

Pinellas County Schools
Electronic Form W-2
Employee Self-Service Instructions

Consent to Electronic Delivery of your PCS W-2 Form

Employees who consent to electronic delivery will have their W-2 form posted up to two weeks before printed copies are delivered. **All employees who have recently consented or consented last year do not need to consent again. Your consent will carry over from year to year.** You may verify your consent by viewing the W2 webpage on ESS. If the radio button next to “Discontinue PCS Printing Of My W2” is highlighted your consent has already taken place. If the radio button next to “PCS Prints My W2” is highlighted you have not consented.

If you have not consented to electronic delivery of your W-2 please follow these steps: Per IRS regulations, each employee participating in electronic delivery must provide consent to receive their Form W-2 exclusively in electronic format. The payroll department staff cannot consent on behalf of any employee.

- Go to the PCS Employee Self Service (ESS) login page <https://ess.pcsb.org/>
- Enter your PCS network username and password.
- Click the Login button
- Select W2 (from the list on the left)
- Follow the instructions under W2 Delivery Options to test opening and printing a PDF document.
- After reading and printing the test document, click the radio button next to "Discontinue PCS Printing Of My W2".
- You will temporarily see a verification of your selection in red below the radio buttons that says “I have consented to receive my W-2 Form electronically”.
- You may also verify your selection by viewing a different webpage on ESS and returning to the W2 webpage. If the radio button next to “Discontinue PCS Printing Of My W2” is highlighted your consent took place.

Advantages of the electronic Form W-2 Wage and Tax Statement

- Earlier employee access to the Form W-2 Tax and Wage Statement (Electronic W-2’s are generally posted up to two weeks before printed copies are delivered).
- Access to the form is securely protected through the ESS portal.
- The electronic Form W-2 can never be lost, stolen, delayed or misplaced.
- Accessibility to the electronic Form W-2 from anywhere the employee has access to a computer connected to the internet.
- Employees can retrieve their W-2 statements at any time of day and on weekends.
- Employees can print multiple copies at their convenience.
- Employees are contributing to cost savings (forms, printing and postage expense) for the district.