



Payroll Transformation Project

Online W-2 Election is currently open

Project Vision

Improve processes, platforms, and training related to HR, payroll, and benefits, leading to error reduction and significant cost and time savings, through application of the Lean Six Sigma framework.

Specific Change: Online W-2

We are pleased to offer electronic delivery of your W-2 beginning with the 2020 calendar year. All active employees who select the electronic W-2 will have the option to view, print and save their 2020 W-2 from the convenience of their home through Employee Self Service.

Election Period:

December 17, 2020 to January 13, 2021

During this election period all active employees will be required to select either an electronic copy or a paper copy of their 2020 W-2 via the Employee Self Service portal. Login and election instructions are attached.

Active, full-time and part-time employees, and employees who are on a paid leave who do not choose the electronic version of their W-2 will receive a print copy delivered to their work location.

Substitute, temporary, inactive and separated employees will receive a paper copy via mail to their home address on file.

Benefits of choosing Online W-2

- Safety and convenience of having access to your W-2 from home without having to pick it up at your work location
- Online W-2 will be available before the print copies are distributed
- The online option offers convenience to view, save and print as many copies as you wish
- There will be no delay in waiting for a reprint of a misplaced or lost W-2
- Online W-2 offers additional security of your personnel data, such as Social Security number, address and other confidential information since it will not be sent via the mail or delivery methods.
- Online W-2 will be available and accessible to you year-round for other financial matters such as loan applications, etc.

Further Information

Any questions, comments or concerns can be sent to the Payroll Department email box:

W2inquiries@browardschools.com

Opt-In Election for Online W-2 Form in Employee Self Service

1. Sign on to the ERP website then click the **Employee Self Service** tab (ESS).

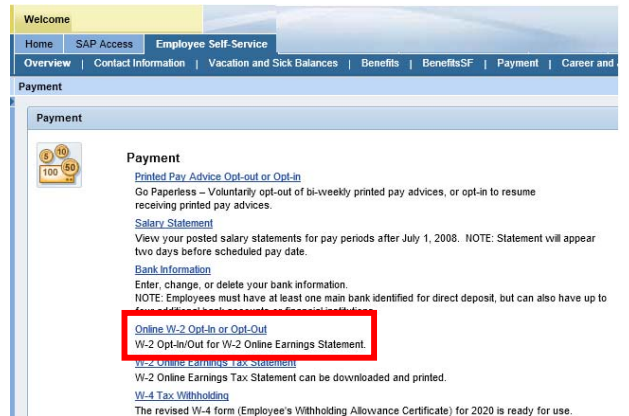
REMINDER: Employees can reset their own password or unlock their record



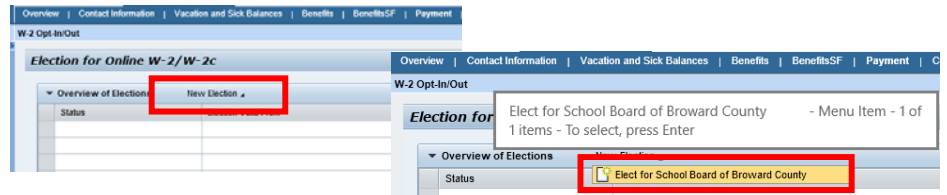
2. Access the Payment screen by clicking on the **Payment** tab or Payment link.



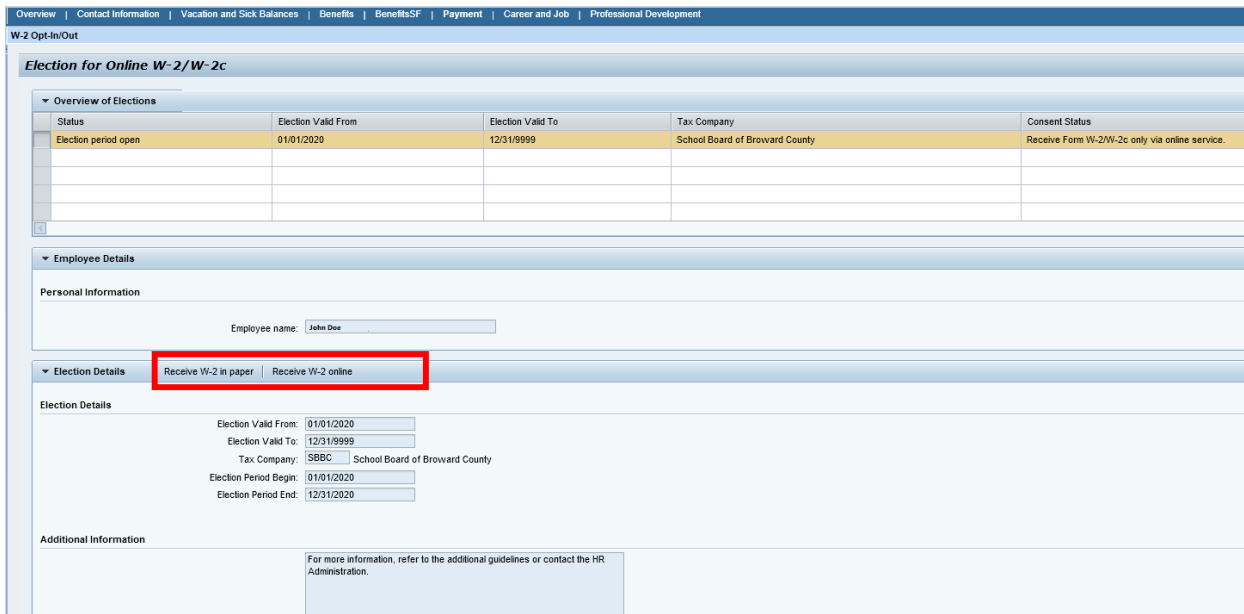
3. Click **Online W-2 Opt-in or Opt-out**.



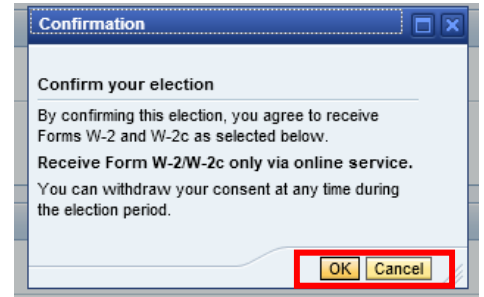
4. Click New Election, then Click **Elect for School Board of Broward County** to expand it.



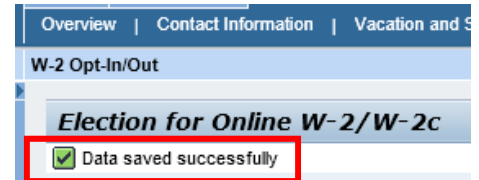
5. Click **Receive W-2 in Paper** or **Receive W-2 Online**.



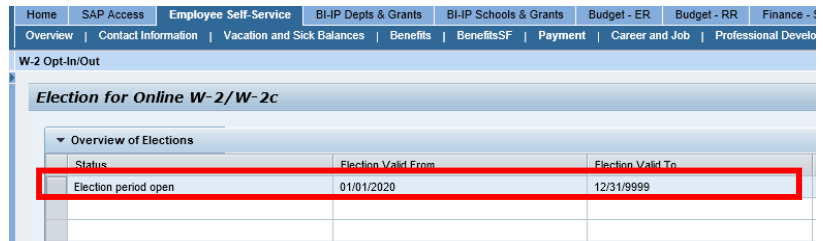
6. A pop-up box will appear; click **OK** to confirm your election. Click **Cancel** to back to the selection screen.



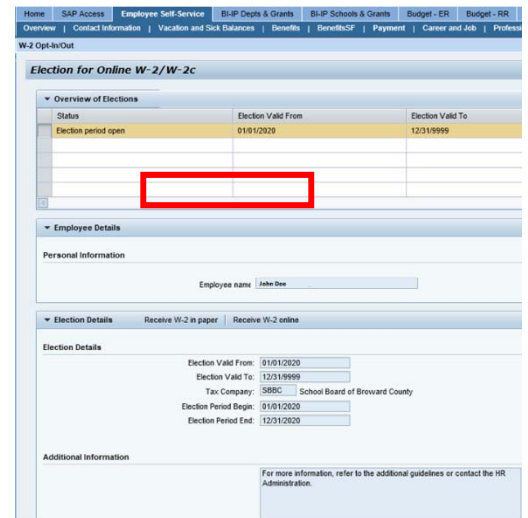
7. A message will appear at the top of the page confirming your selection.



8. To change your selection sign onto **Online W-2 Opt-in or Opt-out** again; then click for the page to expand.



9. Repeat steps 5-7.



Note:

Once the W-2s have been processed the election will no longer be available until the following year. The 2020 election period ends on **1/13/21** therefore no further changes can be made after this date.