# MAKE SURE YOU RECEIVE YOUR W-2 FORM!

# There are 2 options for receiving your W-2:

- Electronic option. On-line viewing of your W-2 through Ursa with no paper copy mailed to you. Enter online consent through Ursa for this option.
- Paper copy mailed to you. A residence address is required for W-2 forms. Verify/Update your address through Ursa. Your W-2 form will be mailed to one of these address types, in this order:
  - Local Mailing Address
  - Permanent Address
  - Diploma Mailing Address

Faculty and Staff - follow the steps on Page 2 Student Employees – follow the steps on Page 3

## Enter address update/electronic consent by January 9<sup>th</sup>.

If you have any questions, please call the Payroll office at 970-351-2700. W-2 forms will be available no later than January 31.

### Page 2 - Faculty and Staff - Receive your W-2 Electronically:

Under the Employee tab, click on the link for "Electronic W-2 Consent." Click the box for "My Choice to Consent to receive W-2 electronically" and click the Submit button.

My Account         Student         Financial         Employee           Employee Important Links         General Information         Employee Information         Employee Information           • Production Banner (NB)         • Self Service Banner (SSB)         • Pay/New effili or Bear Pay         • Pay/New effili or Bear Pay         • Pay/New effili or Bear Pay           • Purchase Parking Permits or Pay Tickets Online         • Certer for Enhancement of Teaching & Learning         • Earning Selstory           • Outlook Web Access (OWA)         • Barner Security Forms         • Bereff Summary           • del Merory To Yure Deline Accent         • Web Yanded Lorin         • Bereff Summary	NORTHERN COLORADO	CAMPUS RESC						
Employee Tools           Employee Important Links         General Information         Employee Information           • Production Banner (INB)         • Self Service Banner (SSB)         • Pay Stub           • Pay/New eBIII or Bear Pay         • Human Resources         • Earnings History           • Purchase Parking Permits or Pay Tickets Online         • The Center for Enhancement of Teaching & Learning         • Time Sheet           • Outlook Web Access (WA)         • Earning Security Forms         • Berreft Surmary           • Skillsoft Login         • Barner Security Forms         • Berreft Surmary	My Account	Student	Student Financial		Employee			
Employee Important Links         General Information         Employee Information           • Production Banner (NB)         • Self Service Banner (SSB)         • Pay Stub           • Pay/New dBIII or Bear Pay         • Human Resources         • Earnings History           • Purchase Parking Permits or Pay Tickets Online         • The Center for Enhancement of Teaching & Learning         • Time Sheet           • Outlook Web Access (OWA)         • EBarner Security Forms         • Bernert Survive Faiting Amergent         • University Amergent	Employee Tools							
Production Banner (INB)     Self Service Banner (SSB)     Pay/New dBIII or Bear Pay     Human Resources     Human Resources     Carnings History     Human Resources     The Center for Enhancement of Teaching & Learning     Time Sheet     Direct Deposit Allocation     Sistilisoft Login     Banner Security Forms     Benner Security Forms	Employee Important Links	General Information		Employee Information				
Adv model 10 Four Training Account      Presultation Cognit      Care obtained     Care obtained	Production Banner (INB)     Pay/New al BIII or Bear Pay     Purchase Parking Permits or Pay Tickets On     Outlook Web Access (OWA)     Skillsoft Login     Add Money To Your Printing Account     Insight Reporting Portal     Digital Measures     EIO – Electronic Internal Orders	Self Service Banner (SSB)     Human Resources     The Center for Enhanceme     (CETL)     Banner Security Forms     WebXtender Login     New Student Orientation R     About Insight     Automated Wattisting Infor	nt of Teaching & Learning esources mation	Pay Stub     Earnings History     Time Sheet     Direct Deposit Allocation     Benefit Summary     Leave Balances     Electronic Personnel Actio     W-2 Wage and Tax State     W-4 Tax Exemptions or A	in Forms (EPAF) nent lovfances			

### Faculty and Staff - Verify/Update Your Address for a Paper W-2 Form:

1. Sign into Ursa using your "firstname.lastname" login.

Under the Employee tab, click on the link for "Self Service Banner (SSB)" located under Employee Tools, General Information.

NORTHERN COLORADO	CAMPUS RESO		OFFICES CAMPUS SAFETY	FOR YOU LOGOUT			
My Account	Student	Fina	incial	Employee			
Employee Tools							
Employee Important Links	E General Information	/	LEmployee Inform	ation			
Production Banner (INB)	Self Service Banner (SSB)	1	Pay Stub				
Pay/View @Bill or Bear Pay	Human Resources		<ul> <li>Earnings History</li> </ul>				
<ul> <li>Purchase Parking Permits or Pay Tickets Online</li> </ul>	<ul> <li>The Center for Enhancement of Teaching &amp; Learning</li> </ul>		ng • Time Sheet	Time Sheet			
Outlook Web Access (OWA)	(CETL)		<ul> <li>Direct Deposit Allocat</li> </ul>	Direct Deposit Allocation			
Skillsoft Login	Banner Security Forms     Benefit Summary						
<ul> <li>Add Money To Your Printing Account.</li> </ul>	WebXtender Login		<ul> <li>Leave Balances</li> </ul>	Leave Balances			
Insight Reporting Portal	<ul> <li>New Student Orientation Resources</li> </ul>		<ul> <li>Electronic Personnel.</li> </ul>	<ul> <li>Electronic Personnel Action Forms (EPAF)</li> </ul>			
Digital Measures	About Insight		<ul> <li>W-2 Wage and Tax S</li> </ul>	W-2 Wage and Tax Statement			
EIO – Electronic Internal Orders	Automated Waitlisting Information     W-4 Tax Exemptions or Allowances		or Allowances				
Approval Alerts	Important Dates     Electronic W-2 Consent		ent				
Pulse Secure Client Download							

2. From the Main Menu screen, click on the link for "Personal Information."

Main Menu
Personal Information Update addresses, contact Information or marital status; review name or social security number change information; Customize your directory profile. Student Apply for Admission, Register, View your academic records
FITIATICIAL AIU Apply for Financial Aid; View financial aid status and eligibility, accept award offers, and view loan applications.
Employee Time sheets, time off, benefits, leave or job data, paystubs, W2 and T4 forms,W4 data.
Finance Create or review financial documents, budget information, approvals.

- 3. From the Personal Information screen, click on the link to View or Update Addresses and Phones.
- Your W-2 form will be mailed to your address, in this order: Local Mailing, Permanent or Diploma Mailing. To update your address for W-2 mailing, click the "Current" link for that address, make changes and click the Submit button.



#### Page 3 - Student Employees - Receive your W-2 Electronically:

1. Under the Student tab, Student Employees information, click on the link to "Enter your Time Here."



2. At the Time Reporting Selection screen, click on the Employee tab.



**3.** At the Employee screen, click on the link for Tax Forms; then click on the link for Electronic Consents. Follow the prompts to record your choice to receive your W-2 electronically.



#### Student Employees - Verify/Update Your Address for a Paper W-2 Form:

- 1. Sign into Ursa using your Student login.
- 2. Under the Student tab, click on the link to Update Addresses and Phones.
- 3. Your W-2 form will be mailed to your address, in this order: Local Mailing, Permanent or Diploma Mailing.
- 4. To update your address for W-2 mailing, click the "Current" link for that address, make changes and click the Submit button.

NORTHERN COLORADO	CAMPUS,RESOURCES HELP OFFIC	28 CAMPUS SAFETY FOR YOU LOGOUT	
My Account	Student Financial	Employee	
Useful Links	Registration and Grades	Personal Information	
Student Applications	Register for Classes	Contacts	
Blackboard     BearMail	Registration Status     Look Up Classes	Update Addresses and Phones     Update Emergency Contacts	
Degree Works     Transfer Equivalency Report	Register, Add or Drop Classes     Week at a Glance	GPA Predict	
Clearinghouse Enrollment Verification     Order Official Transcripts	Detail Schedule     Change Class Options	You are not enrolled in any classes for the current term.	
Veteran's Certification Request     My Textbooks	Registration History     View Student Information		