

Frequently asked questions about MyW2 Online W-2 Access

1. How do I accept consent to receive my W-2 electronically?

Go to accessau.anderson.edu, and login in to AccessAU HR using your network log in.

Navigate to: Main Menu > Self Service > Payroll and Compensation > W-2/W-2c Consent

Check the box next to "Click here to indicate your consent to receive electronic W-2 and W-2c forms"

Click Submit

When prompted, enter your network password for verification

Once your 2016 W-2 is available, you will receive an e-mail notification from AccessAU HR with instructions for printing your W-2.

2. How do I access My 2016 W-2?

Go to accessau.anderson.edu, and login in to AccessAU HR using your network log in.

Navigate to: Main Menu > Self Service > Payroll and Compensation > View W-2/W-2c Forms (please note that in order to view your W-2, you will need to accept consent. See FAQ #1 for instructions)

Select "Year End Form"

Print the PDF of your 2016 W-2

*You will need a PDF viewer in order to review/print your W-2

3. Why do I have to consent to receiving my W-2 electronically?

IRS regulations state that each employee who files a request to receive a W-2 electronically must also provide his/her consent electronically. To consent electronically, follow the instructions in FAQ #1.

By consenting to access your W-2 online, you will not receive future W-2s in the mail, but will instead be able to log-in to this website to retrieve your W-2s as soon as they are posted (which will be earlier than you will receive it in the mail), and as often as you want. W-2s will be available on this website beginning with the 2016 tax year and in future years. So, you will also have the ability to pull up historical W-2s going forward.

4. When can I view and print my W-2 if I have given consent to receive my W-2 electronically?

You will receive an email on or before January 31st from the Business Office notifying you when it is ready.

5. What happens if I do not give consent to receive my W-2 electronically?

You will continue to receive your W-2 in the mail at your address of record (home address).

To confirm your home address:

Log in to AccessAU HR.

Navigate to: Main Menu > Self Service > Personal Information

Review the listed "Home/Mailing Address"

If you find your information should be updated, please send your updated address to Kathy Young at kayoung@anderson.edu

6. What if I change my mind and want to withdraw consent from receiving my W-2 online?

Before January 18, 2017, log in to AccessAU HR (see instructions in FAQ #1)

Navigate to Main Menu > Self Service > Payroll and Compensation > W-2?W-2c Consent

Check the box next to "Check here to withdraw your consent to receive electronic W-2 and W-2c forms"

Click Submit

When prompted, enter your network password.

7. What do I do if my address is wrong on my W-2?

An incorrect address does not invalidate your W-2 and does not require a corrected W-2.

If you have not given electronic consent, please update your address with Human Resources at your earliest convenience by e-mailing Kathy Young at kayoung@anderson.edu

8. I did not give consent to receive my W-2 electronically, how do I request a reprint of my W-2 because I did not receive it in the mail, lost it, or accidentally destroyed it?

Please submit your reprint request by email to Whitney Jimenez in the Business Office at wmjimenez@anderson.edu. Due to the sensitive nature of information found on the W-2, we will not send your form to a third party without your written permission to do so.

9. I did not give consent to receive my W-2 electronically. When can I ask for a reprint of my W-2?

Your request may be submitted to the Business Office at any time after February 1, 2017. We will begin processing reprint requests on Friday, February 3, 2017.

10. Who do I contact if I think my W-2 is wrong?

Please contact Whitney Jimenez in the Business Office and she will direct you to the correct person.

11. I forgot my password. What do I do?

If you're not sure of your AU Network log in information, please contact ITS but submitting a ticket through their Ticket Submission website: anderson.zendesk.com

Other W-2 Frequently Asked Questions

1. What is the W-2?

Form W-2 is the Wage and Tax Statement issued by Anderson University (employer) to all employees. The form reports all income and tax withheld for the calendar year (January 1 to December 31).

2. How is the information on the W-2 used?

AU is required to submit W-2 information to the Social Security Administration and all taxes withheld to the IRS. The employee is responsible for filing with the IRS and State taxing authority his/her income tax.

3. Why do the year-to-date gross wages on my paycheck not match the Box 1 wages on my W-2?

The wages reported in box 1 include only taxable gross wages. You must add all pre-tax deduction such as dental, flex plan, HSA, medical, vision, supplemental life insurance, and retirement contributions. In addition, if you had any taxable remitted tuition you must subtract these amounts to calculate your actual gross wages.

4. How is my tax calculated?

The amount of federal income tax withheld from every payroll check is based on what you elected as your filing status and the number of withholding exemptions you claim. This information is taken from the completed W-4 form typically submitted at the time of hire. The form can be updated at any time by completing a new W-4. The new W-4 form replaces a previous completed form and will remain in effect until another form is completed and submitted to Human Resources.

If your W-2 form does not include an amount in box 2, you may review your filing status and the number of withholding allowances you are claiming and determine if changes are necessary.

The W-4 form can be found in the Human Resources Office or on the IRS website at: <http://www.irs.gov/pub/irs-pdf/fw4.pdf>

If you are still experiencing difficulty with these or any other items related to your W-2, please contact Whitney Jimenez in the Business Office by email at wmjimenez@anderson.edu or by phone x4128 for assistance.