To: Administrative Officers, Fiscal Administrators, and HR Representatives:

From: Financial Management Office, University of Hawaii

Subject: Reminder – Handling UH Employee’s W2 and 1095C Documents

As a reminder, the original W2 (Wage and Tax Statement) and 1095C (Employee Provided Health Insurance Offer and Coverage) documents should have been issued to respective employees no later than January 31, 2017. With the increase in identity theft, please exercise due diligence in safeguarding an employee’s record containing confidential and personal information. All documents containing such confidential and personal information must be secured at all times by authorized personnel. There should be no photocopies of the W2 or 1095C documents made by the schools, colleges and departments for any purpose.

If employee requests for a duplicate copy of the W2 or 1095C, please see below:

- Employee requests for duplicate W2 should be sent to the UH Payroll Office in writing. See the instructions here.

- Employee requests for duplicate 1095C should be directed to the HR representative who is able to regenerate a copy for that employee.

In addition, please return all undeliverable W-2 and 1095 C documents and the envelopes in which they were mailed in to the UH Payroll Office after April 13, 2017.