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## In This Issue

- Home address for W2 mailing

## Helpful Links

### Inside UTHSCSA

*This link will take you to the login screen for Inside UTHSCSA. From there you may connect to Employee Self Service to update your mailing address*

## Contact Us

**Payroll Services**  
pay-admin@uthscsa.edu

**TO:** HSC Faculty and Staff  
**FROM:** Andrea M. Marks, MBA, CPA  
Vice President and Chief Financial Officer  
**SUBJECT:** Home Address update for W-2 distribution

Toward the end of this month, our Payroll Office will be mailing IRS form W-2 to all employees with 2011 earnings. We anticipate mailing over 7800 forms this year. If you have moved in the last year and have not updated your home address, please do so immediately. The quickest way to update your mailing address is to login to the Inside UTHSCSA portal and use the Employee Self Service - Personal Information screen. Please make any needed changes by Friday, January 13<sup>th</sup> to ensure that your W-2 is mailed to the correct address and prevent unnecessary delays.

