Feb. 1, 2021 Update script

Welcome to the Employee Update!

I'm Mary Hightower

We are expanding what was the HR Update to include info from the business office, IT and anything else that might concern our division of ag employees.

In this episode, we'll cover:
- Obtaining your W-2s
- COVID leave
- Domain change

Getting your W2: (*I will be showing a video on how to click through Workday to get the W-2*.)

If you elected to get an electronic copy through Workday, here's how you do it:
1. In the View section, click **More.**
2. Click the **My Tax Documents** button.
3. Your tax documents will display. If you were employed by more than one institution in the UA System, you may have more than one W-2.
4. In the Employee Copy column, click the **View/Print** button.
5. You will see a notification that 'Your request is being processed'. After a moment, your W-2 will display.
6. To download and save a copy of your W-2, click the **download icon** in the top right corner.
7. To print a copy of your W-2, click the **print icon** in the top right corner.

Your W-2 may also be accessed from the Workday mobile app. Your W-2 will remain in your Workday Profile Tax Document section indefinitely.

You may have also elected to get a printed copy, you'll get it through snail mail.
For questions concerning W-2s, please contact the Payroll office at payroll@uaex.edu**.**

It's important to note that AES employees will have at least two W-2 if they were hired before July 1, 2020. One will be from UA-Fayetteville and one from the Division of Agriculture.

COVID Reporting form
If you have tested positive for COVID-19, are being tested, have symptoms or are being notified that you are a primary contact, please use our COVID self-reporting form. This can be found under the HR section of the employee page. Click on the COVID-19 panel to find the self-reporting link.

COVID leave
The Families First Coronavirus Relief Act expired at the end of 2020. However, the University of Arkansas System has approved its institutions to allow employees up to 80 hours of combined leave for COVID-related absences. Please contact Nytalya Salter at yourbenefits@uaex.edu if you are in need of COVID-related leave.

Domain Change

We've got a big change coming up. If you missed Dr. Cochran's note last week, we are changing our domain. What does that mean? It means both the experiment station and cooperative extension service will have the same domain – UADA.edu. I'll encourage you to register for the February 9 edition of Tech Tuesday. You can reach the link using this QR code or through a link in Dr. Cochran's memo.

Thanks for watching!