

Dear Rutgers Colleagues,

The year 2021 is quickly coming to an end and the issuance of your W-2 wage statement is just around the corner. W-2 statements for calendar year 2021 will be available in mid-to-late January 2022.

Again this year, we strongly encourage all employees to take advantage of the paperless option, especially as we continue to work through these challenging times, by opting-in to receive an electronic W-2 statement (it is identical to the paper format and easy to access and print).

If you elected the paperless option in the past, your consent remains in effect – you do not need to take any action. THANK YOU!

If you want to join your fellow employees in receiving electronic W-2 statements, you must provide your consent by January 17, 2022. Log in to the [myRutgers portal](#), and within the My Paycheck section, click on the “W-2 Online Consent” link. After you submit the form, you will receive an email confirming your consent. When the electronic W-2 statement is available for you to view/print, we will notify you via email.

If you choose not to submit a consent form, a paper W-2 statement will be mailed to your home address on file.

In either event, please take this opportunity to verify your home address. If necessary, update your address by logging in to the [myRutgers portal](#) and clicking on the Personal Information icon located within the second panel below your name.

If you have questions, please contact the OneSource Rutgers Faculty and Staff Service Center at 732-745-SERV (7378) or OneSource@rutgers.edu.

Happy holidays,

Steve Roga
Associate Controller, Payroll Services

