W-2
Frequently Asked Questions

1. **How do I get a copy of my W-2 form?**
   The quickest way to get a copy of your W2 is to go online and print it from Oracle Employee Self Service. The Oracle login screen is available here. The password for Oracle is the same as your system login. Questions about your username and password should be directed to the Help Desk at 301-386-1549 or helpdesk@pgcps.org. Instructional videos can be found here.

   If you are a terminated employee, you would not have access to Oracle and would need to complete and fax the W2 Reprint Request Form to Payroll Services to request a reprint of a W2. Forms printed by the payroll office are available in two days.

   The main contact for tax questions is Shontia Oliver at 301-952-6388, email at Shontia.Oliver@pgpcs.org .

2. **Who do I need to notify that I've moved to a new address?**

   First you should change your address using Oracle Self Service (click here for the instructional video), or contact the HRIS office. You can do this by sending a fax to the HRIS office at 301-952-6341. The fax should include your name, phone number, social security number, employee number, old address and new address (or use this form). You can also visit them in room 210 in the Sasscer building.

   Second you should complete new tax forms. Complete a new W4 federal withholding certificate, a MW507 MD withholding certificate and if your new address is VA(do a VA 4 form) or DC(do a D4 form). For VA or DC residents the MW507 form should have the personal information and Line 4 completed. Do not complete the marital status or lines 1 thru 3.

3. **Why don't my wages on the W2 match my annual salary?**

   The W2 reports wages earned (less pre-tax deductions) in a calendar year(Jan to Dec). Your annual salary is based on the school year(July to June). Also, the W2 includes other types of pay you may have received such as overtime, bonuses, emoluments or workshops.

4. **When will I get my W2 each year?**

   The W2 forms are required by law to be put in the mail by January 31st. This is the date by which W2s will be mailed out and the date by which they will be available to view online in the Oracle Self Service system.