

Use this task to request a W-2 reissue in UCPath.

Dashboard Navigation:

Income and Taxes > **W-2 Reissue Request**


or

Menu Navigation:


Employee Actions > Income and Taxes > **W-2 Reissue Request**

Note: This example uses sample images as seen on a computer. Sample images appear differently on a tablet or smartphone, but the steps remain the same.

The screenshot shows the UCPath interface for Charles Weiss. On the left is a navigation menu with options like Direct Deposit, View Paycheck, View Pay Record, CA State W-4, Federal Withholding, Out-of-state Tax, and W-2 Reissue Request (highlighted). The main content area is titled 'W-2 REISSUE REQUEST' and contains a form to complete information for a reissue. The form includes a 'Home Address' section with a text input field containing '300 Lakeside Dr, Dummy 100, Oakland CA 94612'. Below this is a 'W2 Request for year' dropdown menu set to '2016'. To the right is a 'Select where you want your W-2 delivered' dropdown menu with 'Mailing Address' selected. A blue 'SUBMIT' button is at the bottom of the form. The top right of the page has a 'Log out' link and an 'Ask UCPath Center' button.

Step	Action
1.	This feature is available after your first online W-2 is issued in UCPath. W-2s from previous payroll systems are not available in UCPath. Year after year, as W-2s are issued for tax purposes, you have access to each tax year W-2.
2.	Use the W2 Request for year field to enter the year you are requesting. For this example, accept the default 2016 .
3.	Click the button to the right of the Select where you want your W-2 delivered field. 
4.	Select the address to which the re-issued W-2 should be sent. For this example, click the Home Address list item.
5.	Click the Submit button.

The screenshot shows the UCPath user interface. On the left, a sidebar menu for Charles Weiss (Primary Title: RSCH ADM 3, Employee ID: 10000021, Service Date: 04/01/2013) lists various options. The 'W-2 Reissue Request' option is highlighted. The main content area displays a 'SUBMIT CONFIRMATION' message: 'The Submit was successful.' with an 'OK' button. A 'Log out' link is in the top right, and an 'Ask UCPath Center' button is also visible. The footer includes 'Terms of Use' and 'University of California'.

Step	Action
6.	<p>A confirmation message appears.</p> <p>Click the OK button.</p> 
7.	<p>You have requested a W-2 reissue in UCPath online.</p> <p>End of Procedure.</p>