

TO: All University Employees  
FROM: Payroll Operations  
RE: Online W-2 Enrollment

Online W-2 enrollment for future year W-2's is available in Employee Self Service (ESS). Enroll today and your future W-2's will be available for you to print in early January next year. This will greatly speed up your access to your W-2 and contribute to the University's green initiative. The cutoff date to enroll is December 31st.

If enrolled, you will receive an e-mail in early January informing you how to view and print your W-2 using ESS. You can also reprint your W-2 at any time.

Your election to enroll in the online W-2 program will carry forward to future years, saving you the time and effort of enrolling annually. Should you decide to revert to receiving a mailed copy of your W-2, you can change your election up to December 31st each year. Please ensure your address is up-to-date in ESS.

Below are the instructions for enrolling in the online W-2 program:

1. Log into the UC network from campus or by using VPN access when off campus (for VPN instructions, click here: <https://kb.uc.edu/kbarticles/sslvpn-proxy.aspx>).
2. Log into UCFlex.
3. Click on the Employee Self-Service Tab.
4. Click on "Your Pay Statement, W-4 Tax Withholding, and Online W2 Services."
5. Click on "Make Your Online W2 Election."
6. Read the Disclosure Notice.
7. Click the checkbox that says "I agree to the above terms and conditions."
8. Make your election (2 options):
  - \* Receive a paper W-2.
  - \* Receive an online W-2.
9. Click Save
  - \* Two messages will appear at the top of the screen:
    - "You will receive an email confirmation shortly."
    - "Your election has been saved successfully."

Further details can be found in the Disclosure Notice on the W-2 election screen.

Issues with ESS login should be directed to the Help Desk at (513) 556-4357.

Other matters not covered above, or in the Disclosure Notice, should be directed to Payroll Operations at (513) 556-2451.