

University of Central Arkansas

2024 Calendar Year – W-2 Process Schedule

PROCESS	DESCRIPTION	TIMING
Update mailing address for W-2 Form	To ensure the correct address is printed on the tax form, employees must update their mailing address in Self-Service by January 10, 2025 .	January 10, 2025
Update employee's name for W-2 Form	The employee's name printed on the W-2 Form must match their social security card. If the employee has had a name change, they must update their name by submitting a Name/Address Change Request Form to Human Resources by January 10, 2025 .	January 10, 2025
Consent for 2024 Electronic W-2 Form	Employees who desire to receive an Electronic W-2 via myUCA must consent prior to the announced deadline to ensure the electronic W-2 Form is available. Employees that do not consent prior to the deadline will automatically receive a paper copy, which will be distributed by the U.S. Postal Service.	Consent for the 2024 tax year is open until Friday, January 10, 2025 at 4:30 p.m.
Electronic W-2 Availability	Employees who have elected an electronic W-2 will receive an email notification once the electronic W-2 Form is available online via myUCA. Notification will be sent to the preferred email address.	Late January 2025
Mailing distribution of paper W-2 Forms	Paper W-2 Forms will be mailed via U.S. Postal Service no later than January 31, 2025 .	January 31, 2025
Past electronic W-2 Forms	<ul style="list-style-type: none">◆ Employees who have elected online delivery can retrieve prior tax years 2015-2024 electronic W-2 forms immediately and the current tax year (2024) by late January 2025.◆ Electronic W-2 history starts with year 2015.	<ul style="list-style-type: none">• Prior tax year immediately• Current tax year by late January 2025
Replacement W-2 Forms	Employees, who have not consented to receive their W-2 electronically and have not received the paper copy W-2 in the mail, can request a re-print beginning February 15, 2025 by completing the W2 Replacement Form : <i>*refer to updating mailing address above to ensure Human Resources has your correct mailing address</i>	February 15, 2025