

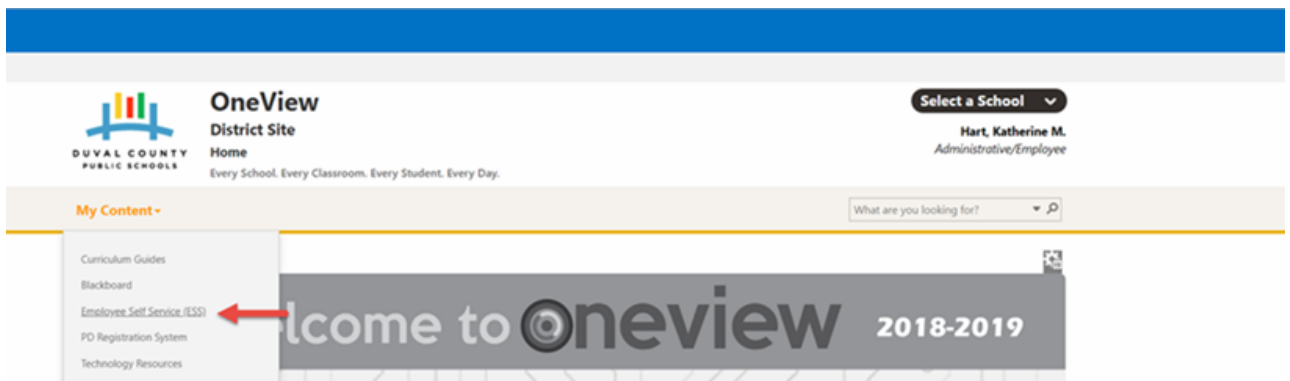
W2 Online Printing Instructions

1) Access the ESS Portal through OneView to make your selection.***

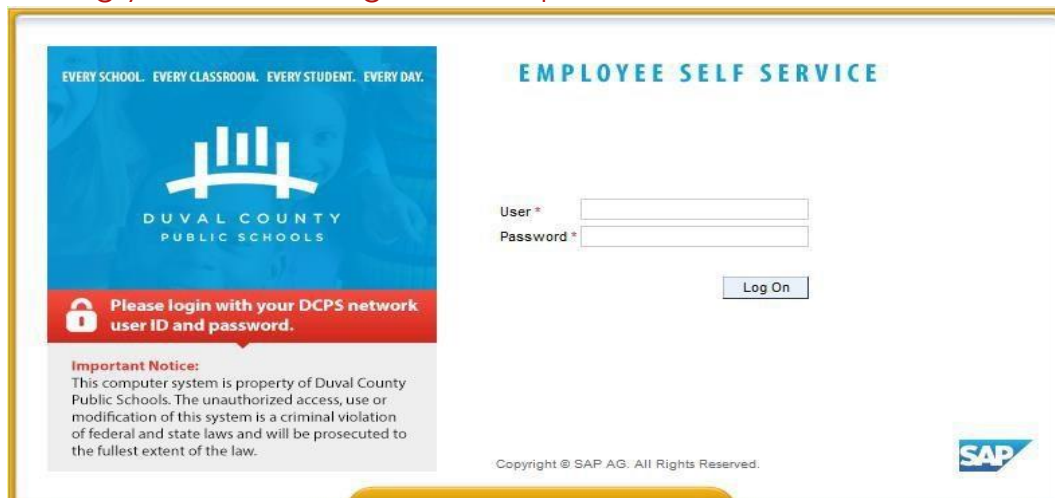
- While on the DCPS network, go to <https://oneview.duvalschools.org>. You will automatically be logged into OneView through Single-sign on.
- Outside of DCPS, go to <https://oneview.duvalschools.org> and use your DCPS network credentials to log in.

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

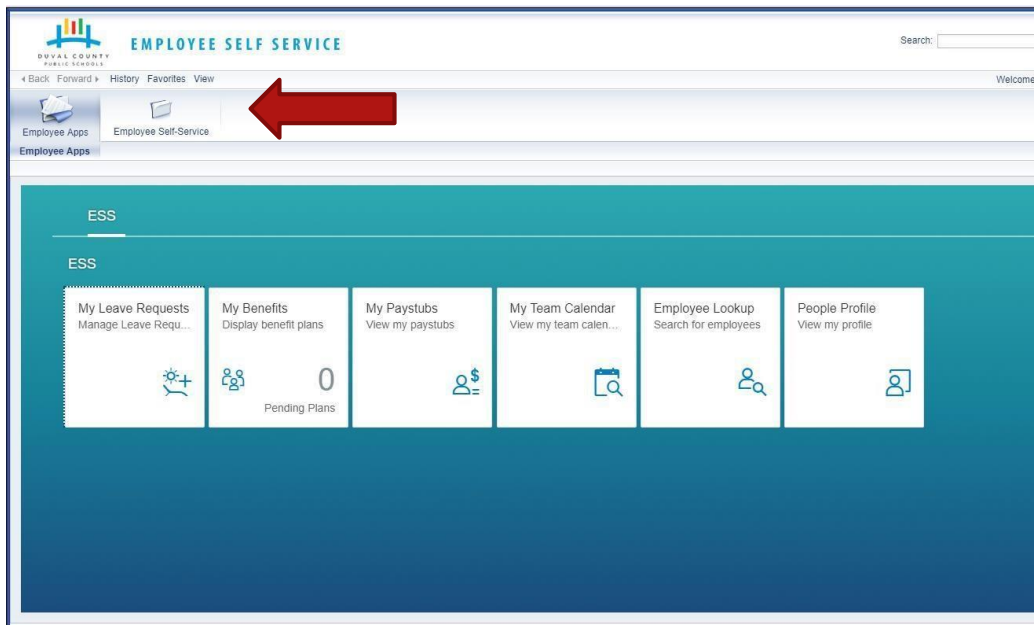
***NOTE: Use Google Chrome to access OneView.



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 the Payment option on the main page:



5) Select W2 Online.

Employee Self Service Area Page

Back




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.

5) Next, select the 'Year 2018' row for W-2 Wage and Tax Statement.

Online Forms W-2/W-2c

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

Search Criteria

Tax Company Name is not []

Year is 2015


Search Reset to Default

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

Display

Tax Company	Tax Company Name	Year	Form Description	Created On
0016	Duval County Public Schools	2017	W-2 - Wage and Tax Statement	01/20/2016 01/24/2018

Display W-2/W-2c



6) Then click Display:

Online Forms W-2/W-2c

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

▼ Search Criteria

Tax Company Name is not

Year is 2015

Search Reset to Default

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

Display

Tax Company	Tax Company Name	Year	Form Description	Created On
0016	Duval County Public Schools	2017	W-2 - Wage and Tax Statement	01/24/2018

► Display W-2/W-2c

7) Your tax year 2018 W-2/W-2c will be displayed with the options to print or save.

If you have any questions, please contact the Payroll Department at (904)390-2022 for assistance.



DCPS PAYROLL DEPARTMENT
1701 Prudential Drive
Jacksonville, Florida 32207
(904) 390-2022 Fax: (904)390-2446
www.duvalschools.org