
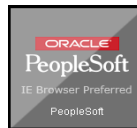



ePay Self Service View W-2 Job Aid


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.



ePay Self Service W-2 Job Aid

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.

Pay

W-4 Tax Information

Direct Deposit

View W-2/W-2c Forms 5

W-2/W-2c Consent

Employee One Giving

Compensation History

PPF Salary Election

New Window | Help | Personalize Page |

View W-2/W-2c Forms

Custodian, School

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

View a Different Tax Year

Select Year End Form						Personalize 1 of 1
Tax Year	W-2 Reporting Company	Tax Form ID	Issue Date	Year End Form	Filing Instructions	
2016	PBC	W-2	01/20/2017	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			
f Employer's name, address, and ZIP code Employee Name Street Address City, State Zip Code USA		10 Dependent care benefits		11 Nonqualified plans		12a			
		b Employer identification number (EIN)		14a - FRS		621.01		12b	
		59-6000783		14b - STS		382.56		12c	
		A Employer social security number XXX-XX-XXXX		14c - 401K					
		13 Statutory employee (C)		Retirement Plan (B)		Third party sick pay (D)		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	
Copy 2 To Be Filed With Employer's State, City, or Local Income Tax Return.								Dept. of the Treasury - IRS	

ePay Self Service W-2 Job Aid

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.

Pay

[New Window](#) | [Help](#) | [Personalize Page](#)

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

View W-2/W-2c Forms

Custodian, School

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

[View a Different Tax Year](#) 7

Select Year End Form						Personalize 1 of 1
Tax Year	W-2 Reporting Company	Tax Form ID	Issue Date	Year End Form	Filing Instructions	
2016	PBC	W-2	01/20/2017	Year End Form	Filing Instructions	



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

Pay

View W-2/W-2c Forms

Select the tax year that you would like to review.

Select Tax Year	
Tax Year	Company
2016	School Dist of Palm Beach Co
2015	School Dist of Palm Beach Co
2014	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.