W-2 Frequently Asked Questions

1. How do I get my Form W-2?

Current Employees

1.) Log on to Workday using your CNET ID and password
2.) Click on the PAY worklet
3.) Click on “My Tax Documents”
4.) Click on “View/Print”
5.) Please note that it can take 1-2 minutes for the document to download

Terminated employees have access to view/print 2019 W-2 forms directly from Workday until April 30, 2020. If the former employee cannot log into Workday:

- Individual should try to reset their CNET password here
- Contact taxformrequest@lists.uchicago.edu to request a re-print/duplicate copy. Please have them include the following information:
  - Full Name
  - Last 4 Digits of Social Security Number
  - Date of Birth
  - Current Home Address
  - Document request, including year (e.g. 2019 W-2)
  - Delivery method:
    - Pick up in Payroll Services (picture ID required) – 6054 S. Drexel Ave
    - US Mail to home address
    - Secure web portal transmission (BOX). If you are requesting this option, you must include a statement releasing the University of any liability for transmitting the tax document electronically
  - Re-print/duplicate requests will be accepted beginning February 10, 2020

2. The Name or Social Security Number is wrong on my W-2, what should I do?

Your name and SSN must match the information on your Social Security Card. Please upload a copy of your Social Security card to Workday and notify payroll@uchicago.edu. You will receive a corrected W-2 (W-2c) within 5-7 business days.

3. My address on the W-2 is incorrect, what should I do?

A corrected W-2 is not required for a change in address. If you are a current employee and need to change your address, please update this in Workday.
4. My wages on my W-2 do not match my final check stub of the year.

The W-2 reflects taxable earnings while the check stubs reflect total earnings. To convert from total earnings to taxable earnings, you need to subtract the pretax deductions, including parking deductions, FSA deductions (medical and dental deductions, flexible spending account deductions, and dependent care deductions) and retirement deductions.

Your Form W-2 is a summary of the taxable earnings received in a calendar year. For the calendar year 2019, paychecks for pay period ending 12/16/18 thru 12/14/19 are included on the 2019 W-2.

5. The check for the last two weeks of 2019 is not included on my W-2. Is this correct?

Yes, this is correct. Any compensation paid to you in 2019 is considered 2019 income. The final half of December was paid on January 3, 2020 and is therefore not considered income for 2019. It will be part of your 2020 Form W-2.

6. My W-2 does not reflect my current salary. How come?

Your W-2 does not reflect your fiscal year salary; it reflects taxable, calendar year wages. The fiscal dates that your W-2 covers are from 12/16/18 – 6/29/19 and 06/30/19 – 12/14/19. See question #4 for a description of taxable wages.

7. I have questions regarding the information reported in the boxes.

Click on **W-2 instructions** for more information on W-2 Box information.

8. What if I didn’t have any federal or state taxes withheld according to my W-2?

You would not have had any federal and state withholding taxes if you claimed an exemption from federal / state withholding on your W-4 form for the year (Employee’s Withholding Allowance Certificate). Check your tax withholding elections in Workday. In addition, if your earnings are under a certain threshold, you may not have been subject to any federal and state withholding taxes. You can change your Employee Withholding in Workday to adjust your federal and state withholdings at any time.

9. I am a nonresident alien on a treaty, what tax forms will I receive?

Nonresident aliens who both qualified for a treaty exemption and completed the necessary paperwork, may receive a Form 1042-S and/ or a Forms W-2 showing their treaty exempt earnings/ other wages and taxes. The Form 1042-S is required before you can complete your income tax return. Forms 1042-S are required to be delivered by March 15th.