



# CENTRAL PAYROLL W-2 REPRINT PROCESS FOR UNIVERSITIES AND INACTIVE HR-PAYROLL EMPLOYEES JOB AID PY-2

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## Job Aid Description

The purpose of this job aid is to describe the process for Central Payroll W-2 reprint requests for Universities and inactive HR-Payroll employees.

## Background and General Information

In 2008, OSC implemented the Integrated HR-Payroll System to replace the Central Payroll System. The first group of HR-Payroll agencies migrated effective January 1, 2008, and the final group converted on April 1, 2008. There were nine universities that remained on the Central Payroll System until their conversion to the UNC-GA Banner HR-Payroll System in 2010. No W-2s were produced by the Central Payroll System after December 31, 2010.

The Central Payroll W-2 data for tax years 2001 through 2010 has been uploaded to the Integrated HR-Payroll System, and reprints of W-2s for those years are executable by Integrated HR-Payroll entities for active employees. Reprints for inactive HR-Payroll employees or university employees must be generated by the BEST Shared Services Call Center and are mailed to the agency or university address on record.

## Availability of Employee Tax Information (Form W-2, Wage and Tax Statement)

Annual tax statement data is provided for agency HR-Payroll Offices in various formats, depending on the age of the data. Currently, W-2 data for years 1977 through 2010 is available.

Year(s)	University Employers or Integrated HR-Payroll System Employers on Behalf of Inactive Employees	Standard W-2 Format
2011	Universities only: Reported by UNC Banner Payroll System	Yes
2001 – 2010 (Only Tax Years 2001 – 2008 for inactive HR-Payroll employees)	For W-2 reprint, contact BEST Shared Services: Phone: 866-622-3784 FAX: 919-855-6861	Yes
2001 – 2010 (Only Tax Years 2001 – 2008 for inactive HR-Payroll employees)	Data Available in Systemware (unformatted): OSCPX EMP ACCUM TAX INFORMATION	No
2000	Data Available in Systemware (unformatted): OSCPX EMP ACCUM TAX W2 FOR 2000	No
1977 – 1999	Data Available on Microfiche: Contact BEST Shared Services: Phone: 866-622-3784 FAX: 919-855-6861	No

Except for tax years 2001 through 2010, none of the tax statement data listed above is provided in the standard IRS Form W-2 format.

## Process for Requesting the Reprint of a W-2 for Tax Years 2001 - 2010

Requests for duplicate Central Payroll W-2s should be directed to OSC's BEST Shared Services Call Center and must be submitted by the employing agency or university Fiscal or Payroll Officer. Each request must contain the following information:

- Employee's full name
- Employee's full Social Security Number
- W-2 Year Requested

Employees who need reprints must contact their original university or HR-Payroll employer, who will submit the request to the Call Center. Once processed, the W-2s are mailed directly to the employer, where the employer will release the document to the employee upon presentation of a valid photo identification.

Inactive or university employees who contact BEST Shared Services directly to request a reprint will be referred to the employing entity's Payroll Office.

Requests for reprints of W-2s for tax years 2001 – 2010 can be submitted to the Call Center using any of the following methods:

Triangle Area Phone:	919-707-0707
Outside Triangle Area Phone:	866-622-3784
FAX:	919-855-6861
Mailing Address:	OSC Best Shared Services 1425 Mail Service Center Raleigh, NC 27699-1425
Email:	BEST@osc.nc.gov

**NOTE:** Requests sent via email must be password protected. Otherwise, Social Security Numbers should not be emailed.

Once the request is received, a HEAT ticket is generated to document the request, and the ticket number provided to the requestor. W-2 reprints generated through the Integrated HR-Payroll System are printed and mailed directly to the employer the next morning.

## Tax Year 2000

Annual Tax Statement data for 2000 is available as an unformatted electronic report in Systemware (X/NET, X/PTR, X/TND) under the directory, CENTRAL PAYROLL (IMS)/OSC/PXA and report title OSCPX EMP ACCUM TAX W2 FOR 2000.

All agency and university Payroll Offices have security to access this report.

**Tax Years 1977-1999**

Annual Tax Statement data for 1977 through 1999 is available on microfiche. Requests for these years must be directed to the BEST Shared Services Call Center and must be submitted by the employing agency or university Fiscal or Payroll Officer. Each request must contain the following information:

- Employee's full name
- Employee's full Social Security Number
- W-2 Year Requested

Employees who need tax statement data must contact their original university or HR-Payroll employer, who will submit the request to the Call Center. Once processed, the data is sent directly to the employer, where the employer will release the information to the employee upon presentation of a valid photo identification.

Inactive or university employees who contact BEST Shared Services directly to request tax statement data will be referred to the employing entity's Payroll Office.

The data provided for tax years 1977 through 1999 will not be presented in the standard IRS Form W-2 format. Results can take up to ten (10) business days for receipt by the requestor.