Display Online W-2 Forms

Use this report to view and print an employee's generated online Form W-2 Wage and Tax Statement. Running this report may be necessary to provide W-2s to withdrawn employees or for employees who opted for Online-Only Forms for their W-2s in MyPortal.

Related Procedures:

W-2 Reissue

YTD Adjustments to Show Withholdings on W-2

Related Resources:

MyPortal – my tax forms

MyPortal – my online selections

OFM Service News – New MyPortal W-2 Online-Only Feature and Updated Forms W-2 Tile

OFM Service News – PU19 Test W-2 for Employees that Opted for Online W-2

Authorized Roles:

Tax Reporter

TIPS:

If an employee opted in for online-only Forms W-2 using My Online Selections in MyPortal, PU19 will not generate a printable test W-2. To view the information that is reported on the employee's W-2, the Generate Audit Report in the PU19 transaction must be checked.

You can still use the W-2 Reissue procedure in PU19 to reprint W-2s for withdrawn employees who did not opt for online-only forms.

If you are uncertain of an employee's selections within MyPortal, processors can verify the employee's W-2 preferences by taking the following steps:

- In PA30, enter the employee's Personnel Number and click Enter button to populate.
- Enter 3228 in the Direct Selection Infotype field.
- Click the Display button to see the most current record or the Overview button to see all records for the employee.

Personnel no.	81000374					
Name						
PersArea	1050	Office of Financial Mgmt		EEGroup	0	Permanent
PSubarea	0001	Non Represented	EESubgroup	01	Monthly(M) OT Exem... Status	Active

Basic Personal Data   Payroll   Benefits   Time Recording   Addtl. Person

Infotype Text	Sta...	Period
Actions	✓	● Period
Organizational Assignment	✓	From ___ To ___
Personal Data	✓	○ Today ○ Current Week
Addresses	✓	○ All ○ Current Month
Planned Working Time	✓	○ From Today ○ Last Week
Basic Pay	✓	○ Until Today ○ Last Month
Contract Elements	✓	○ Curr. Period ○ Current Year
Date Specifications	✓	Choose
Family/Related Person	✓	

Direct selection

Infotype	3228	STy

Step 1

Enter transaction code PC00_M10_ONW2 in the command field and click the Enter button.

Step 2

Complete the Selection Criteria section.

Leave the Person ID field blank.

The following field is optional:

- Personnel Number

TIPS:

The Selection Criteria section will assist in getting only the information needed. A selection is not required for each field.

Large agencies should only run one personnel number at a time.

Person ID is not used by the state of Washington.

Step 3

Complete the Form Data section.

The following fields are required:

- Tax Company
- Year

The following field is optional:

- Generation Date

The following box will be checked by default:

- Display Only Latest Forms

Form Data

Tax Company	1050	–	to	
Year	2023		to	
Generation Date			to	
☑ Display Only Latest Forms				

TIPS:

The Form Data section will determine the time period of the employees and data that will display in the results.

If the Generation date field is populated, it will display results based on the date when the W-2 was generated.

If the Display Only Latest Forms box is checked, it will display the most recently generated W-2 based on selection criteria.

Step 4

Complete the Additional Selection Criteria section.

The following boxes will be checked by default:

- EE Elected for Online Form
- EE Elected for Paper Form
- Employee Has Not Elected

Additional Selection Criteria

- ☑ EE Elected for Online Form
- ☑ EE Elected for Paper Form
- ☑ Employee Has Not Elected

TIPS:

The Additional Selection Criteria section determines the format of the report results.

We recommend that you leave all boxes checked by default when running the report.

EE Elected for Online Form: When checked, this option will display results for employees who made the Online-Only W-2 selection in MyPortal.

EE Elected for Paper Form: When checked, this option will display results for employees who made the On Paper W-2 selection in MyPortal.

Employee Has Not Elected: When checked, this option will display results for employees who did not make any W-2 selection in MyPortal.

Step 5

Click the Execute button.

Step 6

Double click Display W-2/W-2c PDF Forms to populate the person's processed W-2.

Step 7

Depending on your selection criteria, select the form(s) you wish to view.

Step 8

Select your desired output.

TIPS:

The following selections are available:

Print button: This selection allows processors to send the form to a printer or print to PDF.

Export button: This selection allows processors to export the form to a file type of their choice.

Display Selected PDF button: This selection displays the PDF W-2 prior to processors saving or sending the form to a desired location.

PDF icon: This selection also displays the PDF W-2 prior to processors saving or sending the form to a desired location.

Sample W-2 results:

1 Wages, tips, other compensation	2 Federal Income tax withheld
88737.49	13684.56
3 Social security wages	4 Social security tax withheld
101279.50	6279.33
5 Medicare wages and tips	6 Medicare tax withheld
101279.50	1468.55
a Employee's SSA number	Employer use only
b Employer's FED ID number	d Control number

c Employer's name, address, and ZIP code

State of WA Office of Financial Mngmnt
PO Box 43113
Olympia WA 98504-3113

7 Social security tips	8 Allocated tips
9	10 Dependent care benefits
11 Nonqualified plans	12a See instructions for box 12 DD 9786.12
13 Statutory Employee ☐ Retirement plan ☒ Third-Party Sick pay ☐	12b G 6000.00
14 Other DEF RET 6542.01 PRETAX INS 1164.00	12c
	12d

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

f Employee's address and ZIP code

15 State Employer's state ID	18 Local wages, tips, etc
16 State wages, tips, etc.	19 Local income tax
17 State income tax	20 Locality name

Form W-2 OMB. No. 1545-0008 **Wage and Tax Statement 2023**

Dept. of the Treasury - Internal Revenue Service

Copy B To Be Filed With Employee's FEDERAL Tax Return