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W-2s are in the mail, employee portal [1]

February 1, 2019 by Employee Services [2]

All 2018 W-2s have been sent to the mailing addresses employees have on file in the employee portal.

If an employee didn't receive their W-2 in the mail, they can visit Employee Services online [3] to find out what to do.

Access the W-2 electronically

The form can be quickly accessed in the portal by following these steps:

- Log into the employee portal [4].
- Select the **CU Resources tab**. (CU System employees can skip this step.)
- Open the **CU Resources Home** dropdown menu at the top, center of the page and select My Info and Pay.
- Choose the **W-2** tile. Employees will be prompted to verify their identity [5] before they can access this information.

If employees see two W-2s (CU and CUR), we recommend they submit the ADP W-2 with their tax filing. This W-2 is a combination of CU and CUR wage and tax information.

Submitting multiple W-2s from the same company or with the same EIN may cause confusion with the IRS and states. This may cause a delay in processing their tax return.

Resources are available if questions arise

If employees have questions regarding their W-2s, information can be found here [3].

For additional assistance, please instruct them to contact an Employee Services payroll professional at **303-860-4200, option 2**.

w-2 [6], taxes [7]
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[4] https://my.cu.edu/ [5] https://www.cu.edu/employee-services/it-takes-two-portal-security-strengthened-new-tool [6] https://www.cu.edu/blog/hcm-community/tag/w-2 [7] https://www.cu.edu/blog/hcm-community/tag/taxes