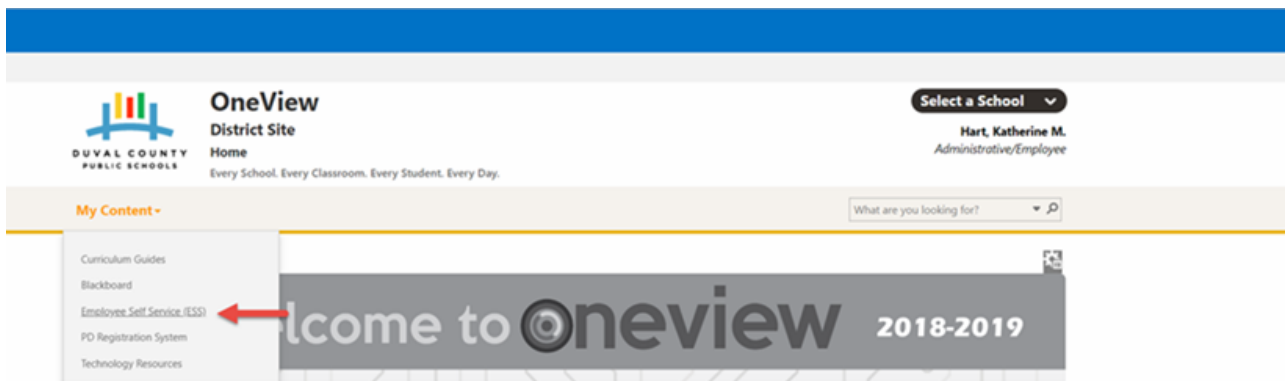


W2 Online Election through ESS Procedures

- 1) Access the ESS Portal through OneView to make your selection.***
 - While on the DCPS network, go to <https://oneview.duvalschools.org>. You will automatically be logged into OneView through Single-sign on.
 - Outside of DCPS, go to <https://oneview.duvalschools.org> and use your DCPS network credentials to log in.

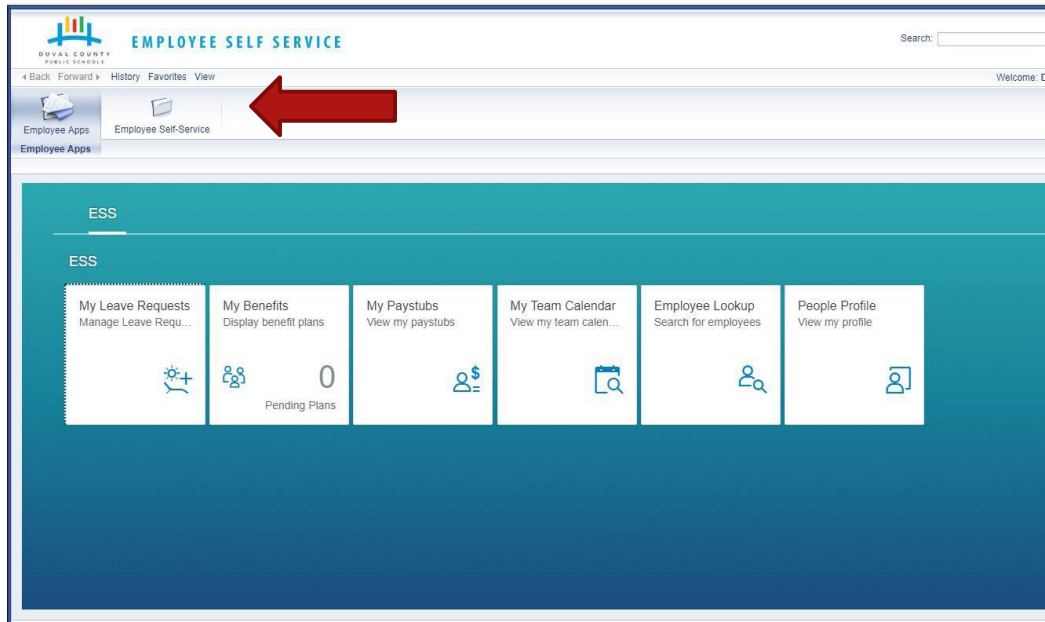
Once logged into OneView, go to My Content and then click on Employee Self Service (ESS).

*****NOTE: Use Google Chrome to access OneView.**

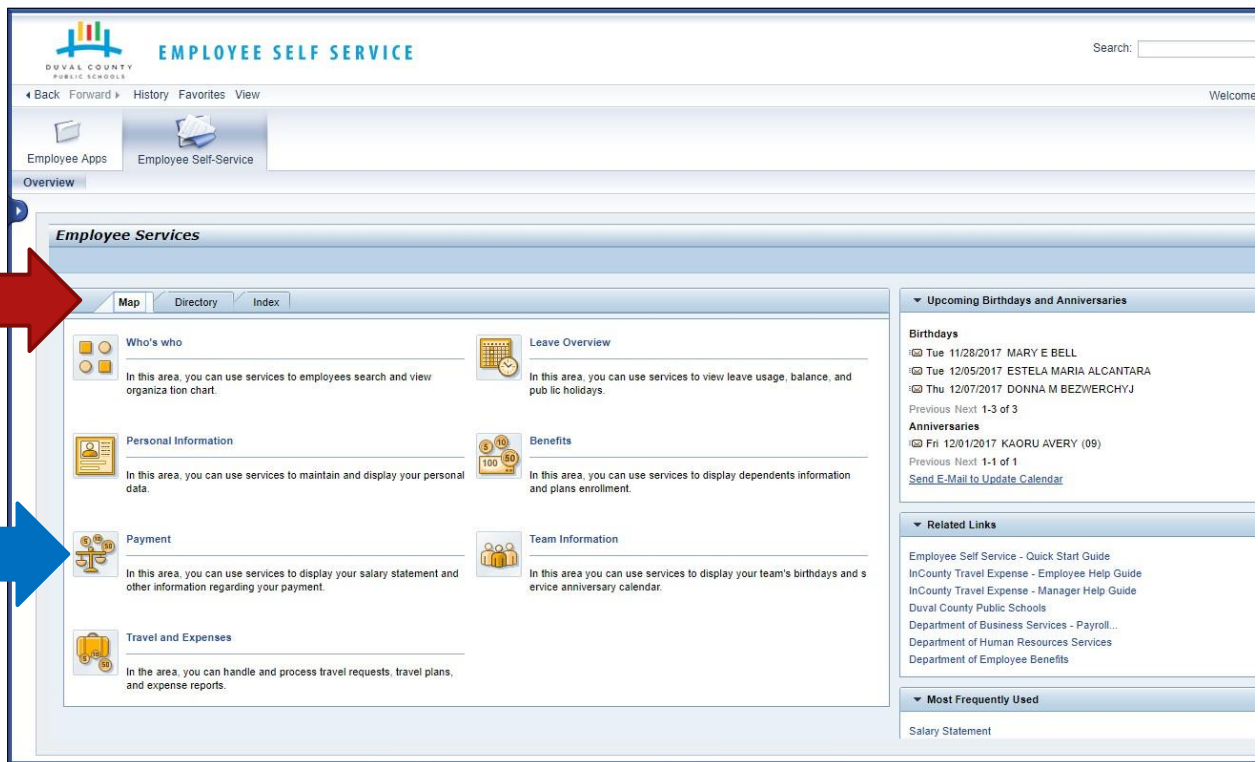


- 2) Log in to ESS using your network log-in ID and password:

3) Select **"Employee Self Service"** option in the upper left:



4) Select **"MAP Tab"**, then on the MAP Tab select the **PAYMENT** icon option:



5) Select **“W2 Online Selection”** option:

The screenshot shows the 'Employee Self Service' portal for Duval County Public Schools. The page title is 'Employee Self Service Area Page'. Under the 'Payment' section, there are several links: 'Salary Statement', 'W-4 Tax Withholding', 'W2 Online Selection', 'W2 Online', and 'View Online W2 in PDF format'. A red arrow points to the 'W2 Online Selection' link.

Payment

- Salary Statement
You can view your most recent salary statement here.
- W-4 Tax Withholding
You can create, change, and display the information included on the W-4 form here.
- W2 Online Selection
You can select Online W-2 option.
- W2 Online
View Online W2 in PDF format.

6) Click on **“New Election”** button to open:

The screenshot shows the 'Election for Online W-2/W-2c' page. A red arrow points to the 'New Election' button in the 'Overview of Elections' section. Below the button is a table with columns for Status, Election Valid From, Election Valid To, Tax Company, and Consent Status.

Election for Online W-2/W-2c

Overview of Elections New Election

Status	Election Valid From	Election Valid To	Tax Company	Consent Status
Election period open	05/01/2017	12/31/9999	Duval County Public Schools	Receive Form W-2/W-2c only via online service.

7) Highlight the **ELECTION PERIOD OPEN** row (Click the row to highlight).

Election for Online W-2/W-2c

▼ Overview of Elections

Status	Election Valid From	Election Valid To	Tax Company	Consent Status
Election period open	01/01/2015	12/31/9999	Duval County Public Schools	Receive Form W-2/W-2c only via online service

▼ Employee Details

Personal Information

Employee name:

▼ Election Details Receive W-2 in paper | Receive W-2 online

Election Details

Election Valid From:

Election Valid To:

Tax Company: Duval County Public Schools

Election Period Begin:

Election Period End:

Additional Information

For more information, refer to the additional guidelines or contact the HR Administration.

8) Next, click to choose your selection to **RECEIVE W-2 Online**:

▼ Election Details Receive W-2 in paper | Receive W-2 online

Election Details

Election Valid From:

Election Valid To:

Tax Company: Duval County Public Schools

Election Period Begin:

Election Period End:

Additional Information

For more information, refer to the additional guidelines or contact the HR Administration.

- 9) Once you have made your selection the following screen will appear for you to confirm your election:

The screenshot shows a web application interface for 'Employee Details'. It includes sections for 'Personal Information' (Employee name), 'Election Details' (with sub-options for 'Receive W-2 in paper' and 'Receive W-2 online'), and 'Additional Information'. The 'Election Details' section contains several date and company selection fields. A 'Confirmation' dialog box is open, displaying the text: 'Confirm your election. By confirming this election, you agree to receive Forms W-2 and W-2c as selected below. Receive Form W-2/W-2c only in paper. You can withdraw your consent at any time during the election period.' The dialog has 'OK' and 'Cancel' buttons. A red arrow points to the 'OK' button.

- 10) **Click OK and you will now receive your W2 online through the ESS website.**
If you have any questions, please contact the Payroll Department at (904)390-2022 for assistance.

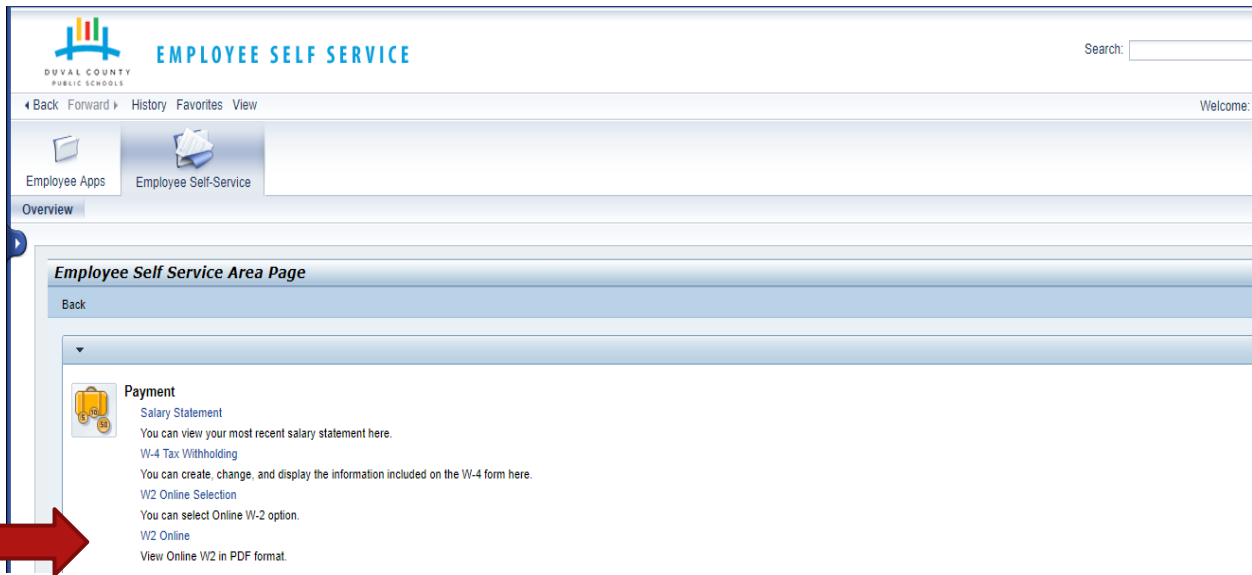
- 11) **“Data Saved Successfully” is the final acknowledgement your selection has been saved:**

The screenshot shows the 'Election for Online W-2/W-2c' page. At the top, there is a message: 'Data saved successfully' with a green checkmark icon. Below this is a table titled 'Overview of Elections' with a 'New Election' button. The table has the following columns: Status, Election Valid From, Election Valid To, Tax Company, and Consent Status. The first row is highlighted in yellow and contains the following data:

Status	Election Valid From	Election Valid To	Tax Company	Consent Status
Election period open	05/01/2017	12/31/9999	Duval County Public Schools	Receive Form W-2/W-2c only via online service.

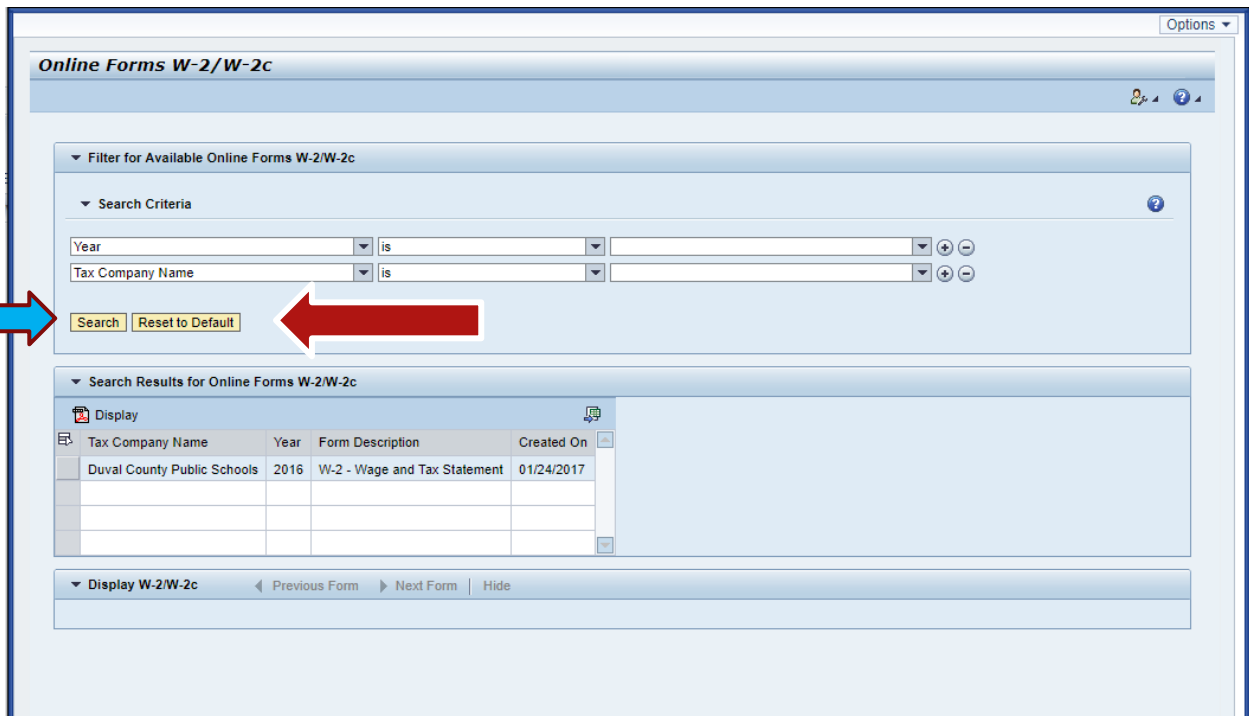
Below the table, there is a section for 'Employee Details'. A red arrow points to the 'Data saved successfully' message.

12) To View or Print your available W2s, go back to **Step #5** and select **“W2 Online”**:



The screenshot shows the 'EMPLOYEE SELF SERVICE' portal for Duval County Public Schools. The 'Payment' section is expanded, showing links for 'Salary Statement', 'W-4 Tax Withholding', 'W2 Online Selection', 'W2 Online', and 'View Online W2 in PDF format'. A red arrow points to the 'W2 Online' link.

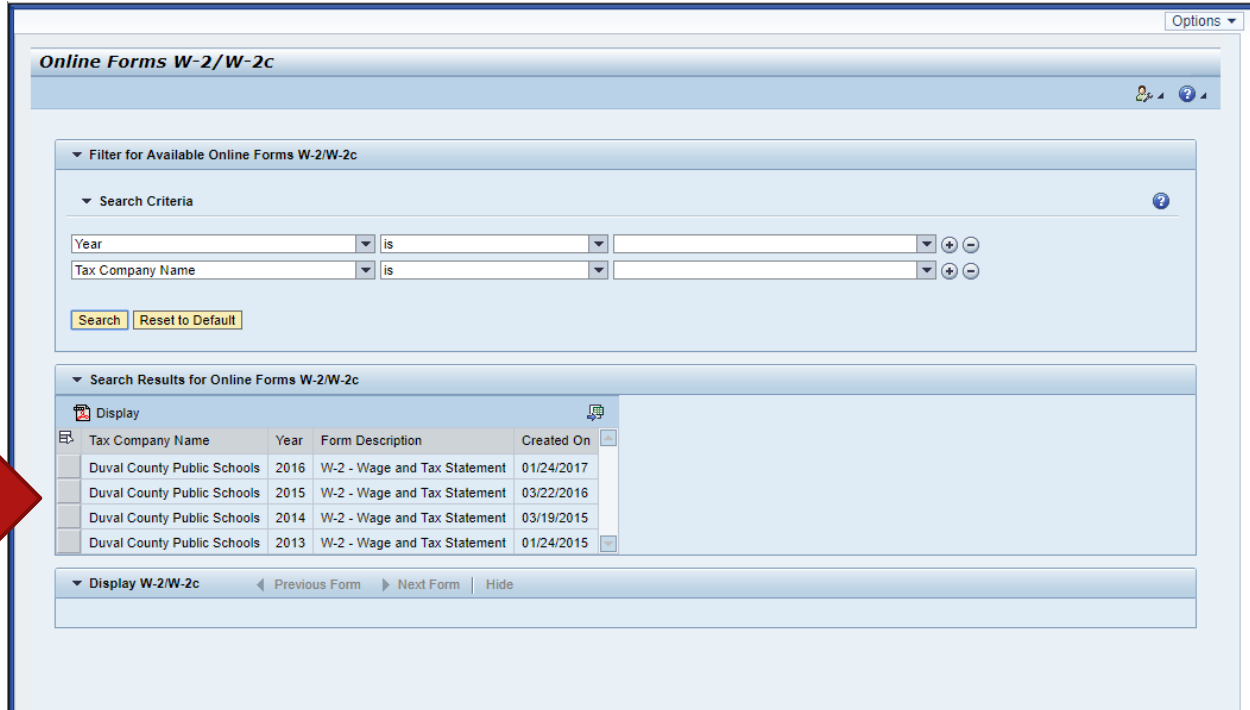
13) Select **“Reset to Default”**, THEN select **“SEARCH”**. This action will display **ALL** W2 options by year:



The screenshot shows the 'Online Forms W-2/W-2c' search interface. The 'Search Criteria' section has 'Year' and 'Tax Company Name' dropdowns, both set to 'is'. The 'Search' button is highlighted with a blue arrow, and the 'Reset to Default' button is highlighted with a red arrow. The search results table below shows one result for Duval County Public Schools in 2016.

Tax Company Name	Year	Form Description	Created On
Duval County Public Schools	2016	W-2 - Wage and Tax Statement	01/24/2017

- 14) Click to highlight the row for the DCPS W2 year you are requesting (this grid represents **ALL** W2s available to you online at this time). **NOTE: If you need a W2 for a year that does not appear in the grid for selection, you may request that W2 for a small fee through the Payroll Department at (904) 390-2022.**



Online Forms W-2/W-2c

Filter for Available Online Forms W-2/W-2c

Search Criteria

Year is []

Tax Company Name is []

Search Reset to Default

Search Results for Online Forms W-2/W-2c

Display

Tax Company Name	Year	Form Description	Created On
Duval County Public Schools	2016	W-2 - Wage and Tax Statement	01/24/2017
Duval County Public Schools	2015	W-2 - Wage and Tax Statement	03/22/2016
Duval County Public Schools	2014	W-2 - Wage and Tax Statement	03/19/2015
Duval County Public Schools	2013	W-2 - Wage and Tax Statement	01/24/2015

Display W-2/W-2c Previous Form Next Form Hide

- 15) Now, click to select "Display" and your selected W2 will appear in the window below. Now you can either follow the toolbar to **Print, Save As or View**. Also, you can right click within the screen to **Print or Save As**:

Search Results for Online Forms W-2/W-2c

Display

Tax Company Name	Year	Form Description	Created On
Duval County Public Schools	2016	W-2 - Wage and Tax Statement	01/24/2017
Duval County Public Schools	2015	W-2 - Wage and Tax Statement	03/22/2016
Duval County Public Schools	2014	W-2 - Wage and Tax Statement	03/19/2015
Duval County Public Schools	2013	W-2 - Wage and Tax Statement	01/24/2015

Display W-2/W-2c

Previous Form Next Form Hide

Form.pdf

1 / 1

1 Wages, tips, other compensation	28376.31	2 Federal income tax withheld	2060.26	1 Wages, tips, other compensation	28376.31	2 Federal income tax withheld	2060.26
3 Social security wages	29285.92	4 Social security tax withheld	1815.73	3 Social security wages	29285.92	4 Social security tax withheld	1815.73
5 Medicare wages and tips	29285.92	6 Medicare tax withheld	424.65	5 Medicare wages and tips	29285.92	6 Medicare tax withheld	424.65
7 Social security tips		8 Allocated tips		7 Social security tips		8 Allocated tips	
9 Employee's first SSN	99-4900589	10 Dependent care benefits		9 Employee's first SSN	99-4900589	10 Dependent care benefits	
11 Nonqualified plans		12a See instructions for box 12	DD 8747.52	11 Nonqualified plans		12a See instructions for box 12	DD 8747.52
13 Statutory employee	Retirement plan	13c		13 Statutory employee	Retirement plan	13c	
14 Other FRS 414(h) EE Contribu	900.61	14c		14 Other FRS 414(h) EE Contribu	900.61	14c	
Employee's first name and initial Last name Suf.				Employee's first name and initial Last name Suf.			



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