# MAKE SURE YOU RECEIVE YOUR W-2 FORM!

# There are 2 options for receiving your W-2:

- Electronic option. On-line viewing of your W-2 through Ursa with no paper copy mailed to you. Enter online consent through Ursa for this option.
- Paper copy mailed to you. A residence address is required for W-2 forms. Verify/Update your address through Ursa. Your W-2 form will be mailed to one of these address types, in this order:
  - Local Mailing Address
  - Permanent Address
  - Diploma Mailing Address

Faculty and Staff - follow the steps on Page 2 Student Employees – follow the steps on Page 3

# Enter address update/electronic consent by January 9<sup>th</sup>.

If you have any questions, please call the Payroll office at 970-351-2705. W-2 forms will be available no later than January 31.

## Page 2 - Faculty and Staff - Receive your W-2 Electronically:

Under the Employee tab, click on the link for "Electronic W-2 Consent." Click the box for "My Choice to Consent to receive W-2 electronically" and click the Submit button.

NORTHERN COLORADO	OFFICES CAMPUS SAFETY				
My Account	Student	Financial		Employee	
	Employe	e Tools			
Employee Important Links	General Information	General Information		Employee Information	
Production Banner (INB) Pay/View <i>dBill</i> or Bear Pay Purchase Parking Permits or Pay Tickets Onlin Outlook Web Access (OWA) Skillsoft Login Add Money To Your Printing Account Insight Reporting Portal Digital Measures EIO – Electronic Internal Orders Access (Mense)	Self Service Banner (SSB) Human Resources The Center for Enhanceme (CETL) Banner Security Forms WebXtender Login New Student Orientation R About Insight Automated Wallisting Infor Imovidant Dates	nt of Teaching & Learni sources nation	Pay Stub Earnings History Time Sheet Oirect Deposit Allocat Benefit Summary Leave Balances Electroin: Personnel, W-2 Wage and Tax S W-4 Tax Exemptions Electroing W-2 Cross	tion Action Forms (EPAF) Itatement or Allovánces	

### Faculty and Staff - Verify/Update Your Address for a Paper W-2 Form:

1. Sign into Ursa using your "firstname.lastname" login. Click on the Employees Tools tab and under Employee Information, click on Employee Dashboard.

Employee	
Employee Tools	
🗄 General Information	Employee Information
Curriculum Strategy Human Resources	Employee Dashboard Pay Stub
The Center for Enhancement of Teaching & Learning (CETL) ApplicationXtender Web Access About Insight	Earnings History Direct Deposit Allocation Benefit Summary
Automated Waitlisting Information	Leave Balances

- 2. Click on "My Profie" under your name.
- 3. Click on the Pencil Icon to the right of the Address information.
  - Edit your Mailing address and click "Update" upon completion.

### Page 3 - Student Employees - Receive your W-2 Electronically:

1. Under the Student tab, Student Employees information, click on the link to "Dashboard."

Employees section, then the blue Enter T



2. Under Pay Information click on TAXES and then Electronic Regulatory Consent

Taxes		
	W-4 Employee's Withholding Allowance Certificate	W
	Electronic Regulatory Consent	W
	1095-C Employer Provided Health Insurance Offer and Coverage Statement	

#### Student Employees - Verify/Update Your Address for a Paper W-2 Form:

 Sign into Ursa using your Student login. Click on the Employee Dashboard Employees section, then the blue Enter T



To update your address for W-2 mailing

- 2. Click on "My Profie" under your name.
- 3. Click on the Pencil Icon to the right of the Address information.
  - Edit your Mailing address and click "Update" upon completion.