

The following message is sent on behalf of the Office of the State Comptroller:

Dear Fellow State Employees,

We have very big news regarding W-2/W-2c forms!

All active state employees who currently have access to Core-CT self-service direct deposit now have the ability to view, print and save W-2 forms online.

FOR FIRST-TIME CORE USERS: If you have never logged into Core-CT before, your User ID is your 6-digit employee ID; your temporary password is the first four characters of your last name (in CAPS) followed by the last four digits of your social security number. **Contact your agency's security liaison for questions about this.** (UConn employees can request assistance by completing the ePay Help Request Form at <http://payroll.uconn.edu/PY/ePay/ePay.html> or by calling the Payroll Main Office at 860-486-2423.)

Employees who have access to view their direct deposit information electronically in Core-CT – and who do not currently receive a check or paper direct deposit form – will automatically no longer receive a printed W-2. These employees may opt out of the electronic W-2 process and receive a printed W-2 by mail (the opt-out process is explained below).

Employees who currently receive printed checks or printed advices will, by default, continue to receive a printed W-2 in the mail. Those employees have the option to change to the electronic W-2 process, and there are instructions on the Core-CT web site to explain that process (instructions are also included below).

As of today, all electronic W-2 forms from 2011 through 2014 are now available to view and print at any time.

We will notify all employees when the new 2015 W-2 forms are available for viewing and/or printing in early January.

In the meantime, we encourage employees to log in to Core-CT now to locate and view past W-2 forms (directions are below). This will allow employees to become familiar with this new process as soon as possible – and then be prepared to easily locate their 2015 forms when they are posted in early January and in future years.

WHY TRANSITION TO ELECTRONIC W-2/W2c?

Here are the benefits of transitioning to electronic W-2 forms:

- This transition will vastly minimize the risk of mail and identity fraud associated with printing and mailing tens of thousands of tax forms to employees.
- Employees will now be able to safely view and print their tax forms on a secure system whenever they choose to do so.
- Employees will no longer have to contact their HR/personnel directors to obtain copies of current and past W-2 forms when they are lost or when employees otherwise need them for whatever reason, such as for loan applications.
- Employees will now have faster and continuous access to these forms, rather than be forced to wait for them to arrive in the mail (again, unless they proactively choose to do so).

INSTRUCTIONS: HOW TO ACCESS YOUR W-2 FORMS ONLINE

First, if you haven't logged in to the Core-CT system within the past 90 days, you will likely be asked to update your password before doing anything else.

Once you are logged in to the Core-CT system, finding your electronic W-2 forms should be just as simple as locating and printing past paystubs. After log in, you will be directed to a main page organized into sections that include "Personal Information," "Time & Labor" and "Payroll."

The link to W-2/W-2c information will be in the "Payroll" section.

When you click "View W-2/W-2c Forms," it will show the form for the most recent year. Above the link to that form will also be an option to "View a different tax year." That link will take you to all available current and prior W-2/W-2c forms dating back to 2011 if you wish to view prior years.

Once you open a form, you may view, save or print it at any time.

SELECTING ELECTRONIC VS. PRINTED W-2 FORMS

Please note that on the main landing page, also in the "Payroll" box, there is an additional link to "W-2/W-2c Consent."

Those who are defaulted to electronic-only forms (again, anyone who currently does NOT receive a printed paycheck or printed direct deposit slip) can go to that link and select the option to withdraw their consent to receive only electronic W-2 forms. By doing so, they will continue to receive printed W-2 forms mailed to their address.

Conversely, those who are defaulted to printed forms can select the option to only receive W-2 forms electronically through the Core-CT website and stop receiving printed forms mailed to them.

QUESTIONS, TROUBLESHOOTING AND LOGGING IN TO CORE FOR THE FIRST TIME

If you encounter any difficulties in signing in to Core-CT, resetting your password or other technical issues, please contact your agency security liaison. (UConn employees can request assistance by completing the ePay Help Request Form at <http://payroll.uconn.edu/PY/ePay/ePay.html> or by calling the Payroll Main Office at 860-486-2423.)

This is the first year implementing electronic W-2/W-2c forms, so we expect that some employees may have questions or require assistance in this transition, so we appreciate your patience. These W-2 instructions are posted to the Core-CT site to remind everyone how to access their forms, and how to change their consent to receive electronic vs. printed forms.

The link to various instructions – including access to W-2 forms and how to update address and other personal information on Core-CT – can be located here: <http://www.core-ct.state.ct.us/selfservice/payroll/Default.htm>