

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. If you are using a District operated computer, your browser will default to the District's portal page. Click on the 'Oracle/PeopleSoft' icon.



2. If you are using a non-District operated computer, please go to the District website at www.palmbeachschools.org and on the home page click the 'Sign In' as shown below: This will direct you to the District's portal page log in screen; log in using your network userID and password.



3. This will link you to the PeopleSoft Home page.



4. Click on the My Payroll and Compensation icon.



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To the left the Payroll and Compensation Menu appears. From this menu, you have several options, for example, you can view your paycheck, update your W-4 tax information, change your direct deposit information, and view your W-2.



5. Click on the [View W-2/W-2c Forms](#) link, the screen defaults to your current W-2 information.



6. To print your current W-2, click on the [Year End Form](#) link. For an explanation of your W-2, click the [Filing Instructions](#) link.

- View Paycheck
- W-4 Tax Information
- Direct Deposit
- View W-2/W-2c Forms 5
- W-2/W-2c Consent
- Employee One Giving
- Compensation History
- PFP Salary Election

New Window | Help | Personalize Pa

View W-2/W-2c Forms

Your Name

Review your available W-2 and W-2c forms below. Select the year end form that you would like to review.

[View a Different Tax Year](#)

Select Year End Form						Personalize
Tax Year	W-2 Reporting Company	Tax Form ID	Issue Date	Year End Form	Filing Instructions	
2015	PBC	W-2	01/19/2016	Year End Form 6	Filing Instructions	

The W-2 page will appear in a new window. You can review and/or print your information.

Please note that you may need to allow pop-ups and/or download Adobe Acrobat Reader.

Form W-2 Wage and Tax Statement 2011							
		7 Social Security tips		1 Wages, tips, other compensation		2 Federal income tax withheld	
				40392.55		4002.16	
c Employer's name, address, and ZIP code School Dist of Palm Beach C FULTON-HOLLAND ED S 3300 Forest Hill Boulevard West Palm Beach FL 33406 USA		8 Allocated tips		3 Social security wages		4 Social security tax withheld	
				41013.56		1722.57	
e Employer's name, address, and ZIP code Employee Name Street Address City, State Zip Code USA		9 Advance EIC payment		5 Medicare wages and tips		6 Medicare tax withheld	
				41013.56		594.70	
		10 Dependent care benefits		11 Nonqualified plans		12a	
		5 Employer identification number (EIN)		14a - FRS		12b	
		59-6000783		621.01			
		A Employee social security number		14e - STS		12c	
		XXX-XX-XXXX		382.56			
		13 Statutory employee (C)		14c - 401K			
		Retirement Plan (B)		14d - 401A			
		Third party sick pay (D)					
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
Copy 2 To Be Filed With Employer's State, City, or Local Income Tax Return.						Dept. of the Treasury - IRS	

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To View Previous Year(s) W-2



7. To print a previous year(s) W-2, click on the *View a Different Tax Year* link.

- View Paycheck
- W-4 Tax Information
- Direct Deposit
- View W-2/W-2c Forms**
- W-2/W-2c Consent
- Employee One Giving
- Compensation History
- PFP Salary Election

New Window | Help | Personalize Pa

View W-2/W-2c Forms

Your Name

Review your available W-2 and W-2c forms below. Select the year end form that you would like to review.

[View a Different Tax Year](#) 7

Select Year End Form						Personalize
Tax Year	W-2 Reporting Company	Tax Form ID	Issue Date	Year End Form	Filing Instructions	
2015	PBC	W-2	01/19/2016	Year End Form	Filing Instructions	



8. Click on the Tax Year you would like to view/print and follow steps 6 and 7.

- View Paycheck
- W-4 Tax Information
- Direct Deposit
- View W-2/W-2c Forms**
- W-2/W-2c Consent
- Employee One Giving
- Compensation History
- PFP Salary Election

New Window

View W-2/W-2c Forms

Select the tax year that you would like to review.

Select Tax Year	
Tax Year	Company
2015	School Dist of Palm Beach Co
2014	School Dist of Palm Beach Co
2013	School Dist of Palm Beach Co
2012	School Dist of Palm Beach Co

[Return to Year End Form Selection](#)

If you have any questions regarding your access to PeopleSoft or navigation, please contact the IT Service Desk at (561) 242-4100 (Px44100).

If you have questions regarding your paycheck, please see your Payroll Contact.