

How to Stop Receiving Paper W-2s

- Click the Employee Self-Service button on the HR home page (Even if you don't use a timesheet, this will get you to Employee Self-Service)
- Log in using your NetBadge login information, computing ID, and Self Service Time and Leave (Integrated System) password
- Choose UVA Employee Self-Service
- Choose Personal Information
- Click *Update* under Basic Details
- Click *Next*
- Click *Next* again
- Click *Update* under Self-Service Preference for Person
- Choose *No* from the drop-down menu next to Paper
- Click *Apply*
- Click *Next*
- Click *Submit*
- You will see a confirmation that states "Your changes have been applied."

Employees may also stop receiving paper W-2s by emailing UVA Finance - Payroll at AskHR@virginia.edu and including the following statement: "Please accept this email as consent for the University of Virginia to provide my Form W-2 electronically. I acknowledge and understand that I will no longer receive a paper W-2."