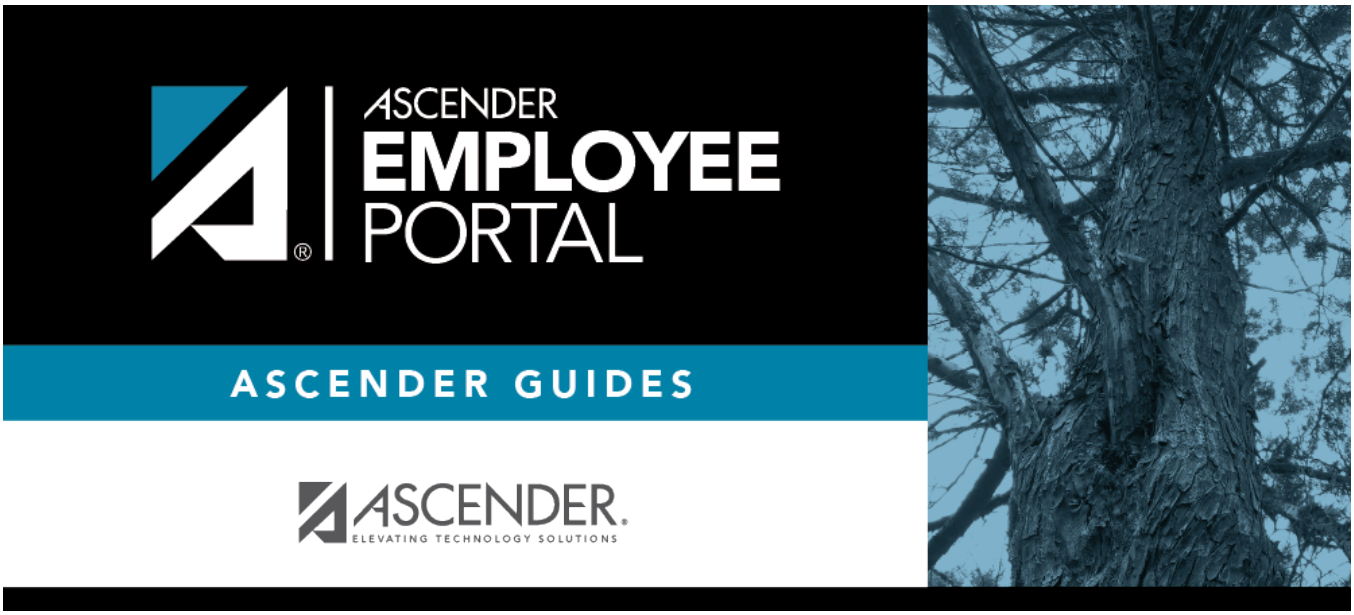



# W-2 Information (Información de W-2)

# Table of Contents

**W-2 Information** ..... 1

# W-2 Information

***EmployeePortal > Inquiry > W-2 Information***

This page is used to view your W-2 information. Additionally, you can indicate how you want to receive and access your W-2 form; electronically or printed, by mail. Previous year and frequency combinations are available for selection. Official W-2s can be printed from calendar year 2009 or greater. W-2s from years prior to 2009 can be viewed but not printed.

If this page is not enabled, check with your EmployeePortal administrator as the LEA may have opted to not allow access.

If a message is available from your LEA, it is displayed in red at the top of the page.

**Admin Note**: District messages are set up on the Human Resources > Tables > District EA Options page.

## View W-2 Information:

| | |
|---|---|
| **Please select a calendar year** | Click ˅ to select the year for which you want to view W-2 information. |

**Note**: The W-2 box numbers are displayed in parenthesis to inform you of the location the amount is populated on the W-2 form.

| | |
|---|---|
| **Taxable Gross Pay** | The total of taxable gross pay earned for the selected calendar year is displayed. Taxable wages are your gross wages decreased by pre-tax items This amount is displayed in box 1 on your W-2. |
| **Withholding Tax** | The total dollar amount of all federal income tax withheld from your taxable wages for the selected calendar year is displayed. This amount is displayed in box 2 on your W-2. |
| **Pension** | Contains a Y for yes if you have been subject to TRS deposits for the selected calendar year or an N if you have not been subject to TRS deposits. |
| **FICA Gross** | The total amount of wages subject to Social Security tax for the selected calendar year is displayed. This amount is displayed in box 3 on your W-2. |
| **FICA Tax** | The total amount of Social Security tax withheld during the selected calendar year is displayed. This amount is displayed in box 4 on your W-2. |
| **Medicare Gross** | The total amount of wages subject to Medicare tax during the selected calendar year is displayed. This amount is displayed in box 5 on your W-2. |
| **Medicare Tax** | The total amount of Medicare tax withheld during the selected calendar year is displayed. This amount is displayed in box 6 on your W-2. |

| | |
|---|---|
| **Earned Income Credit** | The amount of earned income credit qualified for during the current calendar year. The amount from this field displays in Box 9 on the employee W-2 and as EIC on the W-2 Report. |
| **Dependent Care** | The total amount of pre-tax deductions withheld through the Flexible Spending Account program for dependent care benefits during the selected calendar year is displayed. This amount is displayed in box 10 on your W-2. |
| **Annuity Deduction** | The total amount paid toward (non-457 & non-401A) annuities during the selected calendar year is displayed. This amount is displayed in box 12 on your W-2. |
| **457 Withdraw** | The total dollar amount withdrawn from your 457 annuities during the selected calendar year is displayed. |
| **457 Annuities - Box 12** | The total dollar amount paid by you and/or your employer toward 457 annuities during the selected calendar year is displayed. This amount is displayed in box 12 on your W-2. |
| **Cafeteria 125** | The amount you sheltered under the Cafeteria 125 plan during the selected calendar year is displayed. This amount is displayed in box 14 CAF on your W-2. |
| **Roth 403B After Tax** | The total dollar amount paid toward 403(b) annuities during the selected calendar year is displayed. This amount is displayed in box 12 BB on your W-2. |
| **Non-TRS Business Expense** | The total dollar amount of non-TRS reimbursement for the selected calendar year is displayed. This is for non-TRS taxable expenditures. This amount is displayed in box 12 on your W-2. |
| **Taxable Allowance** | The tax business allowance is displayed. This amount is displayed in box 14 TXA on your W-2. |
| **Emp Business Expense** | The amount of employee business expenses that were paid during the current calendar year is displayed. |
| **Moving Expense Reimbursement** | The amount of moving expenses is displayed. This amount is displayed in box 12P on your W-2. |
| **Emplr Sponsored Health Coverage** | The amount of health coverage sponsored by the employer is displayed. This amount is displayed in box 12 DD on your W-2. |
| **Annuity Roth 457b** | The amount deferred for a Roth 457b annuity (R2 deduction type). The amount from this field displays in box 12 EE on your W-2. |
| **TRS Salary Reduction** | The total dollar amount of TRS salary reductions during the selected calendar year is displayed. This amount is displayed in box 14 TRS on your W-2. |
| **Reportable Overtime** | The amount of your reportable overtime wages calculated in Payroll is displayed. Only the additional half-time portion, the extra 0.5 rate applied to overtime hours, is reportable. For the 2025 tax year, this amount is displayed in box 14 OVTM on your W-2. |
| **Taxed Life Contribution** | The taxed life insurance contribution is displayed. This field displays the cost of group term life insurance provided for more than $50,000 of coverage. This amount is displayed in box 12 C on your W-2. |
| **Health Insurance Deduction** | The amount of health insurance not sheltered under Cafeteria 125 during the selected calendar year is displayed. This amount is displayed in box 14 HEALTH on your W-2. |
| **Taxable Fringe Benefits** | The total dollar amount in taxable benefits provided during the selected calendar year is displayed. This amount is displayed in box 14 TFB on your W-2. |

| | |
|---|---|
| **Health Savings Account** | The amount contributed to a Health Savings Account during the selected calendar year is displayed. This amount is displayed in box 12 W on your W-2. |
| **Non-Tax Sick Pay** | The amount of disability pay you received during the selected calendar year is displayed. This amount is displayed in box 12 J on your W-2. |
| **HIRE Exempt Wages** | The amount attributable to the Hiring Incentives to Restore Employment Act is displayed. |

The following Families First Coronavirus Response Act (FFCRA) payment fields are only displayed for the 2020 and 2021 calendar years. The Families First Coronavirus Response Act (FFCRA) credit was limited to leave taken from March 31, 2020, through April 1, 2021, and is now expired.

**Note**: If any of these amounts are greater than zero, the field and amount are displayed in box 14 on your W-2.

| | |
|---|---|
| **EPSL1** | The amount of pay received at the Emergency Paid Sick Leave Act (EPSLA) regular rate for the calendar year. |
| **EPSL2** | The amount of pay received at the Emergency Paid Sick Leave Act (EPSLA) two-thirds rate for the calendar year. |
| **EFMLEA** | The amount of pay received at the Emergency Family and Medical Leave Expansion Act (EFMLEA) rate for the calendar year. |

❑ Click **Print** to display a printable PDF version of the Form W-2 Wage and Tax Statement.

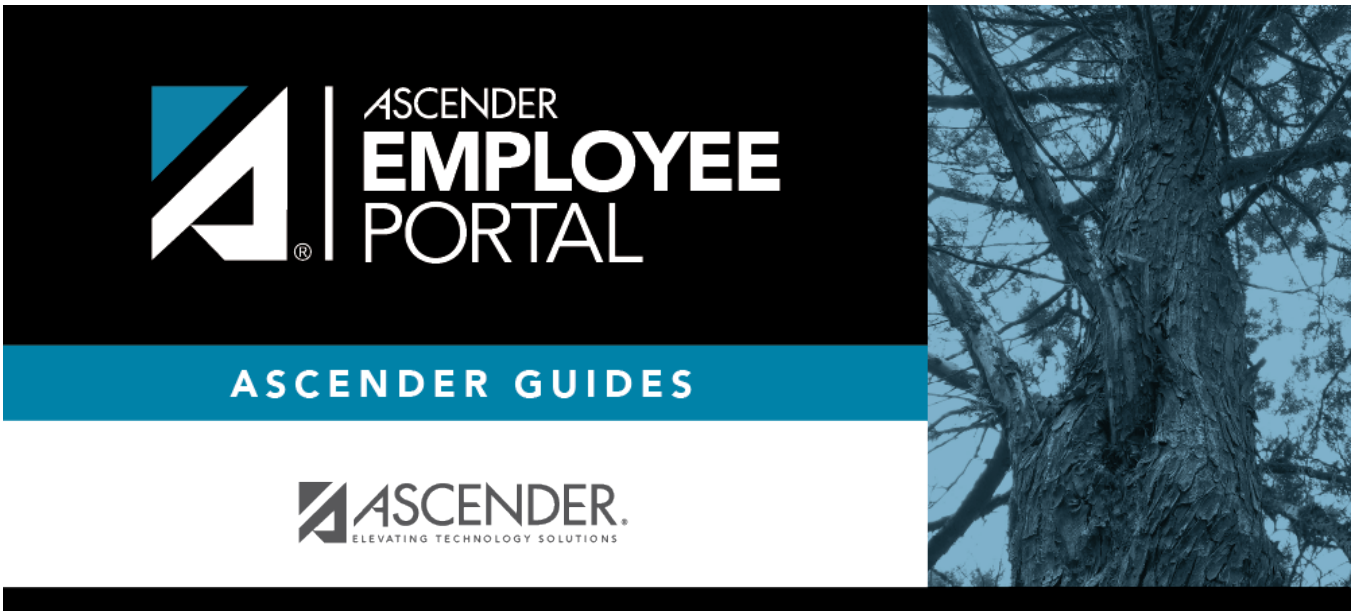
❑ Click **W-2 Consent**. The W-2 Electronic Consent window opens with information about your consent.

The **W-2 Consent** button is only displayed if the option is enabled by the LEA or service center.

- Select **Yes** if you consent to electronic access of your W-2 form and agree to access your W-2 form electronically as described in the instructions, and print your own W-2 form. If selected, you will not receive a printed, mailed copy of your W-2 form.
- Select **No** to decline electronic consent and receive a printed, mailed copy of your W-2 form.
- Click **Save** to save your consent election. Otherwise, click **Cancel** to close the window without making a selection. If you do not make a selection, your W-2 form will be printed and mailed.

**Notes:**

- You can print a copy of your W-2 form regardless of your selected consent preference.
- You can change your consent preference at any time.
- You will receive an email message confirming your selected preference.
- The confirmation email is sent to the email address listed on your demographic record. The email is sent to either the work or home email address; whichever is available. If both are available, the email is sent to the work email address.


ASCENDER
EMPLOYEE
PORTAL
ASCENDER GUIDES
ASCENDER.
ELEVATING TECHNOLOGY SOLUTIONS

# Back Cover