

December 19, 2023

W2 INFORMATION

W2 time is just around the corner. Please remind employees to ensure their address is correct in Employee Self Service. W2s will be mailed to the address on file for those employees opting for a paper W2.

Administrators must approve Multiple Assignment, Part time hours and LWOP keyed in SAP: As a reminder, when approving hours in SAP, please ensure that you change the Reporting Period to OTHER PERIOD and enter the dates 7/1/23 through the end of the payroll period in order to capture everything from the beginning of