Published on *University of Colorado* (https://www.cu.edu)

Complete these payroll tasks soon [1]

November 8, 2020 by Employee and Information Services [2]

The end of the year is approaching. There are many things to wrap up by the end of the year, but don't forget about some important payroll tasks.

Complete these tasks for a successful year-end:

- Update your address through the employee portal [3] to ensure you receive your W-2 at the end of the tax year
- Verify your Social Security Number
- Review your paycheck every pay day
- Double check your tax withholdings with the IRS Tax Estimator [4]
- Sign up for digital delivery of forms and notices [5]

Visit our Personal Information webpage [6] for instructions on completing these tasks in the portal.

Display Title:
Complete these payroll tasks soon
Send email when Published:
No

Source URL:https://www.cu.edu/blog/work-life/complete-these-payroll-tasks-soon

Links
[1] https://www.cu.edu/blog/work-life/complete-these-payroll-tasks-soon [2] https://www.cu.edu/blog/work-life/author/23 [3] https://my.cu.edu/ [4] https://www.irs.gov/individuals/tax-withholding-estimator [5] https://www.cu.edu/employee-services/digital-delivery-0 [6] https://www.cu.edu/employee-services/payroll/self-service/personal-information