

W-2 Frequently Asked Questions

When will I receive my W-2?

The paper W-2 form will be mailed approximately January 23. Employees who previously signed up for electronic delivery will receive their electronic W-2 approximately January 11.

I signed up for an online W-2 but I am no longer employed at UNI. Will I be able to view my W-2 online?

W-2s for ex-employees are mailed to their home address, online W-2s are not available for ex-employees.

In the past I could view my W-2 online but now I can't. What has changed?

Effective with the 2014 W-2s employees cannot view their current or past W-2s online unless they have made the election through UNI Employee Self Service, W2 Delivery Preference to view their W-2 online and not receive a paper W-2.

When can I sign up for electronic delivery of the next year's W-2?

Generally this can be done anytime except for the approximate January 8-12 timeframe when we are processing W-2s. The sign up is through My Universe e-Business > UNI Employee (Student Employee) Self Service, selecting W2 Delivery Preference. Detail instructions for making this election are available in the [Quick Reference Guide](#).

Why doesn't the amount in the Box 1 Wages, Tips and Other Compensation agree to the total Gross Earnings on my last payslip?

The W-2 Box 1 amount represents federal taxable wages and other compensation. This would be different than the Gross Earnings on your payslip due to items that reduce your federal taxable wages such as TIAA, IPERS, FSA Medical and Dependent Care, SRAs, pretax parking permit and pretax health, dental and vision insurance deductions.

Why doesn't the amount in the Box 3 Social Security Wages agree to the total Gross Earnings on my last payslip?

The W-2 Box 3 amount represents taxable wages and other compensation for Social Security taxation purposes. This would be different than the payslip Gross Earnings due to items that reduce your Social Security taxable wages which are the FSA Medical and Dependent Care deductions, pretax parking permit and pretax health, dental and vision insurance deductions. Also, the ceiling on Social Security taxable wages limits the wages taxable for Social Security purposes. For employees earning over this ceiling there is an additional difference between the payslip Gross Earnings, W-2 Box 1 Wages, Tips, and Other Comp, and W-2 Box 3 Social Security Wages.

Why doesn't the amount in the Box Medicare wages and tips agree to the total Gross Earnings on my last payslip?

The W-2 Box 5 Medicare Wages amount represents taxable wages and other compensation for Medicare taxation purposes. This would be different than the payslip Gross Earnings due to items that reduce your Medicare taxable wages which are the FSA medical and Dependent Care deductions, pretax parking permit and pretax health, dental and vision insurance deductions. Medicare taxable wages do not have a ceiling amount.

Why aren't there other items reported in Box 14, Other?

The only item UNI reports in Box 14 is the value for personal use of a vehicle. This item is limited to individuals who have been provided a vehicle and used it for personal purposes. Other items that may have been reported in Box 14 in the past, such as Taxable Meals, Taxable Other and Taxable Awards that are included in Box 1 Wages are listed on your YTD payslip. If you have questions you may call Payroll at 3-6425.

The Box 13 Retirement Plan is checked for a coworker but not on mine. Why?

Box 13 Retirement Plan is checked for employees who participate in TIAA-CREF, IPERS, and VALIC or made elective contributions to a 403(b) retirement account.

Why don't I have any Social Security or Medicare Wages reported?

Student employees who are enrolled at least half time at UNI are exempt from Social Security and Medicare taxes. You do not have to pay additional Social Security or Medicare taxes for this on your tax return. Wages earned during the summer would have Social Security and Medicare tax deductions if the student employee is not also enrolled half time during the summer.

Can I have a copy of a prior year W-2?

If you are a current employee who has elected receiving your W-2 online, no paper W-2, you may view and print a prior year W-2 through your My Universe e-Business UNI Employee (or Student Employee) Self Service responsibility. Choose Employee W-2 and then select the year you wish to review. If you are an ex-employee, you will need to contact Payroll at 319-273-2656 to receive a copy.