

Employee Self-Service (ESS)

**Electronic W-2/W-2C Form
Employee Consent**

Summary

- Consistent with continuous process improvements, the County is activating a new feature from Employee Self-Service (ESS) to directly access an electronic image of your annual IRS Form W-2: Wage and Tax Statement (or W-2C: Corrected Wage and Tax Statement – if any). This system enhancement is secure, safe, real-time, convenient, and cost-effective.
- By Federal law [IRS Regulations section 31.6051-19(j)], you must give consent for the County to stop mailing your paper W-2/W-2C and start using the online digital format. Initial consent can be activated for tax year 2017 and will roll forward to future periods until you make a different election.
- If consent is withheld or subsequently withdrawn (or if you separate from County employment), you will not have access to the online version and a paper form will be mailed by the Federal deadline.

Summary (continued)

- The election period for your consent will be suspended each year from mid-December until the end of January while the Office of Finance completes the tax year-end closing process. Any subsequent changes will be prospective without any retroactivity. Please activate your consent immediately and avoid taking action at the last minute.
- The electronic form(s) will be available online by January 31. You will have an option to save a PDF of the form to a local file and/or print to a local printer.
- A five-year history of the forms will be built and maintained - 24/7 - beginning January 2018 and thereafter.
- Visit the Office of Finance/Payroll Group to request W-2 copies for reporting periods prior to tax year 2017.

Summary (continued)

This material explains how to:

- ✓ access ESS,
- ✓ activate (or deactivate) W-2/W-2C consent, and
- ✓ display, save, or print W-2/W-2C.

Note: You must access ESS at least once every 30 days or your password will expire. Address questions or issues to:

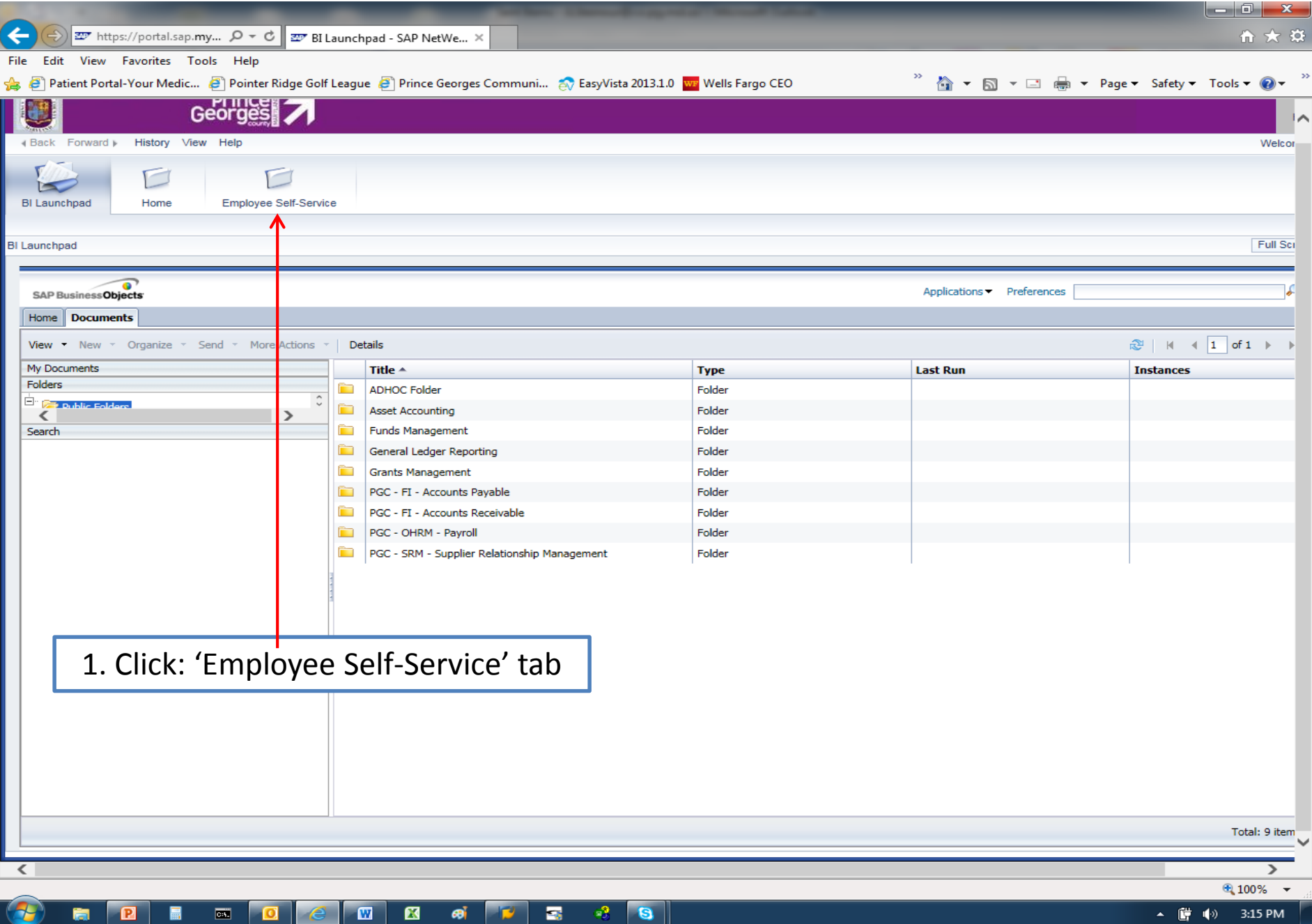
OIT Customer Support Center Service Desk at (301)883-5322, option 2.

Browser window showing the SAP NetWeaver Portal login page for Prince George's County, Maryland. The page features a large image of a modern building reflected in water. The login form includes fields for 'User *' and 'Password *', and a 'Log On' button. Red arrows point from numbered instructions to the corresponding fields and button.

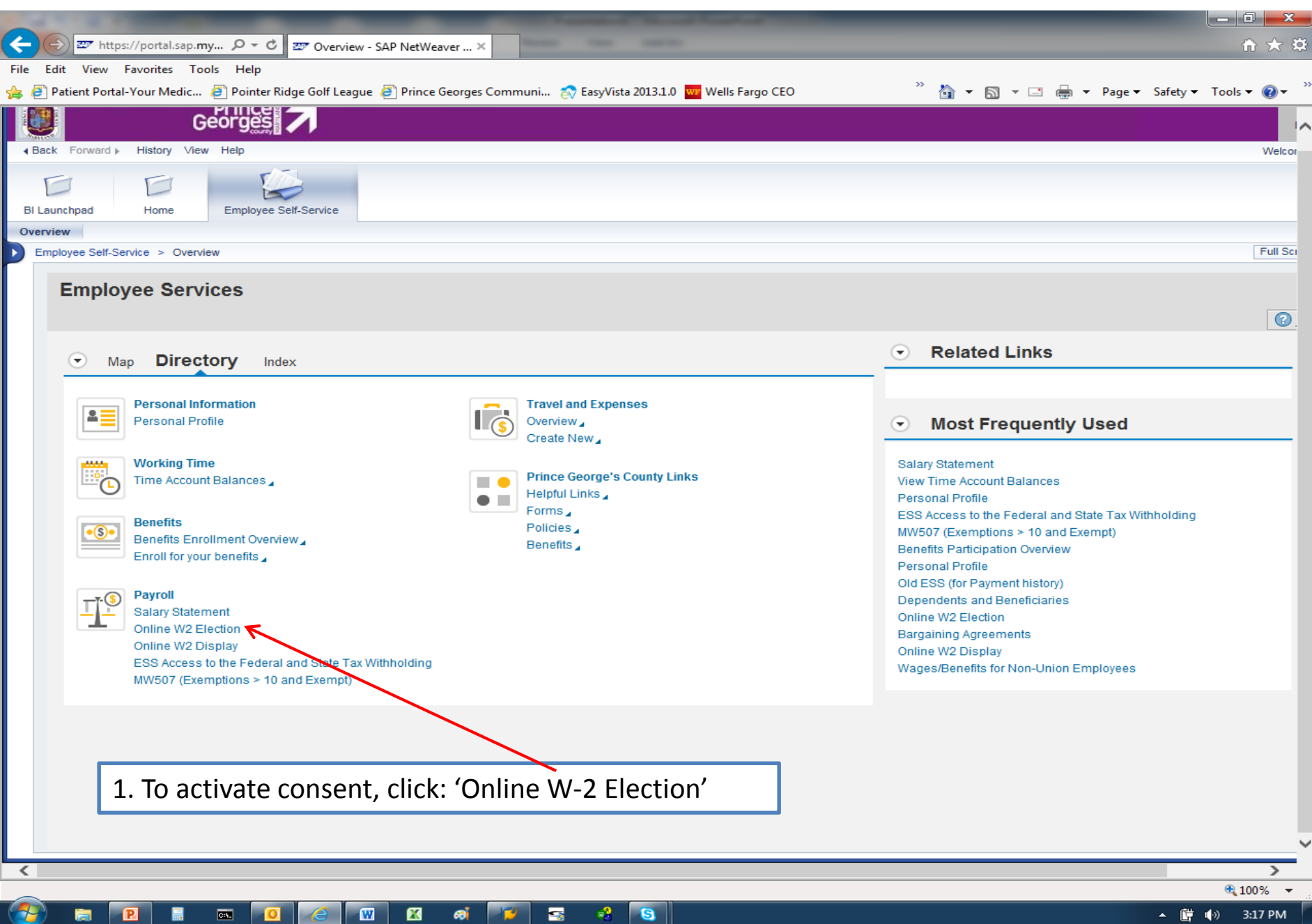
1. Enter your UserID

2. Enter Your Password

3. Click: 'Log On'



1. Click: 'Employee Self-Service' tab



1. To activate consent, click: 'Online W-2 Election'

Online W2 Election - SAP NetWeaver Portal - Internet Explorer
https://qaportal.sap.mypgc.us/irj/portal?NavigationTarget=ROLES%3A%2F%2Fportal_content%2Fcom.sap.pct%2Fevery_user%2Fcom.sap.pct.erp.common.bp_folder%2Fcom.sap.pct.erp.common.roles%2Fcom.sap.pct.erp.common.erp_c

Election for Online W-2/W-2c

Options ▾

Overview of Elections

1. If you don't see the option named: 'New Election' here,

2. Click: 'Overview of Elections'

Election for Online W-2/W-2c

Overview of Elections					New Election				
Status	Election Valid From		Election Valid To		Tax Company		Consent Status		

1. By Clicking: 'Overview of Elections' the 'New Election' option appears on the screen.


Online W2 Election - SAP NetWeaver Portal - Internet Explorer
https://qaportal.sap.mypgc.us/irj/portal?NavigationTarget=ROLES%3A%2F%2Fportal_content%2Fcom.sap.pct%2Fevery_user%2Fcom.sap.pct.erp.common.bp_folder%2Fcom.sap.pct.erp.common.roles%2Fcom.sap.pct.erp.common.erp_c

Election for Online W-2/W-2c

Options ▾

1. Click: 'New Election'

Overview of Elections New Election ▾

Status	Election	Election Valid To	Tax Company	Consent Status
	 Elect for Prince George's County Maryland			

2. Click: 'Elect for Prince George's County Maryland'

Online W2 Election - SAP NetWeaver Portal - Internet Explorer
https://qaportal.sap.mypgc.us/irj/portal?NavigationTarget=ROLES%3A%2F%2Fportal_content%2Fcom.sap.pct%2Fevery_user%2Fcom.sap.pct.erp.common.bp_folder%2Fcom.sap.pct.erp.common.roles%2Fcom.sap.pct.erp.common.erp.

Election for Online W-2/W-2c

Overview of Elections

Status	Election Valid From	Election Valid To	Tax Company	Consent Status
Election period open	01/01/2016	12/31/9999	Prince George's County Maryland	Receive Form W-2/W-2c only in paper.

Employee Details

Personal Information

Employee name:
Social security number:

Election Details

Receive W-2 in paper | Receive W-2 online

Election Details

Election Valid From:
Election Valid To:
Tax Company: Prince George's County Maryland
Election Period Begin:
Election Period End:

Additional Information

Choose your preference:
Either 'Online' or 'Paper'

1. Click: 'Receive W-2 online'

OR

2. Click: 'Receive W-2 in paper'

Notes: (1): If you do not activate your consent during the election period, the system default is to 'Paper'. (2): To deactivate your 'Online' consent, repeat the W-2 Election process and choose 'Receive W-2 in paper'.

Election for Online W-2/W-2c

Overview of Elections

Status	Election Valid From	Election Valid To	Tax Company	Consent Status
Election period open	01/01/2016	12/31/9999	Prince George's County Maryland	Receive Form W-2/W-2c only in paper.

Employee Details

Personal Information

Employee name:
Social security number:

Election Details

Receive W-2 in paper

Receive W-2 online

Election Details

Election Valid From:
Election Valid To:
Tax Company: Prince George's County Maryland
Election Period Begin:
Election Period End:

Additional Information

Confirmation

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 via online service.

You can withdraw your consent at any time during the election period.

1. Click: 'OK'

Election for Online W-2/W-2c

✓ Data saved successfully

Overview of Elections

Status	Election Valid From	Election Valid To	Tax Company	Consent Status
Election period open	01/01/2016	12/31/9999	Prince George's County Maryland	Receive Form W-2/W-2c only via online service.

1. You will receive a message that states: 'Data saved successfully'

2. Click: 'X' to return to 'Home Screen'

Employee Details

Personal Information

Employee name:

Social security number:

Election Details

Receive W-2 in paper | Receive W-2 online

Election Details

Election Valid From:

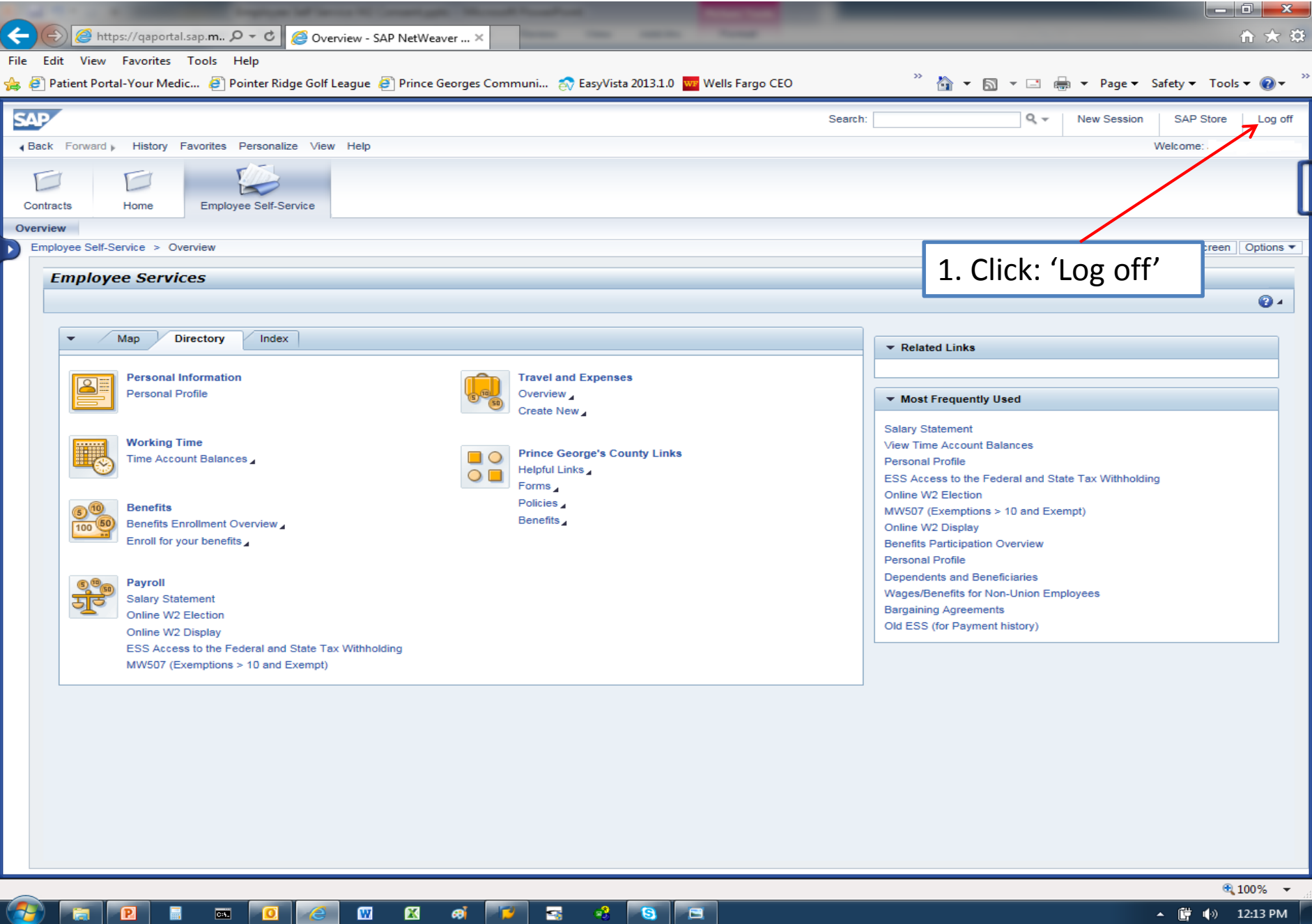
Election Valid To:

Tax Company: Prince George's County Maryland

Election Period Begin:

Election Period End:

Additional Information

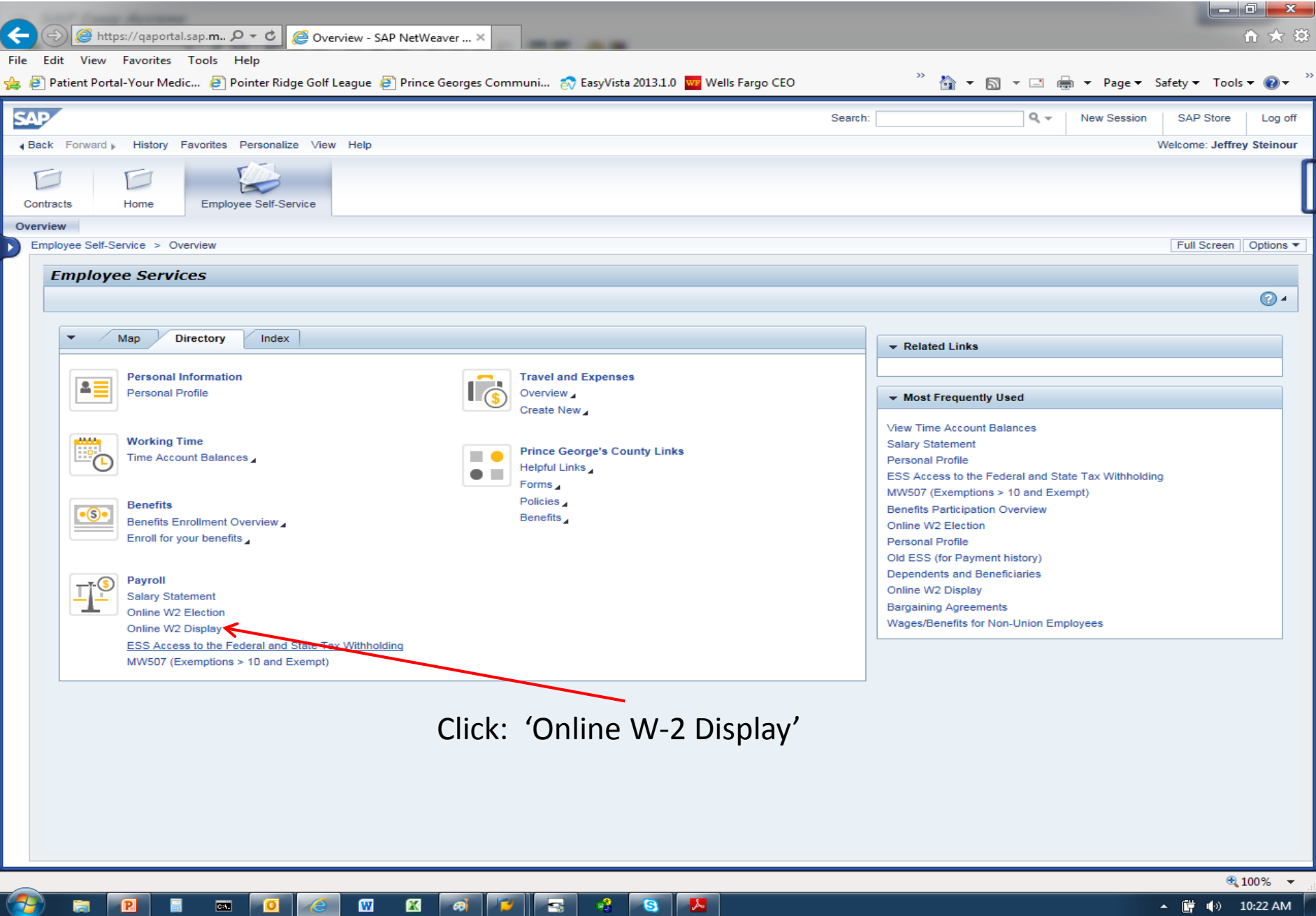


1. Click: 'Log off'

W-2/W-2C Form Employee Options

How To:

- Display the form
- Save the form
- Print the form



Click: 'Online W-2 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 2016

Search Reset to Default

1. The 'Filter' section of this screen is not required. Proceed to step 2.

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

Display

	Tax Company	Tax Company Name	Year	Form Description	Created On
<input type="checkbox"/>	1000	Prince George's County Maryland	2016	W-2 - Wage and Tax Statement	03/17/2017
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

Display W-2/W-2c

2. To select the Tax Year you want to display, click the relative row.

3. 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 2016

Search Reset to Default

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

Display				
Tax Company	Tax Company Name	Year	Form Description	Created On
1000	Prince George's County Maryland	2016	W-2 - Wage and Tax Statement	03/17/2017

Display W-2/W-2c

Previous Form Next Form Hide

To display the form, Click: 'Open'.

Do you want to open or save **Form.pdf** (26.0 KB) from **pgcerq00.sap.mypgc.us?**

Open Save Cancel

SAMPLE W-2 Form in PDF format

Form.pdf - Adobe Reader
File Edit View Window Help

1 / 1
130%

Tools Sign Comment

1 Wages, tips, other compensation	2 Federal Income tax withheld
118096.54	18961.65
3 Social security wages	4 Social security tax withheld
118500.00	7347.00
5 Medicare wages and tips	6 Medicare tax withheld
131156.26	1901.77
a Employee's SSA number	
Employer use only	
b Employer's FED ID number	
52-6000998	
c Employer's name, address, and ZIP code	
Prince George's County Maryland 14741 Governor Oden Bowie Dr Upper Marlboro MD 20772	
7 Social security tips	8 Allocated tips
9	10 Dependent care benefits
11 Nonqualified plans	12a See instructions for box 12
	DD 11157.38
13 Statutory Employee Retirement plan Third-Party Sick pay	12b C
<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	516.00
14 Other 414H2 1031.92	12c G
	7800.00
	12d
e Employee's first name and initial Last name Suff.	
f Employee's address and ZIP code	
15 State MD	18 Local wages, tips, etc
Employer's state ID 02093503	19 Local income tax
16 State wages, tips, etc. 119128.46	20 Locality name
17 State income tax 7668.15	
Form OMB No. 1545-0008 W-2 Wage and Tax Statement 2016 Copy C for Employee's records	

1 Wages, tips, other compensation	2 Federal Income tax withheld
118096.54	18961.65
3 Social security wages	4 Social security tax withheld
118500.00	7347.00
5 Medicare wages and tips	6 Medicare tax withheld
131156.26	1901.77
a Employee's SSA number	
Employer use only	
b Employer's FED ID number	
52-6000998	
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Prince George's County Maryland 14741 Governor Oden Bowie Dr Upper Marlboro MD 20772	
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13 Statutory Employee Retirement plan Third-Party Sick pay	12b C
<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	516.00
14 Other 414H2 1031.92	12c G
	7800.00
	12d
e Employee's first name and initial Last name Suff.	
f Employee's address and ZIP code	
15 State MD	18 Local wages, tips, etc
Employer's state ID 02093503	19 Local income tax
16 State wages, tips, etc. 119128.46	20 Locality name
17 State income tax 7668.15	
Form OMB No. 1545-0008 W-2 Wage and Tax Statement 2016 Copy 2 To Be Filed With Employee's STATE Income Tax Return	

1 Wages, tips, other compensation	2 Federal Income tax withheld
118096.54	18961.65
3 Social security wages	4 Social security tax withheld
118500.00	7347.00
5 Medicare wages and tips	6 Medicare tax withheld
131156.26	1901.77

1 Wages, tips, other compensation	2 Federal Income tax withheld
118096.54	18961.65
3 Social security wages	4 Social security tax withheld
118500.00	7347.00
5 Medicare wages and tips	6 Medicare tax withheld
131156.26	1901.77

Form.pdf - Adobe Reader

File Edit View Window Help

Tools Sign Comment

CreatePDF Online...

Save Ctrl+S

Save As... Shift+Ctrl+S

Save As Other...

Share Files Using SendNow Online...

Send File...

Get Documents Signed...

Revert

Close Ctrl+W

Properties... Ctrl+D

Print... Ctrl+P

1 C:\Users\jsteinour\AppData\Local\Temp\1\Form.pdf

2 C:\Users\jsteinour\AppData\Local\Temp\1\Form.pdf

3 C:\Users\jsteinour\AppData\Local\Temp\1\Untitled (3).pdf

4 C:\Users\jsteinour\AppData\Local\Temp\1\Council Agenda - March 21 2017.pdf

5 C:\Users\jsteinour\AppData\Local\Temp\1\Learning_hub_access_instructions.pdf

Exit Ctrl+Q

Click on Tools to convert files to PDF.

1 Wages, tips, other compensation 118096.54

2 Federal income tax withheld 18961.65

3 Social security wages 118500.00

4 Social security tax withheld 7347.00

5 Medicare wages and tips 131156.26

6 Medicare tax withheld 1901.77

a Employee's SSA number

b Employer's EIN ID number 52-6000998

c Employer's name, address, and ZIP code

Prince George's County, Maryland
14741 Governor Oden Bowie Dr
Upper Marlboro MD 20772

7 Social security tips

8 Allocated tips

9

10 Dependent care benefits

11 Nonqualified plans

12a See instructions for box 12 DD 11157.38

12b C 516.00

13 Statutory Employee Retirement plan Third-Party Sick pay

14 Other 414H2 1031.92

12c G 7800.00

12d

e Employee's first name and initial Last name Suff.

f Employee's address and ZIP code

15 State MD Employer's state ID 02093503

16 State wages, tips, etc. 119128.46

17 State income tax 7668.15

18 Local wages, tips, etc.

19 Local income tax

20 Locality name

Form OMB No. 1545-0008 Dept. of the Treasury - Internal Revenue Service

W-2 Wage and Tax Statement 2016

Copy C for Employee's records

1 Wages, tips, other compensation 118096.54

2 Federal income tax withheld 18961.65

3 Social security wages 118500.00

4 Social security tax withheld 7347.00

5 Medicare wages and tips 131156.26

6 Medicare tax withheld 1901.77

1. To Save the form click:
'File'

1a. Click: 'Save as'

1b. Provide a file name
and file location when
prompted.

2. To Print the form
click: 'File'

2a. Click: 'Print'

2b. Select the relative
printer name when
prompted.

When finished,
Click: 'X' to
return to the
'Home Screen'

Form.pdf - Adobe Reader

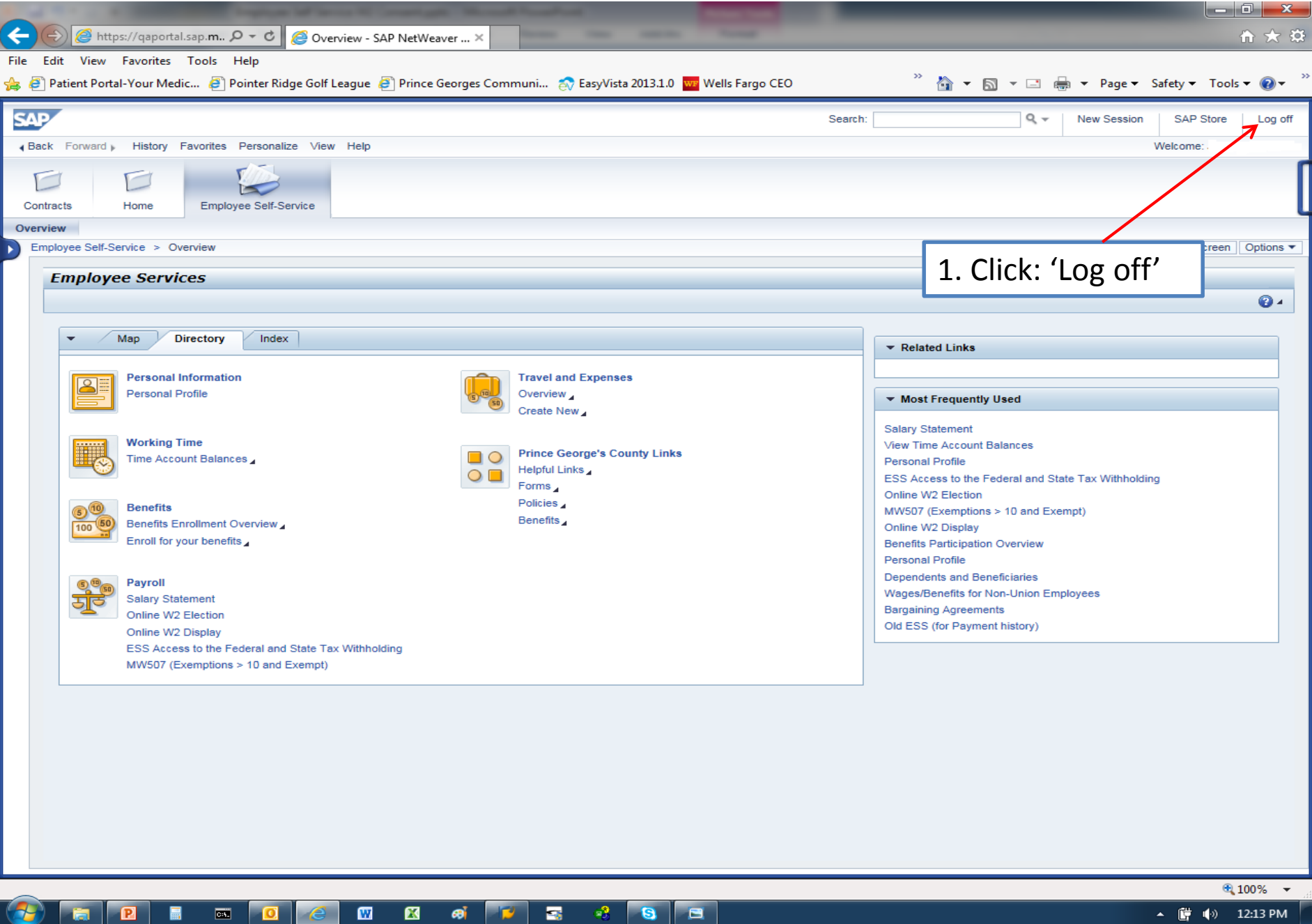
File Edit View Window Help

Tools Sign Comment

1 / 1 130%

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3 Social security wages		4 Social security tax withheld	
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a Employee's SSA number		Employer use only	
b Employer's FED ID number 52-6000998		d Control number	
c Employer's name, address, and ZIP code Prince George's County Maryland 14741 Governor Oden Bowie Dr Upper Marlboro MD 20772			
7 Social security tips		8 Allocated tips	
9		10 Dependent care benefits	
11 Nonqualified plans		12a See instructions for box 12 DD 11157.38	
13 Statutory Employee <input type="checkbox"/>	Retirement plan <input checked="" type="checkbox"/>	Third-Party Sick pay <input type="checkbox"/>	12b C 516.00
14 Other 414H2 1031.92		12c G 7800.00	
		12d	
e Employee's first name and initial		Last name Suff.	
f Employee's address and ZIP code			
15 State MD	Employer's state ID 02093503	18 Local wages, tips, etc	
16 State wages, tips, etc. 119128.46		19 Local income tax	
17 State income tax 7668.15		20 Locality name	
Form OMB. No. 1545-0008 W-2 Wage and Tax Statement 2016 Copy C for Employee's records			

1 Wages, tips, other compensation		2 Federal income tax withheld	
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a Employee's SSA number		Employer use only	
b Employer's FED ID number 52-6000998		d Control number	
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13 Statutory Employee <input type="checkbox"/>	Retirement plan <input checked="" type="checkbox"/>	Third-Party Sick pay <input type="checkbox"/>	12b C 516.00
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17 State income tax 7668.15		20 Locality name	
Form OMB. No. 1545-0008 W-2 Wage and Tax Statement 2016 Copy 2 To Be Filed With Employee's STATE Income Tax Return			



1. Click: 'Log off'



SUCCESS!