



## W-2 Information

### W-2s

Wage and Tax Statements, Form W-2, are sent to each employee at the end of January for salary, wage, and other payments processed through the payroll system during the prior calendar year. All active employees will receive a W-2 by January 31. W-2s for inactive employees will be mailed to the most current address on file with the Payroll Office at the end of each January.

### Mailing Address

The address used for the mailing of wage and tax statements is the address shown in the Campus Directory. It is very important that employees update their mailing address if there is a change, even if the employee no longer works for the University Library and they are expecting a W-2 in January. To update a mailing address, an employee can go to <http://connectcarolina.unc.edu/>, select "Login to Student Center" and click on "Update Personal Information."

### Lost or Missing W-2

Employees can print their W-2 from Connect Carolina Self-Service. Employees who have technical problems viewing or printing their W-2 should contact the Help Desk at 962-HELP.

### Statement of Earnings

A Statement of Earnings is sometimes needed by University employees during the year. This is especially true for those persons leaving the country or who for other reasons need a certification of the amount earned to date for the year. Any employee needing a Statement of Earnings should contact the Library Personnel Office.

### Assistance

Questions regarding W-2s should be directed to the individual in Payroll who is the representative for the University Library. Please contact the Library Personnel Office for Payroll contact information.