

<b>W-2 from UCPath (including March to December 2019 Payroll earnings)</b>	
<b>Question</b>	<b>Answer</b>
When is the deadline to sign-up for an electronic W-2 for 2019?	The deadline to sign up is January 18, 2020. You may follow the instructions located on the UC Berkeley payroll website <a href="https://controller.berkeley.edu/payroll/income-tax/w-2-sign-electronic-delivery">https://controller.berkeley.edu/payroll/income-tax/w-2-sign-electronic-delivery</a>
What payroll earnings will be included in my W-2 from UCPath?	<p>You W-2 statement from UCPath will cover:</p> <ul style="list-style-type: none"> <li>• For Monthly: Pay dates April 1 (Earnings beginning March 1, 2019) – December 1 (Earnings ending November 31, 2019).</li> <li>• For Biweekly: Pay dates April 3 (Earnings beginning March 10, 2019) – December 23 (Earnings ending December 14, 2019).</li> </ul> <p>Please be aware that any off cycle checks with an issued pay date during the 2019 calendar year will be included in your 2019 W-2.</p>
When will the W-2's be available on UCPath?	W-2's will be available on UCPath by 1/31/2020.
How will I know that my W-2 is available?	If you consented to receive your W-2 electronically, you will be sent an email notification to your preferred email address once your W-2 is available on UCPath.
What if I did not consent to an electronic W-2?	If you did not consent to an electronic W-2, a printed copy will be mailed through the United States Postal Service by 1/31/2020 and you should expect to receive it by 2/14/2020.
I am an active employee. What if I do not receive my printed W-2 through the mail?	<p>If you are an active employee and have not received your W-2 by 2/14/2020, it will be available through UCPath. You have the options to:</p> <ul style="list-style-type: none"> <li>- Log into UCPath online and print your W-2 yourself.</li> <li>- Log into UCPath online and submit an intelligent Records and Data Request form requesting a duplicate W-2 be mailed to you.</li> <li>- You can call the UCPath Center Employee Services and have ES submit the request on your behalf.</li> </ul>
I am a former employee. What if I do not receive my printed W-2 through the mail?	<p>If you are a former employee and received payroll earnings during the period of March 2019-December 2019 and have not received your W-2 by 2/14/2020, you have the option to:</p> <ul style="list-style-type: none"> <li>- Log into your UCPath and print your W-2 yourself. See more information under Terminated Employees.</li> <li>- Call UCPath Center Employee Services and request them to, on your behalf, submit a Records and Data Request for a duplicate to be mailed to your home address on file.</li> </ul>
<b>W-2 from Legacy Payroll System (including January to mid-March 2019 Payroll earnings)</b>	
As a UC Berkeley employee, is it true that I will receive two W-2's?	Yes, UC Berkeley employees may receive two W-2's for 2019. This is due to the transition to the UCPath system in March 2019.

<p>What payroll earnings will be included in my W-2 issued from the legacy payroll system prior to Berkeley's transition to UCpath .</p>	<p>W-2 statements from the legacy payroll system (prior to Berkeley's transition to UCPath in March 2019) will include:</p> <ul style="list-style-type: none"> <li>• For Monthly: Pay dates January 2 (Earnings beginning December 1, 2018) – March 1 (Earnings ending February 28,2019)</li> <li>• For Biweekly: Pay dates January 9 (Earnings beginning December 16, 2018 ) – March 9, 2019 (Earnings ending March 9,2019)</li> </ul> <p>Please be aware that any off cycle checks with an issued pay date during the 2019 calendar year will be included in your 2019 W-2.</p>
<p>I am a former employee. What if I do not receive my printed W-2 through the mail?</p>	<p>If you are a former employee and received payroll earnings during the period of January 2019-mid March 2019 and have not received your W-2 by 2/14/2020, please email the local UC Berkeley payroll office at <a href="mailto:payhelp@berkeley.edu">payhelp@berkeley.edu</a>. This W-2 was issued from the legacy payroll system before the transition to UCPath and will require local assistance.</p>

<p>If I am an UC Davis or UC ANR employee and received my first paycheck in October 2019 or later – where will I find my W-2?</p> <p>If I am an UC Berkeley employee and received my first paycheck in March 2019 or later – where will I find my W-2?</p>	<p>For this time period, you will only receive one W-2 from UCPath. Reminder, for UC Davis or UC ANR employees, W-2 statements from UCPath will cover your October - December, 2019 paychecks.</p> <p>For this time period, you will only receive one W-2 from UCPath. Reminder, for UC Berkeley employees, W-2 statements from UCPath will cover your March - December, 2019 paychecks</p>
<p>Will I ever receive more than one W-2 from UCPath?</p>	<p>Possibly. For a small group of employees, it is possible to receive two or more UCPath W-2's under the following conditions:</p> <ul style="list-style-type: none"> <li>- If you have state wages (Boxes 15-17) for more than one state</li> <li>- If you have more than four Box 12 codes</li> </ul> <p>In each case, most of the information you need to file your taxes will be displayed on your first W-2. Your second W-2 will have 'FED W-2 DATA IS ON SEPARATE W-2' listed in Box 14 and will contain the second state information in Boxes 15-17 and/or your additional Box 12 information starting in Box 12a. The above is true for <b>both</b> UCPath online and UCPath printed/mailed W-2's.</p>
<p><b>W-2 Instructions and Information</b></p>	
<p>Is there a document that explains my W-2?</p>	<p>Yes, in the Knowledge Library is a document named <i>How to Understand Your UCPath W-2 -2019</i>. This document contains more details regarding each box of the W-2.</p>
<p>Are there additional W-2 filing instructions available?</p>	<p>Yes, in UCPath, refer to the <i>Filing Instructions</i> document on the View W-2/W-2c Forms screen. For printed W-2's, refer to the back of your W-2 document.</p>
<p>W-2 Box a – What does it mean if 'Applied For' is displayed?</p>	<p>If you do not currently have a SSN, 'Applied For' will be displayed in Box a of your W-2.</p>
<p>W-2 Boxes 3 &amp; 4 – What if these boxes are blank?</p>	<p>If you are NOT subject to Social Security taxes, then these boxes will be blank.</p>
<p>W-2 Boxes 3 &amp; 4 – If I am an UC Davis or UC ANR employee and see that these boxes are blank?</p>	<p>If you are an UC Davis or UC ANR employee, these boxes could be blank because you exceeded the 2019 wage limit prior to cutover to UCPath. In this case, you owed no further Social Security taxes on your UCPath wages. Refer to these boxes on your AYSO W-2.</p>
<p>W-2 Boxes 5 &amp; 6 – What if these boxes are blank?</p>	<p>If you are NOT subject to Medicare taxes, then these boxes will be blank.</p>
<p>W-2 Boxes 7, 8, 9, 11 – What if these boxes are blank?</p>	<p>W-2 Boxes 7, 8, 9 and 11 are always leftblank.</p>

<b>Questions regarding my W-2</b>	
If I am an UC Davis, UC ANR or UC Berkeley employee and have questions regarding my W-2 on AYSO, where do I go?	Contact your location's HR or payroll office with questions regarding your 2019 W-2 found on AYSO.
If I am an UC Davis, UC ANR or UC Berkeley employee and have questions regarding my UCPath W-2, where do I go?	Should you have any additional questions, or need other services, please submit an inquiry by visiting <a href="http://ucpath.universityofcalifornia.edu">ucpath.universityofcalifornia.edu</a> . On the upper left hand side, click on "Ask UCPath Center" to send us your questions, or contact the UCPath Center to speak with an associate Monday – Friday, 8:00 a.m. – 6:00 p.m. at 855-982-7284.
<b>Former Employees &amp; W-2s</b>	
As a former employee from UCOP, ASUCLA, UC DAVIS, UCM, UCR, UC ANR, UCB, UCSB or UCLA -- how do I obtain my W-2 online?	Upon separation from the university, and you had an alternate email on file (meaning a non-UC email) in UCPath, you will receive a "Welcome Letter" informing you that a UCPath account was created and how to access UCPath online to obtain your W-2. If not, contact UCPath Center to speak with an associate Monday – Friday, 8:00 a.m. – 6:00 p.m. at 855-982-7284 to set up your account in the "former employee" portal.
As a former employee from UC Davis, UC ANR, how do I obtain my W-2 online?	For information prior to 9/30/2019, access the At Your Service Online (AYSO) account. Your AYSO credentials have not changed.  For 10/1/2019 through separation, Upon termination if you had an alternate email on file (meaning a non-UC email) you will receive a "Welcome Letter" informing you that a UCPath account was created and how to access UCPath online to obtain your W-2.
As a former employee with no access to my UCPath account, how do I obtain that access?	Contact UCPath Center to speak with an associate Monday – Friday, 8:00 a.m. – 6:00 p.m. at 855-982-7284 to set up your account in the "former employee" portal.
As a former employee, will I receive my printed W-2?	Former employees who did not consent to an electronic W-2 or, did not provide an alternate non UC email address on file, will receive a paper W-2 sent to the last home address on file, and via the United States Postal Service.