

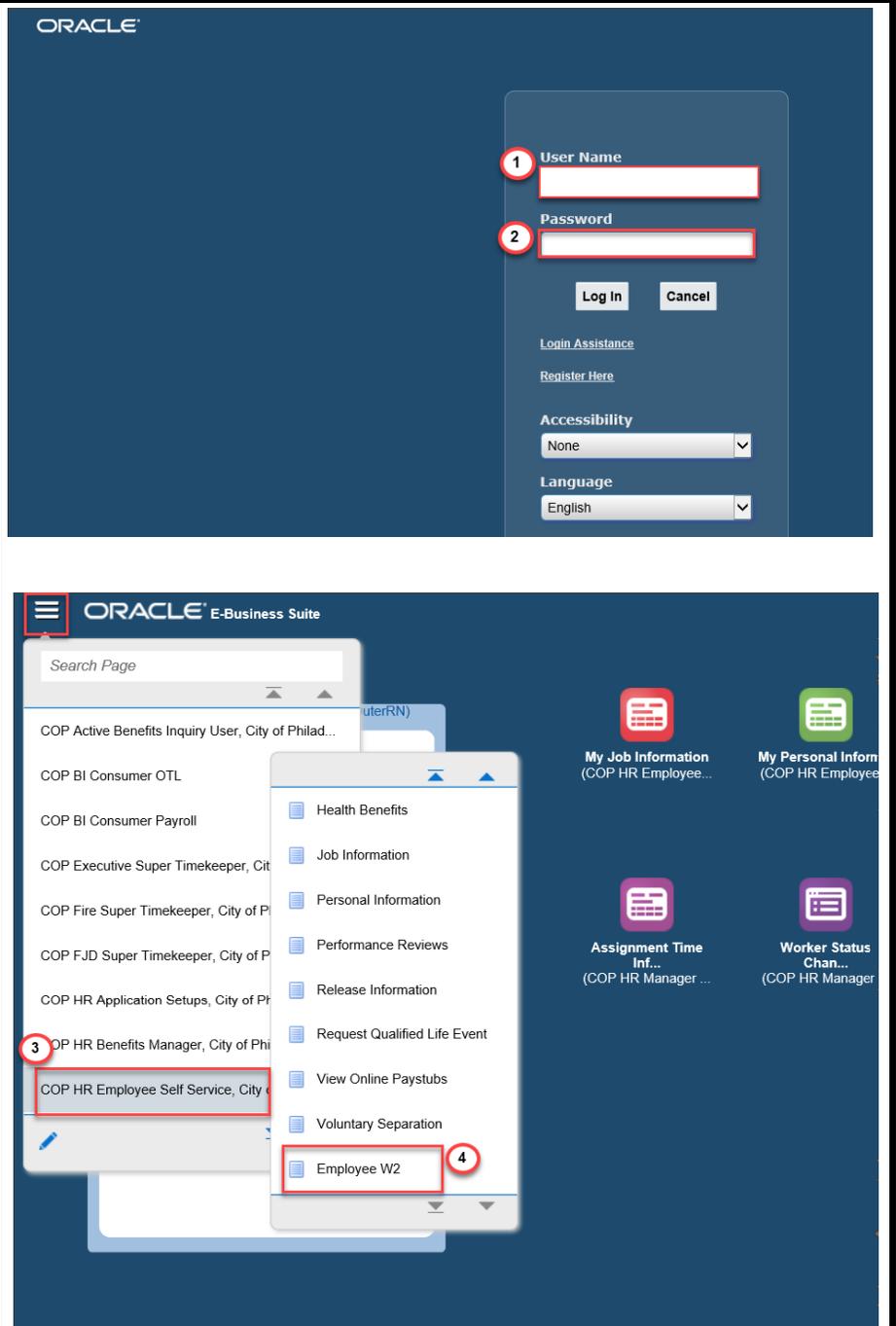
Quick Reference Guide: View and Print Your W-2

Your **W-2** can be viewed and printed in **Employee Self Service**.

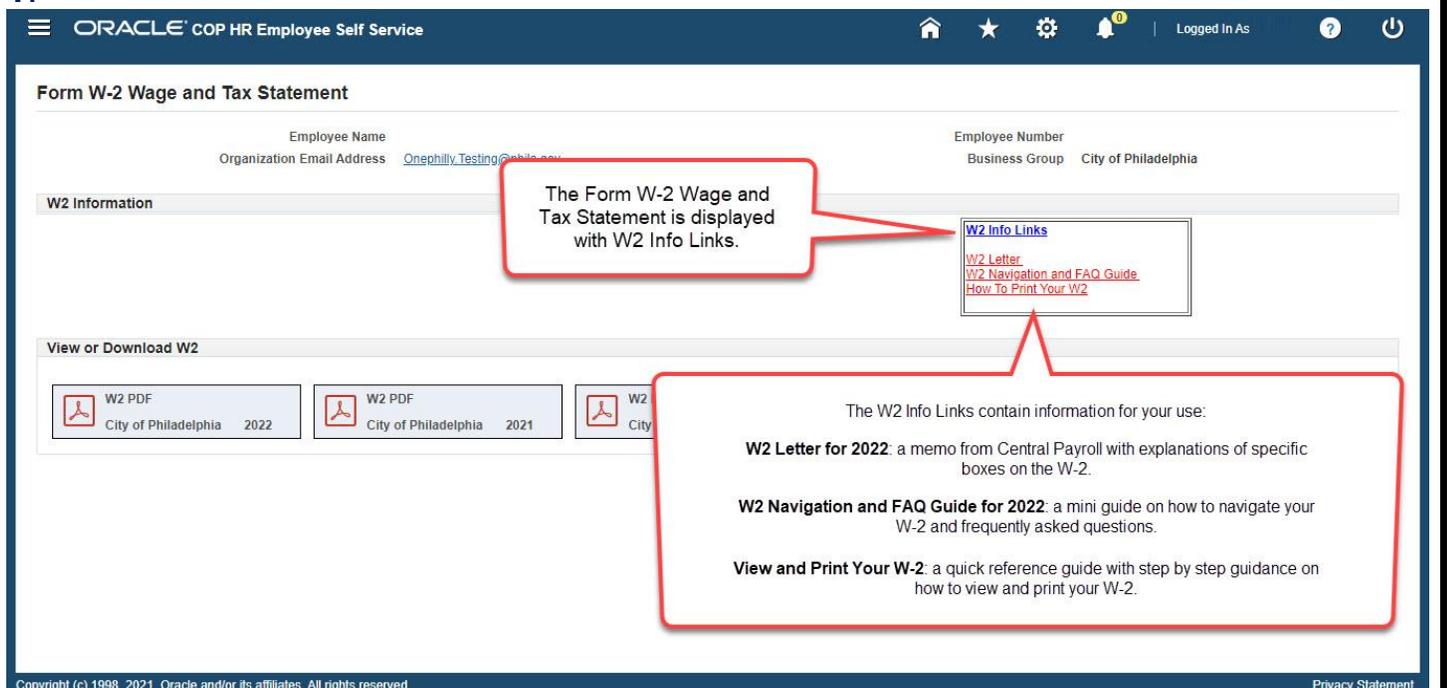
ACCESS ESS:

1. Open your internet browser and enter <https://onephilly.phila.gov> if you are onsite. **If you are working offsite/remote**, enter <https://ess-onephilly.phila.gov>.
2. Enter your OnePhilly **User Name** and **Password**.
 - a. If you do not know your *User Name* and *Password*, proceed to the [Login Assistance](#) section (Page 2) of the [Change Your Password](#) guide**.
3. Select the menu icon  in the top left corner.
4. To access your **W-2** from the **COP HR Employee Self-Service Navigator**, click **Employee W-2**.

****If you do not have an email address in the system, you must first add an email address before the Login Assistance option can be used.**



1.



Quick Reference Guide: View and Print Your W-2

2.

ORACLE COP HR Employee Self Service

Form W-2 Wage and Tax Statement

Employee Name: [Redacted] Employee Number: [Redacted]
 Organization Email Address: Onephilly.Testing@ Business Group: City of Philadelphia

W2 Information

[W2 Info Links](#)
[W2 Letter](#)
[W2 Navigation and FAQ Guide](#)
[How To Print Your W2](#)

View or Download W2

W2 PDF City of Philadelphia 2022
 W2 PDF City of Philadelphia 2021
 W2 PDF City of Philadelphia 2020
 W2 PDF City of Philadelphia 2019

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MEMORANDUM

OFFICE OF THE DIRECTOR OF FINANCE - CENTRAL PAYROLL DIVISION

Central Payroll
CITY OF PHILADELPHIA

Date: January 24, 2023
 To: All Agencies, Boards, Commissions and Departments
 From: Valerie D Hayes, Deputy Finance Director of Payroll
 Subject: 2022 - W-2's

Attached on the COP HR Employee Self-Service page is a PDF of your 2022 W-2 Form. The W-2 Form has four sections: Copy B (first) is to be filed with the employee's Federal Tax Return. Copy C (second copy) is the employee's copy. Copy 1 (third copy) is to be filed with the employee's State, City, or Local Income Tax Return and Copy 2 (fourth copy) is a replica of Copy 1.

The following is an overview of the specific boxes on the W-2 Form:

Box 1 - Wages, Tips and Other Compensation - this amount represents the employee's taxable wages for federal tax purposes.

Excluded from this amount are employee payroll deductions for:

- Employee Pension Contributions;
- Employee Deferred Compensation Contributions (Normal, 50+ and Catch-up);
- Employee Flex Salary Reductions;
- Qualifying Employee Medical Coverage Deductions;
- Qualifying Employee Transit Expense Deductions;
- Employee Deductions for Dependent Care for Members of DC 33 and DC 47, which are only taxable for state and city purposes;
- Wages of employees who received reduced salaries because of service connected injuries; and
- Wages of Uniformed Employees who received full salary for service connected injuries qualified under the Heart and Lung Act.

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One Philly:
How to Navigate Your
2022 W-2

January 2023

one PHILLY

Presented By: OnePhilly Team

3.

ORACLE COP HR Employee Self Service

Form W-2 Wage and Tax Statement

Employee Name: [Redacted] Employee Number: [Redacted]
 Organization Email Address: Onephilly.Testing@phila.gov Business Group: City of Philadelphia

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[W2 Letter](#)
[W2 Navigation and FAQ Guide](#)
[How To Print Your W2](#)

View or Download W2

W2 PDF City of Philadelphia 2022
 W2 PDF City of Philadelphia 2021
 W2 PDF City of Philadelphia 2020
 W2 PDF City of Philadelphia 2019

Click the PDF icon to retrieve your W-2. The Adobe Reader will launch and your W-2 will be displayed for you to review and/or print.

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**** Once the W-2 PDF launches, you may need to first save the PDF to your laptop/desktop prior to printing. Refer to Step 5 for saving, printing and downloading****

Quick Reference Guide: View and Print Your W-2

4.

Use the scroll bar to see all pages of the W-2, including Notice to Employees and W-2 Instructions.

For confidential purposes, personal information on the W-2 has been hidden from your view, however, your appropriate information will be displayed accordingly.

5.

To **SAVE** the W-2 to the computer, click the **Save** icon and the Save As window will appear.

To **PRINT** the W-2, click the **Print** icon. The Print window appears for your local printer.

NOTE: If you are downloading the W-2 on a mobile device (Android/iPhone), please be aware that based on the mobile device, the download features will vary.