



It's that time of the year again. The W-2's along with the 1095's will be mailed to employees the end of January. Please take a minute to verify your home mailing address by logging into the my.uhnj.org portal. Scroll down and select Self Service Banner. You will be prompted to enter your "A" number and PIN. You can find your home address under Personal Information. Your W-2 will be mailed to the address as it appears in Banner. Therefore, if your address or telephone number has changed, please update this information online by choosing Update Address(es) and Phone(s).

To ensure proper delivery, addresses **must be updated through the portal by end of business day on Friday, January 12, 2018.**

If you have any questions, please call the Human Resources Office:

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