

## ePay Self Service W-2 Job Aid

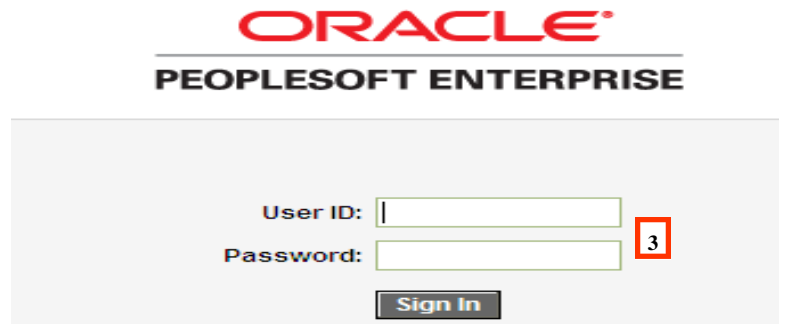
The ePay Self Service W-2 functionality allows employees to view and print their current and past W-2 information. Step-by-step instructions are outlined below.

1. Access the District's home page at [www.PalmBeachSchools.org](http://www.PalmBeachSchools.org)  
Click on the "Employees" box.
2. On the right side of the page is the [SELF SERVICE](#) link. Click to access the PeopleSoft Login page.  
*(If you receive a message about enabling cookies, please clear your cache and return to Step #1.)*  
*If you receive an error message about security, please click **Sign Out** and return to Step #1.)*
  - \* First time users, click on [Forgot Password](#) link to retrieve your login information.
  - \* Please click on [Forgot Password](#) link if you have forgotten your password, or do not know your login information.



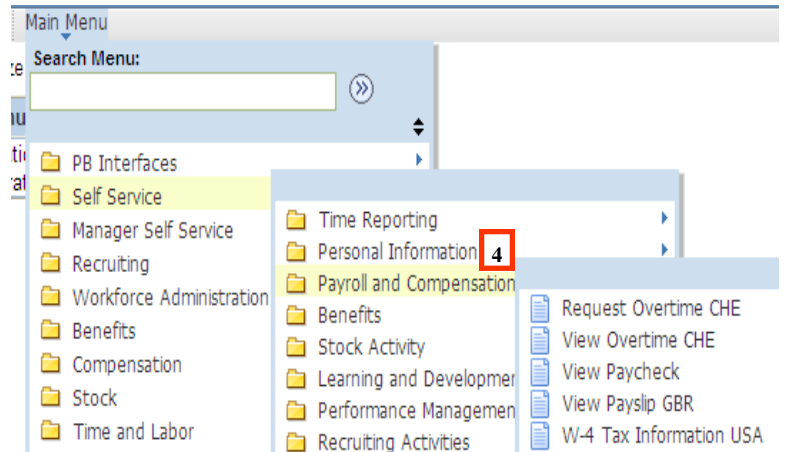
**The District's PeopleSoft Login page appears.**

3. Enter your **User ID** and **Password**, and then click on the **Sign In** button.



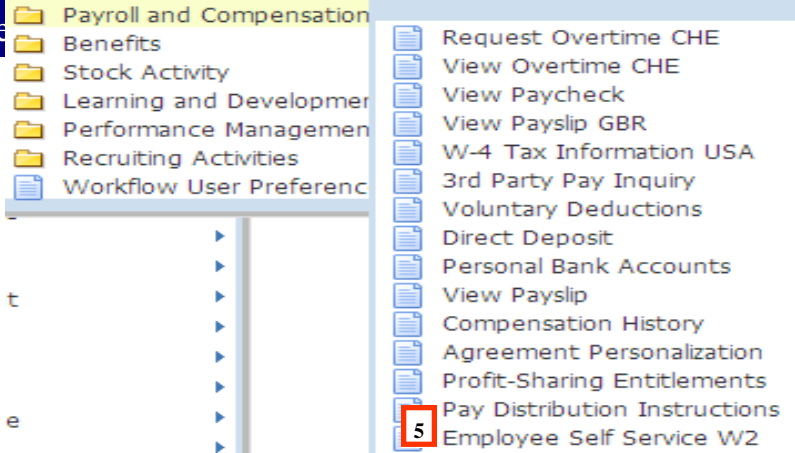
**The PeopleSoft HCM Main Menu for Employee Self Service appears. The number of menu items will vary based on your level of security access.**

4. Click on or hover over the [Payroll and Compensation](#) link located on the left or middle of the page.



**ePay Self Service**

**The Payroll and Compensation Menu appears. From this menu, you can view your paycheck, change your direct deposit information, update your W-4 tax information and view/print your W-2**



- 5. Click on the *Employee Self Service W2* link to view/print your current or past W-2 information.

**The W-2 page appears. You can review and/or print your information.**

**View and Print W-2 - 2011**

- 6. Your Employee ID, Name and Address will appear. (Please verify that the address is correct. If changes need to be made go to Personal Information in Self Service.)



- 7. To View and Print your current W-2 click in the yellow button.
- 8. To View Previous Year(s) W-2 click here.

**8**  
[View Previous Year\(s\) W-2](#)

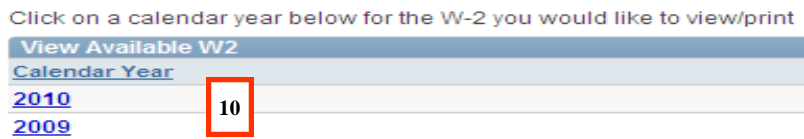
**Your W-2 form will appear.**

- 9. By clicking on the 'Click Here' box your current W-2 will appear. You may print the form to file your taxes with the IRS.

Form W-2 Wage and Tax Statement 2011			
1 Social Security tax		1 Wages, tips, other compensation	2 Federal income tax withheld
40392.55		40392.55	4002.16
3 Allocated tips		3 Social security wages	4 Social security tax withheld
41013.56		41013.56	1722.57
5 Advance EIC payment		5 Medicare wages and tips	6 Medicare tax withheld
41013.56		41013.56	594.70
7 Employer identification number (EIN)		14a - FRS	12a
59-6000783		14a - ST25	621.01
8 Employee social security number		14b - 401E	382.56
XXXX-XX-XXXX		14c - Bencor	
13 Statutory employee (S)		14d - 401A	
		14d - 401A	
15 State	Employer's state ID number	16 State wages, tips, etc.	17 State income tax
18 Local wages, tips, etc.			19 Local income tax
20 Locality Name			

**View Previous Year(s) W-2**

- 10. By clicking on 'View Previous Year (s) W-2' (as shown in example 8) you will be able to view/print the W-2 that you select.



[Return to 2011 W-2](#)