Form 1095-C and/or the following notices delivered via email and stored in your campus portal, rather than sent to you by mail:

- 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

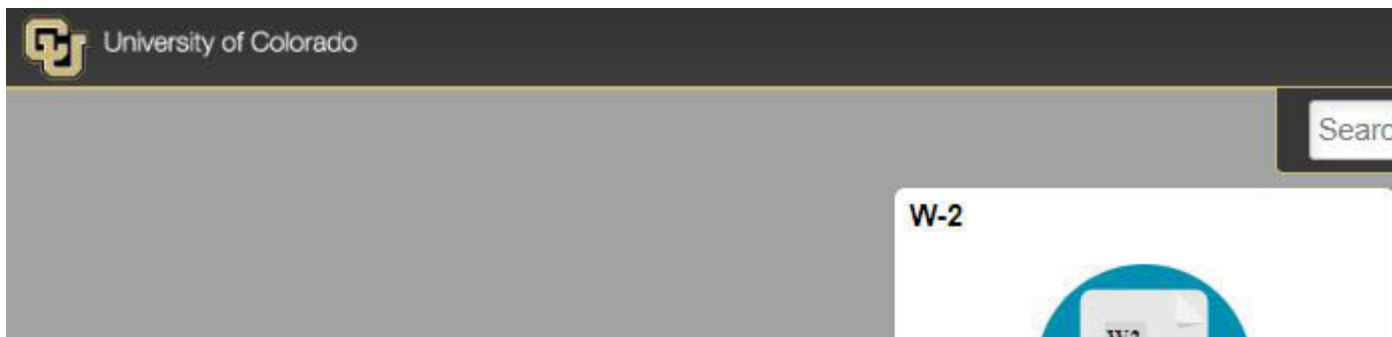
Sign up:

1. Log into the [portal](#) [16].
2. Select **My Info and Pay** from the dropdown menu at the top center of the page.



[4]

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

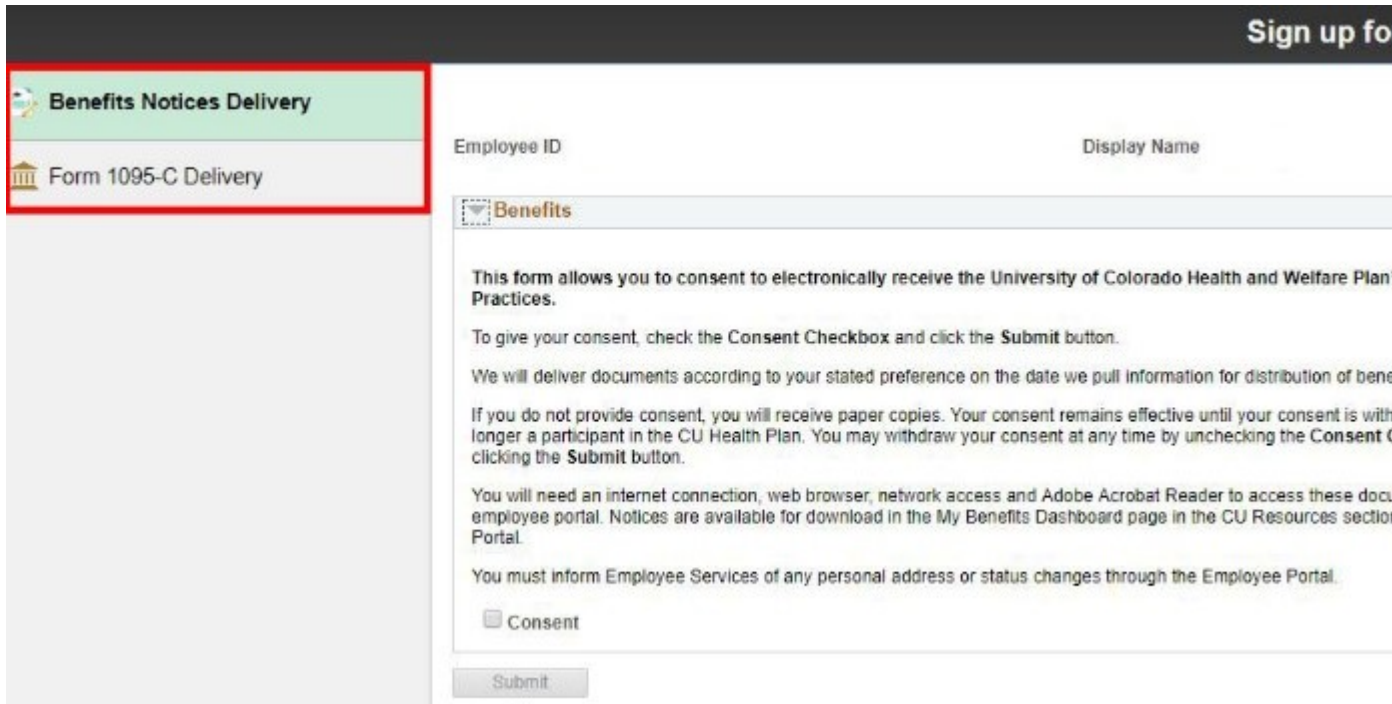


[17]

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 lists two options: 'Benefits Notices Delivery' (highlighted in green) and 'Form 1095-C Delivery' (highlighted in red). The main content area is titled 'Benefits' and contains the following text: 'This form allows you to consent to electronically receive the University of Colorado Health and Welfare Plan Practices. To give your consent, check the Consent Checkbox and click the Submit button. We will deliver documents according to your stated preference on the date we pull information for distribution of bene... If you do not provide consent, you will receive paper copies. Your consent remains effective until your consent is with... longer a participant in the CU Health Plan. You may withdraw your consent at any time by unchecking the Consent C... clicking the Submit button. You will need an internet connection, web browser, network access and Adobe Acrobat Reader to access these docu... employee portal. Notices are available for download in the My Benefits Dashboard page in the CU Resources section... Portal. You must inform Employee Services of any personal address or status changes through the Employee Portal.' Below the text is a 'Consent' checkbox (which is grayed out) and a 'Submit' button.

[18]

Watch your mailbox

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

year-end [19], taxes [20], w-2 [21], Digital Delivery [22], year end [19], social security [23]

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

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- [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/employee-services/payroll/self-service/paychecks>
- [11] <https://www.cu.edu/sites/default/files/Paychecks.JPG>
- [12] <https://www.cu.edu/docs/2020-form-w-4-information>
- [13] <https://www.irs.gov/newsroom/faqs-on-the-draft-2020-form-w-4>
- [14] https://www.cu.edu/sites/default/files/W-4%20tile_0.JPG
- [15] <https://www.irs.gov/individuals/tax-withholding-estimator>
- [16] <https://my.cu.edu/>
- [17] https://www.cu.edu/sites/default/files/Digital%20Delivery%20Options_0.JPG
- [18] <https://www.cu.edu/sites/default/files/Digital%20Delivery%20Consent.jpg>
- [19] <https://www.cu.edu/blog/hcm-community/tag/year-end>
- [20] <https://www.cu.edu/blog/hcm-community/tag/taxes>
- [21] <https://www.cu.edu/blog/hcm-community/tag/w-2>
- [22] <https://www.cu.edu/blog/hcm-community/tag/digital-delivery>
- [23] <https://www.cu.edu/blog/hcm-community/tag/social-security>