

Online Selection - View Online W-2 Selection

Use this procedure to view the Online Selection (3228) infotype to verify an employee's Form W-2 Wage and Tax Statement selection in MyPortal.

Related Procedures:

[W-2 Reissue](#)

Related Reports:

[Display Online W-2 Forms](#)

Related Resources:

[Year End Resources](#)

[MyPortal – my tax forms](#)

[MyPortal – my online selections](#)

Roles:

[Tax Reporter](#)

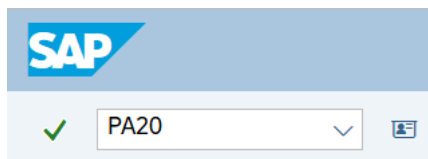
TIPS:

Use this procedure to view whether an employee has made a tax form selection in MyPortal.

If an employee has not made a tax form selection in MyPortal, the Online Selection (3228) infotype will not have a record. Employees who did not make a selection or have selected Paper will receive a paper Form W-2 in the mail and can view their W-2 within MyPortal.

Step 1

Enter transaction code PA20 in the command field and click the Enter button.



Step 2

Complete the following field:

- Personnel no.

Personnel no.

Step 3

Click Enter to populate the employee information.

Step 4

In the Time period section, select All.

Period

Period
 From To

Today Current Week
 All Current Month
 From Today Last Week
 Until Today Last Month
 Curr. Period Current Year

Step 5

In the Direct selection Infotype, enter 3228 (Online Selection).

Basic Personal Data | Payroll | Benefits | Time Recording | Addtl. Personal Data > ...

Infotype Text	Stat...
<input type="radio"/> Actions	✓
<input type="radio"/> Organizational Assignment	✓
<input type="radio"/> Personal Data	✓
<input type="radio"/> Addresses	✓
<input type="radio"/> Planned Working Time	✓
<input type="radio"/> Basic Pay	✓
<input type="radio"/> Contract Elements	✓
<input type="radio"/> Date Specifications	✓
<input type="radio"/> Family/Related Person	✓

Period

Period
 From To

Today Current Week
 All Current Month
 From Today Last Week
 Until Today Last Month
 Curr. Period Current Year

Direct selection

Infotype STy

TIPS:

Leave the STy field blank.

The Online Section (3228) infotype is only accessible through the Direct selection option.

Step 6

Click Enter to validate the direct selection.

TIPS:

If you see the message, “No Data Stored for Online Selection,” the employee did not make any W-2 selection in MyPortal and is using the default paper selection option.

Step 7

Click the Overview button.

Step 8

Select the radio button to the left of the record you wish to view.

The screenshot shows a date range filter with a calendar icon, a 'Choose' button, and input fields for '01/01/1800', 'To', '12/31/9999', and 'STy.'. Below this is an 'Overview' section with a table. The table has columns: Start Date, End Date, STy., Election Type, ID, Election Reference, and L... The first row is selected with a blue checkmark and contains the values: 01/01/2024, 12/31/9999, W2, Online W-2 Selection, 01, and an empty cell.

Start Date	End Date	STy.	Election Type	ID	Election Reference	L...
<input checked="" type="checkbox"/>	01/01/2024	12/31/9999	W2	Online W-2 Selection	01	

Step 9

Click the Choose button.

TIPS

The employee’s W-2 selection will be visible. Employees can make one of the following selections in MyPortal:

- Online
- On Paper

Personnel No.	20038607	Name	TURNER PAIGE
PersArea	1400 Dept Revenue	EEGroup	0 Permanent
PSubarea	000A Agencywide	EESubgroup	01 Monthly(M) OT Exempt Status Active
Start	01/01/2024	To	12/31/9999
Chngd	11/20/2024	20038607	

Election Type	W2 Online W-2 Selection
Object ID	01

Online Selection

How do you want to receive Form W-2/W-2c?

2 Receive Online v

Change Log of ESS-User

Changed On	11/20/2024	Time	20:17:16
Changes by	20038607		

If the employee's Online Selections (3228) record is set to Receive Online (2), they will not receive a mailed W-2.

Employees who selected Online will not generate a printable test W-2 in PU19. To view the information that will be reported on an employee's W-2, the Generate Audit Report in the PU19 transaction must be checked. Follow the [Display Online W-2 Forms](#) report procedure if needed.