

University of Central Arkansas

2026 W-2 Process Schedule

PROCESS	DESCRIPTION	TIMING
Update Mailing Address	To ensure the correct address is printed on the tax form, employees must update their mailing address in the EMPLOYEE SELF-SERVICE DASHBOARD . ✦ Terminated Employees: to update your address, you must submit a NAME/ADDRESS CHANGE FORM found on the HR website.	January 8, 2027
Update Employee Name	The name on the W-2 must match the employee's Social Security card. Submit a NAME/ADDRESS CHANGE FORM to Human Resources to process any legal name changes.	January 8, 2027
Electronic W-2 Consent	Consent via EMPLOYEE SELF-SERVICE DASHBOARD to access the W-2 electronically. Employees who do not consent by the deadline will automatically receive a mailed paper copy via the U.S. Postal Service.	January 8, 2027
Electronic W-2 Availability	Employees who consented to electronic delivery will receive a notification to their UCA email address once the form is available online via the EMPLOYEE SELF-SERVICE DASHBOARD .	Late January 2027
Paper W-2 Mailing	Paper W-2 Forms will be mailed via U.S. Postal Service no later than the IRS deadline.	February 1, 2027
Past Electronic W-2 Forms	Employees with active online delivery can immediately retrieve prior electronic W-2s.	Available immediately
Replacement W-2 Forms	Employees who did not consent to electronic delivery and have not received their mailed paper copy can request a reprint by completing the W-2 REPLACEMENT FORM . ⚠ <i>Please ensure your mailing address is correct before submitting.</i>	February 16, 2026