



# Banner Payroll Project

Update #21

December 2, 2013

To: All UNCSA Employees

RE: **On-Line W-2's for 2013**

UNCSA is required by the Internal Revenue Service to furnish all employees with a form W-2 for each calendar year. The form W-2 details the employee's compensation, tax withholdings and required disclosures for the year. Last year, UNCSA offered employees electronic W-2's. New employees or employees that missed the opportunity can do so again! **Federal regulations require that employees give their consent to receive the W-2 in an electronic format.** Once consent is given, it carries forward each year and does not need to be repeated. This means that if you elected to receive an electronic version of your 2012 W-2, you are not required to make this election to receive your 2013 W-2 electronically.

The process for giving consent to receive the electronic W-2 version is as follows:

1. Go to the *E-Z Arts* log in page at <http://www.uncsa.edu/administration/banner.htm>
2. Click on *E-Z Arts*
3. Click on "Enter Secure Area"
4. Enter User ID and PIN then click "Login"
5. Click on the "Employee" tab
6. Under Employee click on "Tax Forms"
7. Click on "Electronic W-2 Consent"
8. Click the "Selection Criteria My Choice" box giving your consent to receive your W-2 statement online
9. Click "Submit"

NOTE: You WILL NOT receive a confirmation that your selection has been received. To confirm your selection, go back into the Electronic W-2 consent option and make sure the "Choice" box is checked.

If you consent to receive your 2013 W-2 electronically, you must follow the above instructions no later than **January 10, 2014**. Once the W-2's are processed, current employees who gave their consent will be able to view and print the earning statements immediately. An email notification will be sent to employees when W-2's are available on Banner Self Service.

The process to view and print the electronic W-2 version is as follows:

1. Go to the *E-Z Arts* log in page at <http://www.uncsa.edu/administration/banner.htm>
2. Click on *E-Z Arts*
3. Click on “Enter Secure Area”
4. Enter User ID and PIN then click Login
5. Click on the “Employee” tab
6. Under Employee click on “Tax Forms”
7. Click on “W-2 Wage and Tax Statement”
8. Select the appropriate “Tax Year” to view (2013)
9. Click “Display”
10. To print, click the “Printable W-2” box in the bottom left corner

NOTE: If your address is incorrect, employees can find the employee address change form under Miscellaneous Forms at: <http://www.uncsa.edu/humanresources/forms.htm>. Employees should complete the form and send to Human Resources. Student employees can find the student address change form at: <http://www.uncsa.edu/students/registrar/ChangeAddressForm.pdf>. Students should complete the form and send to the Registrar.

As always, if you need assistance or have questions, you can contact me at [ioannouc@uncsa.edu](mailto:ioannouc@uncsa.edu) or 770-3301.

Thank You,

Carin Ioannou, Sr. Dir. of Business Affairs

**Disclosure Notices:**

**An employee who consents to receiving the Form W-2 electronically will not receive a paper copy. If an employee does not consent, Payroll will mail the W-2, using the US Postal Service, to the current address on record no later than January 31, 2014.**

**Payroll will mail the form W-2, using the US Postal Service, to the current address on record of those employees who have separated from the University of North Carolina School of the Arts.**