

TO: All Human Resource Directors for
Agencies Served by the
Bureau of Commonwealth Payroll Operations (BCPO)

FROM: Stephen R. Burns 
Director
Bureau of Commonwealth Payroll Operations

DATE: June 20, 2016

RE: BCPO Payroll Memo #16-04, Electronic W-2s

As a [GO-TIME](#) initiative, the Commonwealth is implementing an electronic only option for IRS Form W-2, Wage and Tax Statement. Beginning next month, employees will have an “Election for Online W-2” option under the Payroll Information menu within Employee Self Service (ESS). By choosing the Online Only option, employees agree to retrieve their W-2 form via ESS and will no longer receive a printed copy. Employees who do nothing will continue to receive the printed copy in the mail.

There are several benefits for employees to elect the online only option:

- Earlier access versus waiting for paper copies in the mail.
- Eliminates the risk of a paper form being lost, stolen, or damaged in the mail.
- Secure access from any internet connection using the Commonwealth ESS portal.
- Supports the health of our environment through the reduction of paper.
- No annual renewal is necessary, but the option to return to paper exists.

Going paperless also will help reduce Commonwealth expenses. Around 100,000 W-2/W-2c forms are printed each year and the Commonwealth taxpayer incurs the costs for the printing and mailing of these forms.

This memo is simply to give you advanced notice so you can help promote this initiative and be prepared in case employees have questions. More information will be communicated directly to employees in November as we get closer to the end of the 2016 tax year. If you have any questions on the content of this memo, please email us at ra-ob-bcpo@pa.gov.

cc: Anna Maria Kiehl, Chief Accounting Officer, Office of the Budget
James Honchar, Deputy Secretary, Human Resources & Management, Office of Administration
Jennifer Doherty, Chief Procurement Officer, Department of General Services
Jeff Snyder, Manager, IES Payroll, Office of Administration
Bureau Directors (5)