Disclosure Notices

An employee who consents to receiving his/her W-2 Form electronically will not receive a paper copy of the W-2.

If an employee does not consent, he/she will continue to receive a paper copy of the W-2.

An employee who chooses to receive his/her W-2 form electronically can also receive a paper copy of the W-2 by completing the W-2 replacement form found on the Human Resources website at http://uca.edu/hr/files/2014/01/w2replaceform.pdf. Request for a paper copy does not withdraw the employee's consent for electronic delivery of future W-2 form.

An employee who chooses to receive his/her W-2 Form electronically can change his/her mind and withdraw consent to electronic delivery at any time. An employee's withdrawal of consent will be effective on the date received (for 2016 W-2, the deadline is Friday, January 13, 2017 by 4:30 p.m.). If consent is withdrawn, it will only be effective for those W-2 forms not yet issued. Human Resources will confirm in writing or by e-mail with the employee the effective date of withdrawal of consent. Consent may also be withdrawn by sending an e-mail or in writing to the following:

University of Central Arkansas
Attn: Human Resources
201 S. Donaghey Ave, Suite 106
Conway, Arkansas 72035
501-450-3181
E-mail: humanresources@uca.edu

*Note: Consent cannot be withdrawn by fax or telephone. To withdraw consent through the mail, allow 15 days from the date of postmark for consent withdrawal to become effective.

Access to your electronic W-2 Form ceases upon termination of employment.

Active employees can access their electronic W-2 Form through October 15 of each year.

All employees should be aware that the W-2 Form, even when provided electronically, should be attached to their annual tax return, usually the Form 1040. If the W-2 is provided electronically, the employee should print enough W-2 copies and attach them to his/her respective tax return documents.

The MyUCA website, and the employee's W-2, may be accessed by any computer that provides login access to employees.

Electronic W-2 forms, beginning with calendar year 2008, will be available through MyUCA for printing/reprinting purposes for at least 4 years.

W-2 correction (only if needed):
If your original W-2 was issued electronically:

- A Corrected W-2 Form (W-2C) will be issued electronically through MyUCA.
- An e-mail notification will be sent within 30 days of the electronic W-2C being posted to MyUCA.

If your original W-2 was issued on paper:

- A corrected W-2 Form (W-2C) will be sent to you through U.S. Mail.
How to Consent/Access Your W-2 Form

To consent to the electronic W-2 format, please follow these steps:

- Log in to UCA’s Website at the MyUCA Portal: https://my.uca.edu
- Enter your Username and Password
- Select “Log In”
- Click on the Self Service tab
- Click on Employee
- Click on Tax Forms
- Click on Electronic Regulatory Consent
- Read the Electronic W-2 and 1095-C Consent Agreement
- Click the box under “My Choice” on the Consent to receive W-2 electronically line. (If this box is already checked you do not need to do anything further. You have already consented to receive your W-2 electronically.)
- Select the “Submit” button

Access and Print Electronic W-2:

- In late January 2017, you will receive an email communication with the subject line stating “IMPORTANT TAX RETURN DOCUMENT AVAILABLE” announcing the availability of 2016 form W-2’s online for viewing and printing.
- Log in to MyUCA, Employee Self Service to access your electronic W-2 form.
- The online W-2 form will display the same information in the same format as the current paper form.
- You can print as many copies as required to attach to your federal, state, or local income tax return.
- To View and print your W-2 statement:
  - Log in to UCA’s Website at the MyUCA Portal: https://my.uca.edu
  - Enter your Username and Password
  - Select “Log In”
  - Click on the Self Service tab
  - Click on Employee
  - Click on Tax Forms
  - Click on W-2 Wage & Tax Statement
  - Select appropriate tax year
  - Employer or Institution will default to “University of Central Arkansas”.
  - Click “Display”
  - Click the “printable W-2” button in the bottom left side – a print preview of the W-2 form is displayed
  - Select one of the following print options:
    - Select File located on upper tool bar, then select print or
    - Select the print icon from Tool Bar or
    - Right click on W-2 form and select print from list.

Notice: When viewing your W-2 electronically, you can select the help link at the top of the page to access W-2 statement information. This includes print instructions and descriptions of the information found in box 12 of your W-2.

The W-2 form instructions can be found at http://uca.edu/hr/internalforms/