To make a NEW W-2 delivery method election, please follow the below steps under "New Election" instructions. If you are changing an already existing method for the current tax year, or if you do not see the "New Election" button, please scroll down to the "Changing an Existing Election" instructions.

## New Election

- 1. Log into BUworks Central at <u>www.bu.edu/buworkscentral</u>
- 2. Click on the Employee Self-Service tab, then click on W-2 Election, under the Pay section

BOST	TON rsity									
Home d	Employ	yee Self-Service	Manager Self-Service	Organizational Chart	Fina	ance	ACCT XWalk	Reporting	Procurement	Worklist
Overview	w		· · · · · · · · · · · · · · · · · · ·							
Ē	mploye	e Services								
	Ŧ	Homepage Lis	t of Services Search							
		Time Services				Perso	onal Information			
		Review your time b employees can reco	alances and plan your time ord working time.	off. Weekly		Mana inform and ef	ge your addresses, nation about family r thnicity data.	emergency con nembers and de	tact, personal data, ependents and your	race
		Quick Links Time Off Request								
		Quick Links       Time Off Request       Benefits   Work Environment Display the University property assigned to you.								
	<b>5</b> 10	Benefits				Display the University property assigned to you.				
	100 50	Display the plans in which you are currently enrolled and enroll in new benefit plans.				Travel and Expense Reimbursements				
		Quick Links	a BLI Benefits Center			Revie Card	w the University's T and manage Trave	ravel Policy, app and Expense F	oly for a Travel Crec Reimbursements via	lit
		BU Benefits Center				Conci	Jr.			
		BU Total Rewards a	and myrnage		/ 140	Camp	us Services			
	5.05	Pay			200		e nen Di kverke eel	Foonios functio		antfor
	সূঁৰ	Display your salary	statement and your direct of	deposit information.		FitRed	s non-BOWORKS ser	and Terrier Con	ns, such as enroilm venience Plan.	ent for
		Quick Links						CT XWalk     Reporting     Procurement     Worklist       Cormation		
	[	W-2 Election								
		W-2 Display								

- 3. Ensure that you are allowing pop-ups, because the election will open in a new window
- 4. Click on the "New Election" button, then click "Elect for Trustees of Boston University"

election for Online W	/-2/W-2c		
-			
For help making your W-2 E	lection please <u>click here</u> .		
<ul> <li>Overview of Elections</li> </ul>	New Election 4		
Status	E Elect for Trustees of Boston University	Consent Status	<b>•</b>
			<b>`</b>

5. After clicking on "Elect for Trustees of Boston University", the election screen for the current tax year will appear.

lection for Online	e W-2/W-2c			
	,			
•				
For help making your W	-2 Election please <u>clic</u>	ck here.		
<ul> <li>Overview of Election</li> </ul>	IS			
Status	E	lection Valid From	Consent Status	
Election period open	0	1/01/2017	Receive Form W-2/W-2c only in paper.	
•				
▼ Employee Details				
· Employee Details				
Personal Information				
Employee name:	Your name v	will appear here		
<ul> <li>Election Details</li> </ul>	Receive paper W	-2 Receive online W-2		
Election Details				
	04/04/0047			
Election Valid From:	01/01/2017			

The status for the current tax year election period should indicate that the Election period is open. Under the Election Details section, you can choose to receive a paper W-2 or to receive your W-2 online only. In order to make an election, you will click on one of the options.

6. After you click on your election, the below confirmation pop-up will open. You need to click "OK" in order to save your election.



7. After clicking "OK", you will get a message indicating that your choice has been saved and you can now close the window.

lection for Online W	/-2/W-2c		
Data saved successfully			
•			
For help making your W-2 El	lection please <u>click here</u> .		
<ul> <li>Overview of Elections</li> </ul>			
Status	Election Valid From	Consent Status	
Election period open	01/01/2017	Receive Form W-2/W-2c only via online service.	
•			
Employee Details			
Personal Information			
Employee name:			
▼ Election Details	Receive paper W-2		
Election Details			
Election Valid From:	01/01/2017		
Election Period End:	01/20/2018		

## **Change Existing Election**

- 1. Log into BUworks Central at www.bu.edu/buworkscentral
- 2. Click on the Employee Self-Service tab, then click on W-2 Election, under the Pay section

BOST	ON SITY									
Home 🖞	Emplo	yee Self-Service	Manager Self-Service	Organizational Chart	Fina	ince	ACCT XWalk	Reporting	Procurement	Worklist
Overview	v									
E	mploye	ee Services								
	•	Homepage   Lis	t of Services Search							
		Time Services Review your time balances and plan your time off. Weekly employees can record working time.				Personal Information				
						Manage your addresses, emergency contact, personal data, information about family members and dependents and your race and ethnicity data.				race
		Quick Links	( Links							
		nine on Request				Work Environment				
	50	Benefits	in which you are currently enrolled and enroll in			Displa	y the University pro	property assigned to you.		
	100	Display the plans in new benefit plans.			$\checkmark$	Travel and Expense Reimbursements				
		Quick Links Open Enrollment via BU Benefits Center BU Total Rewards a	a BU Benefits Center			Review the University's Travel Policy, apply for a Travel Credit Card, and manage Travel and Expense Reimbursements via Concur.			dit 1	
					0	Camp	us Services			
	৩°০ সুব	Pay Display your salary	statement and your direct of	deposit information.		Access non-BUworks self-service functions, such as enrollment for FitRec , Parking Permits and Terrier Convenience Plan.				
	[	Quick Links Salary Statement W-2 Election W-2 Display								

- 3. Ensure that you are allowing pop-ups, because the election will open in a new window
- 4. You will notice that the "New Election" button is no longer available. To confirm your election, find the current tax year start date and review the text in the Consent Status column. If your election is correct, you do not need to do anything further. If you want to change your election, click on the row that has the open election period.
  Election for Online W-2/W-2c

<b>.</b>			
For help making your W-2 Elect	ion please <u>click here</u> .		
<ul> <li>Overview of Elections</li> </ul>			
Status	Election Valid From	Consent Status	
Election closed	01/01/2014	Receive Form W-2/W-2c only via online service.	
Election closed	01/01/2015	Receive Form W-2/W-2c only via online service.	
Election closed	01/01/2016	Receive Form W-2/W-2c only via online service.	
Election period open	01/01/2017	Receive Form W-2/W-2c only via online service.	
• • • • • • • • • • • • • • • • • • •			

5. The election options will appear at the bottom, allowing you to change your election

ection for Online W	/-2/W-2c		
-			
For help making your W-2 E	lection please <u>click here</u> .		
<ul> <li>Overview of Elections</li> </ul>			
Status	Election Valid From	Consent Status	
Election closed	01/01/2014	Receive Form W-2/W-2c only via online service.	
Election closed	01/01/2015	Receive Form W-2/W-2c only via online service.	
Election closed	01/01/2016	Receive Form W-2/W-2c only via online service.	
Election period open	01/01/2017	Receive Form W-2/W-2c only via online service.	
➡ Employee Details			
Personal Information			
Employee name:	Your name will appear her	re	
▼ Election Details	Receive paper W-2	nline W-2	
Election Details			
Election Valid From:	01/01/2017		
Election Period End:	01/20/2018		

- 6. Make your choice, paper or online only, by clicking either option.
- 7. After you click on your election, the below confirmation pop-up will open. You need to click "OK" in order to save your election

Confirmation	
Confirm your election	
By confirming this election, you agree to receive Forms W-2 and W-2c as selected below.	
Receive Form W-2/W-2c only in paper.	
You can withdraw your consent at any time during the election period.	
ОК	Cancel

8. After clicking "OK", you will get a message indicating that your choice has been saved and you can now close the window.

ection for Online W-2	2/W-2c		
Data saved successfully			
*			
For help making your W-2 Elect	tion please <u>click here</u> .		
Overview of Elections	Electron Mellal Essen	Occurrent Otabur	
Status	Election Valid From	Consent Status	
Election closed	01/01/2014	Receive Form W-2/W-2c only via online service.	
Election closed	01/01/2015	Receive Form W-2/W-2c only via online service.	
Election period open	01/01/2018	Receive Form W 2/W 2c only in paper	
Election period open	01/01/2017	Receive Form w-2/w-2c only in paper.	
<u>د</u>			
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<ul> <li>Employee Details</li> </ul>			
Denne and Jufe museling			
Personal Information			
Employee name:			
Election Details	eceive paper W-2	a W-2	
Election Details			
Election Details Election Valid From: 01/	01/2017		