

# PAYROLL PROCEDURE: W-2 INFORMATION

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*Related Board of Trustees Policy: BP 5.1*

*Approval: May 2012*

*Revision:*

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## **Annual W-2 Information**

W-2's will be available **online** via WebAdvisor to any employee who has given consent. To consent, an employee should log into WebAdvisor by following these instructions:

Step 1: Go to college's website, click on WebAdvisor

Step 2: Click on **Login** with the employee **User ID** and **password**

Step 3: Click on the **Employee button**

Step 4: From the **Employee Profile menu**, select **W-2 Electronic Consent**

Step 5: The **W-2 Electronic Consent** screen:

- 1<sup>st</sup> option – This options means the employee **agrees to receive** the W-2 only in electronic format.
- 2<sup>nd</sup> option – This option means the employee **does not want to receive** the W-2 in electronic format
- **Electronic W-2 Consent History** – The employee should use this to see the history of his/her consent. An employee can withdraw his/her consent at any time.

Once the electronic W-2's are ready, the Payroll Department sends a college-wide e-mail to notify all employees that these are ready to be downloaded. Employees who have given consent (**Step 5**) should click on the **W-2 Statements** menu and then click on the **Tax Year** he/she wishes to retrieve.

If the employee has not consented to receive the W-2 online or is no longer employed at Craven Community College, the W-2 will be sent via U.S. mail by January 31. It will be mailed to the primary address on file at the college; therefore, it is important that all employees notify the college of any change in address. All address changes are made in the Human Resources department.

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