

W2 Frequently Asked Questions

Q: Why don't my W2 wages match my 12/31/13 pay advice?

A: The wages shown in box 1 & 16 are your taxable wages and have been adjusted for pre-taxed deductions, such as health and dental contributions.

Q: Where can I find how much I paid in dues in 2013 on my W2?

A: The dues are not shown on the W2. Your total dues paid can be found in the year to date column on your 12/31/13 pay advice.

Q: When will I receive my W2?

A: For employees who have NOT consented to receive their W2's electronically, they will be mailed by January 31, 2014. For employees who have consented to receive their W2's electronically, they will be available through the MyGSU portal before January 31, 2014. An email communication will be sent to confirm the date.

Q: What should I do if I can't access my W2?

A: Make sure your pop-up blocker is turned off and that you are using Internet Explorer. If you are still unable to access your W2, please contact the GSU helpdesk at 708.534.4357

Q: What should I do if I changed my mailing address and did not receive my W2?

A: If you are an employee, please opt in to get your W2 online through the MyGSU portal. You may also contact our Human Resources department at gsu-hr@govst.edu or 708-534-4100 to update your mailing address. If you are no longer an employee, please contact the payroll office at payroll@govst.edu or 708-235-7628 for further assistance. If you are a student employee, please contact the Registrar's Office at regoffice@govst.edu or 708-534-4500 to update your contact information.

Q: Can you help me complete my tax forms?

A: We are unable to help complete tax forms. Please contact your tax preparation service or the Internal Revenue Service for assistance.