

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

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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.pa.gov

Step 2 (If accessing from work, or through VPN, 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.

This is the logon page for MyWorkplace.

For issues with authentication, please double check your user ID and password. If you continue to have problems with authentication, please contact your network administrator or ASA to check the status of your network account.

User * CWOPA\johndoe

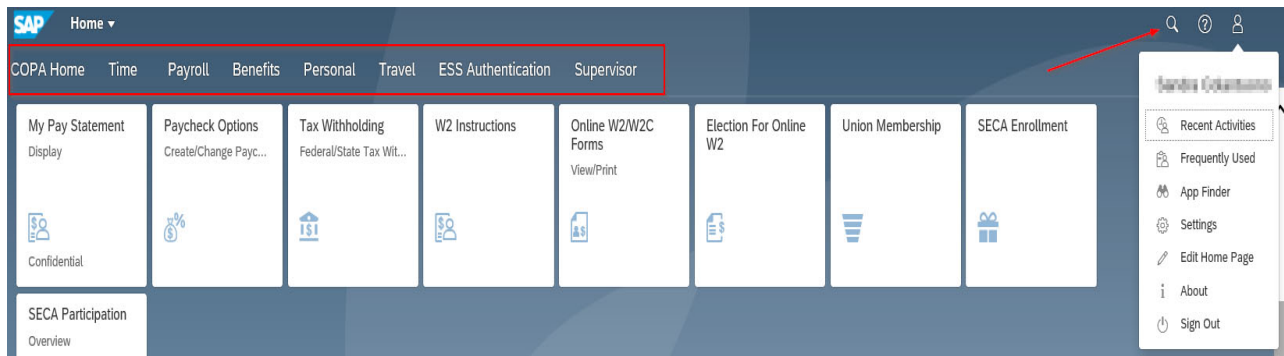
Password * ●●●●●●●●●●

Log On Cancel

- 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’.

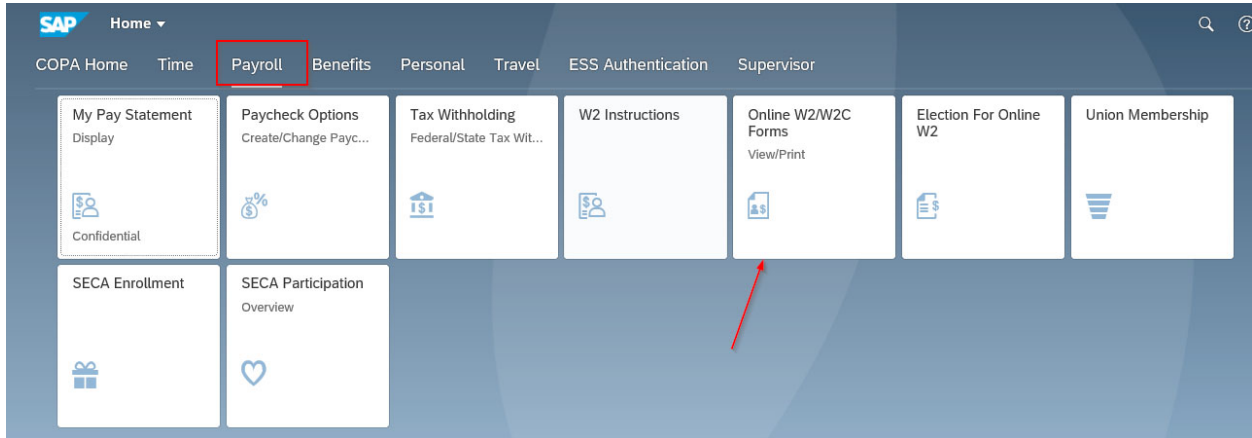
Step 3: When logging on to your computer at **WORK**, you are logging into the commonwealth network (intranet). Once logged on to your computer, you can access ESS by opening Internet Explorer and typing the web address in the address bar. No additional logons are required.

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

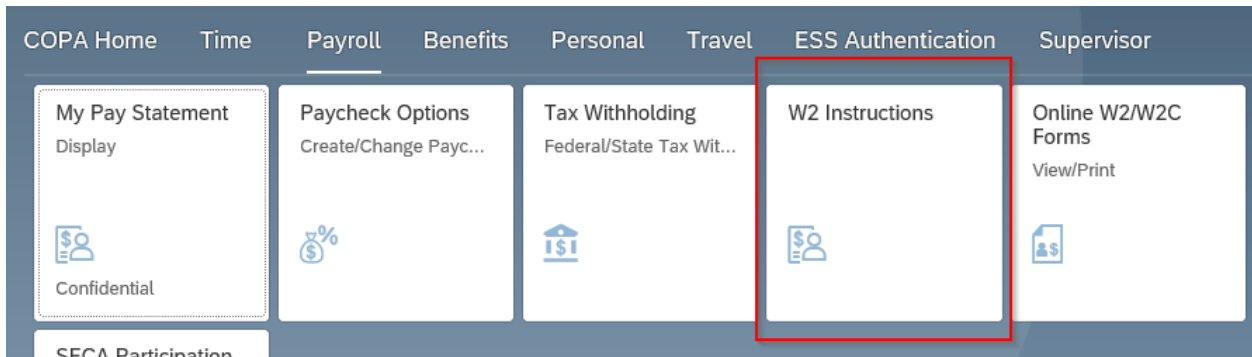


1. The home page is in tile format. The top line allows you to select menu items and choose your transaction type at any time.
2. In the top-right corner, you will find a search tool and buttons noting other functions.
3. Your name will appear at the top right.
4. You have a variety of view options.

Step 5: Using the top tab select the “Payroll” menu option. A tile menu will appear. Select the “Online W2/W2C Forms” menu option.



Note: W2 Instructions, which appear on the back of the paper copy, can also be accessed by clicking on the “W2 Instructions” tile found to the left of the “Online W2/W2C Forms” tile.



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.

The screenshot shows the SAP Online W2/W2C Forms interface. At the top, there is a dark blue header with the SAP logo and the text "Online W2/W2C Forms". Below the header is a light blue banner with the text "Print Duplicate W2/W2C Forms".

In the center, there is a process flow diagram with three steps: "1 Select Tax Year", "2 Select Form", and "3 Acknowledgement". Step 1 is highlighted with a blue square. Arrows indicate the flow from step 1 to 2, and from 2 to 3.


Below the flow diagram, the section "Select Tax Year" is displayed. Underneath, there is a label "Select Tax Year" followed by a horizontal line. Below the line, the text "Select the tax year for the W2/W2C form you would like to print:" is followed by a dropdown menu showing "2019" and a downward arrow.

At the bottom left of the form area, there is a "Continue" button.

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.

SAP Online W2/W2C Forms

Print Duplicate W2/W2C Forms



1 2 3
Select Tax Year Select Form Acknowledgement

Select Form

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: 2019

	Form	As of Date
	W2	12/31/2019

< BackContinue

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

The screenshot shows the SAP Online W2/W2C Forms interface. At the top, there is a dark blue header with the SAP logo and the text "Online W2/W2C Forms". Below the header, a light blue banner reads "Print Duplicate W2/W2C Forms". A progress indicator shows three steps: "1 Select Tax Year", "2 Select Form", and "3 Acknowledgement", with the third step highlighted in blue. The main content area is titled "Acknowledgement" and contains the following text: "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." Below this, it states: "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." At the bottom of the form, there are two buttons: "< Back" and "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.