

University of Central Arkansas

2025 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 9, 2026 .	January 9, 2026
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 Form to Human Resources by January 9, 2026 .	January 9, 2026
Consent for 2025 Electronic W-2 Form	Employees who desire to receive an Electronic W-2 via Employee Self-Service Dashboard 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 2025 tax year is open until Friday, January 9, 2026 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 Employee Self-Service Dashboard . Notification will be sent to the employee's UCA email address.	Late January 2026
Mailing distribution of paper W-2 Forms	Paper W-2 Forms will be mailed via U.S. Postal Service no later than the IRS deadline of February 2, 2026 .	February 2, 2026
Past electronic W-2 Forms	- Employees who have elected online delivery can retrieve prior tax years 2017-2024 electronic W-2 forms immediately and the current tax year (2025) by late January 2026. - Electronic W-2 history starts with year 2017.	Prior tax year immediately
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 16, 2026 by completing the W2 Replacement Form : <i>*refer to updating mailing address above to ensure HR has your correct mailing address</i>	February 16, 2026