

Frequently Asked Questions Enrollment for Online W-2 Access

Q. Who do I contact if I am unable to withdraw my consent online?

A. Contact your payroll department from this list:

University of Nebraska

UNK	(308) 865-8182	payroll@unk.edu
UNL	(402) 472-2010	payroll@unl.edu
UNO	(402) 554-2321	unohr@unomaha.edu
UNOP	(402) 472-5272	kstoat@nebraska.edu
	(402) 472-7990	aalloway@nebraska.edu
UNMC	(402) 559-7460	unmcpayroll@unmc.edu

Nebraska State College System

CSC	(308) 432-6224	payroll@csc.edu
System office	(402) 471-2505	hr@nscs.edu
PSC	(402) 872-2230	hr@peru.edu
WSC	(402) 375-7403	hr@wsc.edu

Q. I do not see my W-2 on ESS?

A. You either did not elect via ESS to receive your W-2 online, or you specifically elected to receive a paper copy. You will also receive a paper copy if separated from employment. If you receive a paper copy, you will not receive an online copy unless you chose to enroll for online access.

Q. Do I have to re-elect each tax year?

A. No, your election stays in force for future tax years until you change it.

Q. What happens if I DO NOT log into Firefly to select either online delivery or paper copy during the enrollment period?

A. You will receive a paper copy and will not have access to the online form, unless you would choose to enroll in online access.

Q. Why doesn't my W-2 taxable gross match my Social Security and/or Medicare gross?

A. See potential reasons stated below:

1. For benefit eligible employees: depending on your individual situation, there are pretax deductions, such as, dental, health, long-term disability, etc. which reduce your taxable gross amounts for Social Security and Medicare. In addition, there is a maximum limit on the taxable Social Security amount, whereas, the Medicare taxable gross has no limit.
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2. Individuals enrolled in tax sheltering retirement programs reduce their taxable gross.
3. Students enrolled in the minimum credit hours during each school term and working in a student job are exempt from being taxed. Those students who are working in a full-time student job or in a non-student job are taxed regardless of credit hours.

Q. Why doesn't my W-2 gross match the YTD gross on my pay advice?

A. The W-2 amounts should match your pay advice, but in the YTD section at the bottom of the pay advice. The Earned YTD amounts at the top left section denote the actual amount of cash wages paid to you during the calendar year.

Q. If I enroll today will I be able to see my most recent W-2?

A. Yes, if you enroll today as an active employee you will have access to your previous year's W-2.

Q. How do I enroll to receive my online W-2?

A. Instructions can be found [here](#). *Note: these instructions require user to be on a secure campus network or using VPN.*