Form W-2 Wage and Tax Statements for 2016

TO: Fiscal Administrators and Human Resources Specialists

FR: Payroll Office, FMO, University of Hawaii System

RE: Form W-2 Wage and Tax Statements for 2016

Attached is a memo regarding the Form W-2 Wage and Tax Statements for 2016.

The University of Hawaii will be distributing Form W-2 along with the Form 1095-C on the following date:

Friday, January 27, 2017 from 8:00am

The W-2 envelope(s) and 1095-C envelope(s) will be bundled by warrant distribution codes and batched by pick-up #s. The Disbursing Office will be distributing Form W-2 &1095-C from the FMO Conference Room (see attached map). We will release Form W-2 & 1095-C to authorized individuals only (based on paycheck authorization cards); have your runners bring a picture ID when picking up your envelope(s).

Further instructions regarding the 1095-Cs will be forthcoming from the Office of Human Resources (OHR).

Make every effort to pick-up your Form W-2 & 1095-C by date stated above as these forms need to be distributed to employees no later than January 31, 2017.

Neighbor Islands: Your Form W-2 & 1095-C should be received by 1/27/17

Payroll Office | University of Hawaii System Financial Management Office
1395 Lower Campus Road, LC-1 #4 | Honolulu, HI 96822
phone: 808-956-7444 | fax: 808-956-5031 | email: payroll@hawaii.edu

2016 W-2 Pickup Memo.pdf
86K
January 19, 2017

TO: Fiscal Administrators/Personnel Officers

FROM: James R. Kashiwamura, Director

SUBJECT: FORM W-2 WAGE AND TAX STATEMENTS FOR 2016

Employees’ Wage and Tax Statements (Form W-2) for the calendar year 2016 will be distributed on Friday, January 27, 2017. W-2 forms for ALL EMPLOYEES can be picked up at the Financial Management Office (FMO) Conference Room, 1402 Lower Campus Road, Building H, Room 37 from 8:00am. Ensure that your runner knows the pick-up (PU) # and is authorized to pick-up your W2s. The authorization is the same as payroll pick-up.

There are no format revisions to this year’s Wage and Tax Statement. Employees will continue to receive only one (1) set of the Form W-2. Statements will be laser-printed on two (2) separate sheets of paper.

Each year the UH Payroll Office receives numerous requests for duplicate Form W-2s because of careless or improper handling of the forms. Employees requesting duplicate W-2s may be required to wait at least 2-3 weeks for the Department of Accounting and General Services (DAGS) to act on the request.

**We are required by DAGS to assess a $10.00 fee to the employee for a duplicate statement.**

The procedures listed below should be followed to minimize requests for duplicate statements that have been lost or otherwise not received by employees:

1. Distribute each W-2 as directly as possible to the employee. With the increase in identity theft, please exercise due diligence in safeguarding an employee’s record containing confidential information. Be sure the chain of responsibility for delivery can be traced in the event the employee claims non-receipt.

2. **IF THE STATEMENT IS MAILED, MAKE EVERY EFFORT TO ADDRESS IT TO THE EMPLOYEE’S CURRENT ADDRESS.** Because the payroll files may not contain the employee’s mailing address, some of the statements will be printed with a University of Hawaii default address; do **not** mail the W-2 to this address.

   All W-2s must be issued no later than January 31, 2017. A Form W-2 should not be held for future mailing, but should be immediately sent to the current/last address of record.

   **For Departments located on Manoa Campus:** Campus Mailroom has requested that W2s reach the mailroom by 1:00pm in order for W2s to be processed and sent out that day. Reminder that mail needs to be brought in with barcodes and sorted into international or domestic mail. Campus Mailroom will have a special incoming bin designated to receive the W2s.

3. It is important the return address on the mailing envelope be the specific address of the office in your department that is responsible for distributing the form.
It is especially important the return address on your mailing envelope be followed by the endorsement “RETURN SERVICE REQUESTED” so that any undelivered statement will be returned to you with either an address correction or the reason for non-delivery. There must be a ¼-inch clear space both above and below the endorsement.

4. Advise your employees who received payroll payments from more than one State of Hawaii agency that all their earnings for the year will be included on one statement. If your employee worked in two or more university or state departments, only one W2 will be issued to the employee. If your employee’s W-2 is not with your department, have your employee check with their other university or state department(s) in which they worked.

5. Urge your employees to protect their statements from being misplaced or lost. There will be a $10.00 fee assessed to the employee for each duplicate statement.

We have been advised by DAGS that if a personal check is accepted from the employee and if it subsequently bounces, the employing agency will be required to immediately reimburse DAGS the $10.00 duplicate W-2 fee and the $25.00 bounced check fee.

5. Make all requests for duplicate W-2s to the UH Payroll Office in writing. All requests must include the following information pertaining to the employee:

   a. Employee’s name
   b. Social security number
   c. Payroll number and warrant distribution code
   d. The specific year of the W-2 (e.g. 2016)
   e. The reason for the request
   f. The $10.00 duplicate W-2 fee. (Checks should be made payable to the “Director of Finance”)

7. Any returned form W-2 must be retained in your office until April 13, 2017 so that all employee inquiries on non-receipt can be efficiently screened against those returned forms.

Return all undeliverable W-2 forms and the envelopes in which they were mailed in to the UH Payroll Office after April 13, 2017.

Your assistance in forwarding these instructions to the responsible personnel in your department and to ensure that the instructions are followed is appreciated.