

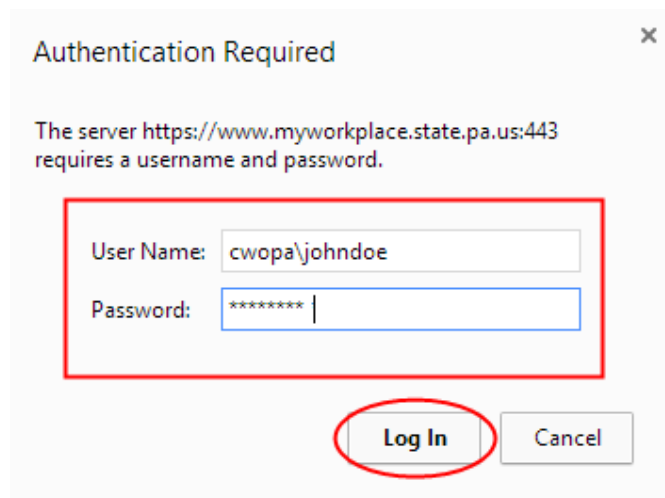
Accessing and Printing Electronic W-2/W-2c via Employee Self Service (ESS)

ESS provides personalized and role-based access. It is a web-based service that puts you in control of managing your information. ESS gives you the flexibility and convenience of having more control of your information as it relates to commonwealth employment.

Step 1: ESS can be accessed either from home or work, using the internet or the commonwealth's intranet at www.myworkplace.state.pa.us.

Step 2 (If accessing from work, skip to step 3): When accessing ESS from **HOME**, using the internet, once logged on to your computer, you can access ESS by opening Internet Explorer and typing the web address in the address bar.

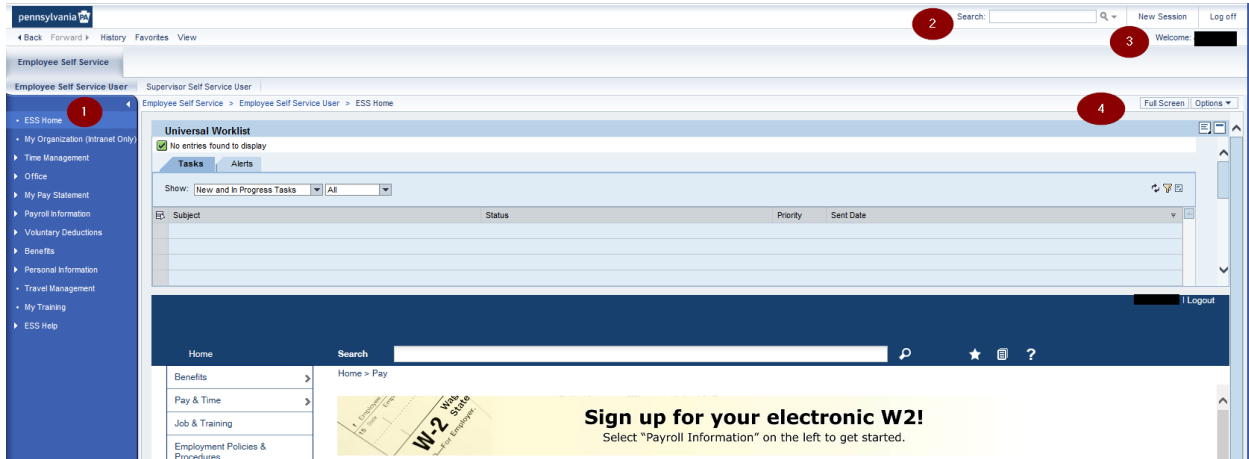
You are then prompted to log into the commonwealth network using "cwopa\Network User Name" (e.g. cwopa\johndoe) and Password.



- a. "cwopa\" is required as part of the User Name to gain access to ESS from a computer not connected to the commonwealth's network. The '\' button is located above the 'Enter' key on most keyboards.
- b. The "Password" will be your CWOPA logon password used to log on to a commonwealth computer.
- c. Then click 'Log In'.

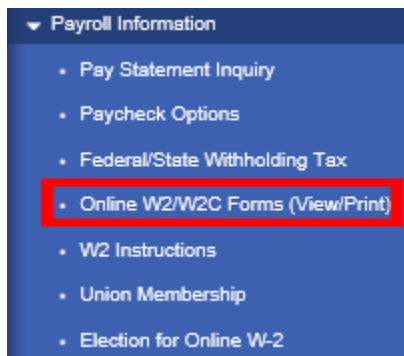
Step 3: When logging on to your computer at **WORK**, you are logging into the commonwealth network (intranet). Once logged on to your computer, you can access ESS by opening Internet Explorer and typing the web address in the address bar. No additional logons are required.

Step 4: Once logged on, the ESS Home Page will open:



1. The left sidebar is the ESS main navigation. You can select menu items and choose your transaction type at any time.
2. In the top-right corner, you'll find a search tool and buttons to open a new session or log off.
3. Your name will appear at the top right.
4. You have a variety of view options, including full screen.

Step 5: Using the left navigation bar select the “Payroll Information” menu option. A dropdown of menu options will appear. Select the “Online W2/W2C Forms” menu option.



Note: W2 Instructions which appear on the back of the paper copy are available in the link directly below the Online W2/W2c Forms.

Step 6: The most-current tax year available will be displayed. Select the tax year you want to view/print and click the Continue button.

Print Duplicate W2/W2C Forms

1 Select Tax Year 2 Select Form 3 Acknowledgement

Select Tax Year

Select Tax Year

Select the tax year for the W2/W2C form you would like to print: 2015

Continue

Step 7: Select the form you want to view/print and click the Continue button. Note: All forms generated for the selected tax year will appear including W-2cs.

Print Duplicate W2/W2C Forms

1 Select Tax Year 2 Select Form 3 Acknowledgement

Select Form

If more than one W2C form is displayed for the tax year, you should print all W2C's to ensure you have the most current information. If you have any questions, contact the Bureau of Commonwealth Payroll Operations at 717.772.5354. Attorney General employees should contact the Attorney General Payroll Office at 717.787.3134. Auditor General employees should contact the Auditor General Payroll Office at 717.787.3636.

Tax Year: 2015

Form	As of Date
W2	12/31/2015

Back Continue

Step 8: The following acknowledgement screen will appear. Click Continue to proceed to the document selected.

Print Duplicate W2/W2C Forms

1 Select Tax Year 2 Select Form 3 Acknowledgement

Acknowledgement

Acknowledgement

Your W2/W2C form contains sensitive personal information. We recommend that you do not display this information on a public computer and that you use precautionary measures (such as installing and enabling anti-virus/anti-spyware software) when accessing this information from home.

It will take several seconds for the form to appear in your browser window. As an additional security precaution, please be sure to log off and close your browser window when you are finished.

Back Continue

Step 9: The selected document will appear in PDF format to view or print.

Step 10: When you are finished in ESS, click 'Log off' located at the top right of your ESS Home Page.

If you experience logon issues or need additional assistance with ESS, please contact the HR Service Center at 1.866.377.2672.