



## **MEMORANDUM**

**TO:** University Community

**FROM:** Carlos A. Flores  
Director of Operations  
Division of Human Resources

**DATE:** January 18, 2008

**SUBJECT:** Distribution of W2 Forms for 2007

Due to the midyear implementation of the new Payroll System, employees will receive at least two W2 Forms for the 2007 calendar year.

For the first half of the year (January to June of 2007) employees will receive one W2 Form from the State of Florida which will be sent to University departments for distribution to each employee. For the second half of the year (July to December of 2007) employees will receive one W2 Form from ADP which will be mailed directly to their current home address.

All W2 Forms will be distributed to employees by January 31<sup>st</sup>, 2008.

For those employees who receive Extra State Compensation or Overload payments, a third W2 Form which will include these additional wages will be mailed directly to their current home address from ADP.

For additional information please contact our Human Resources Service Center at (305)348-2181 or email [edward.leao@fiu.edu](mailto:edward.leao@fiu.edu).