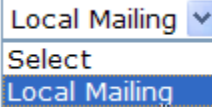


MAKE SURE YOUR W-2 GETS TO YOU AT THE CORRECT ADDRESS!

- Go into Banner Self-Service area of URSA to View Addresses and Phone number (Figure 1 below).
- If your **local mailing address** is not where you want your W-2 mailed go to Update Addresses, scroll to field shown below and select Local Mailing:

Type of Address to Insert: 

The image shows a dropdown menu with the text 'Local Mailing' at the top, a downward arrow, and a list of options below: 'Select' and 'Local Mailing'. The 'Local Mailing' option is highlighted in blue.

- Click the **Current** link and enter the local mailing address that is accurate for the W-2 address.

OR

ELECTRONIC RECEIPT OF W-2 IS NOW AVAILABLE.

- If you would like to get your W-2 on the web, see Figure 2 below about Electronic W-2 consent.

Either option must be completed by January 10th to be effective. W-2s will be available by January 31, 2012.

Figure 1. Address Change

UNIVERSITY of
NORTHERN COLORADO

UNC WEB CONNECTION

Ursa

Need help? Call 970-351-4357

My Account
Content Layout

Welcome [redacted]
You are currently logged in.

Logout Help

Home MyTab Resources Safety Help Employee **Banner** E-Mail

December 15, 2010

Banner 8 Production

[Link to Banner 8 Production](#)

The above link will automatically sign you into Banner without the need to enter your Banner login and password. However, the first time and any time your network password changes you will be required to sync those passwords. You will receive a screen message indicating that your Banner System password has been changed to match your password in the Ursa. You will need to click the link 'click Here' to continue.

Electronic Internal Order

Create a new EIO | View Active EIO forms | View All EIO forms

There were no active EIO forms found with:

Banner Self-Service

- Banner Self-Service
 - Personal Information
 - View Addresses and Phones
 - Update Addresses and Phones
 - View E-mail Addresses
 - Directory Profile
 - View Emergency Contacts
 - Update Emergency Contacts
 - Name Change Information
 - Social Security Number Change Information
 - Update Ethnicity and Race
 - View Ethnicity and Race

Figure 2. Choosing Electronic Receipt of W-2

Banner Self-Service

- Banner Self-Service
 - Personal Information
 - Student
 - Employee
 - Time Sheet
 - Leave Report
 - Benefits and Deductions
 - Pay Information
 - Tax Forms
 - W4 Tax Exemptions or Allowances
 - Electronic W-2 Consent
 - W-2 Wage and Tax Statement
 - W2 Year End Earnings Statement

If you have questions, call the Payroll Office at 970-351-2700.