View and Print Online W-2 Forms

Please Note: These instructions are intended to provide employees with basic information required to access the Online W-2 Form. The screen shots are provided for general reference purposes only. Your computer screens may look slightly different depending on your access to the services contained within Drexel One. However, the steps contained below are the same for all employees. If you have any problems accessing the Online W-2 Form, please contact the Payroll Department at payroll@drexel.edu.

If you are already familiar with logging on to the Drexel One portal and accessing the “Employees” tab, skip to step 4.

Step 1. Access the Drexel One portal

Use your internet browser to access the Drexel One portal at https://one.drexel.edu. You will be taken to the DrexelConnect Multi-System Access log on page.
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Step 2. Log on to Drexel One

Log on to Drexel one using your e-mail user ID and password. If you have forgotten your password, click on the “Need help with your password?” link and follow the instructions.
Step 3. Select the “Employee” link

From the Drexel One Welcome page, click on the “Employee” link at the top left of the screen.

*Note:* If you do not see an “Employees” tab, your job records may not have been added to the system yet. Please have your department contact Human Resources for assistance.
Step 3a. DrexelAlert Emergency Contact Information Update

Once each academic term, you will be prompted to verify primary mobile phone number for inclusion in the DrexelAlert system.

Follow the on screen instructions to enter or update your primary mobile phone number as required. When you are finished, click on the “Submit” button at the bottom of the screen.

If you do not receive this pop-up message, you will automatically be taken to the Employee Services Menu; skip to Step 4.
Step 3b. Address Verification

Once each academic term, you will also be prompted to verify your Campus Mailing Address, Employee Home Address and Work Location Address. When you are prompted by this automatic pop-up, please review your address information and e-mail any corrections/updates to Human Resources Information Systems at hris@drexel.edu.

Please include your correct address(s), university ID and the effective date of your change. Click on the “Continue” button to move on to the Employee Services Menu.
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Step 4. Select from the Employee Services Menu

Click the “Tax Forms” link.
Step 5. Select “W-2 Wage and Tax Statement”

From the Tax Forms menu, select the “W-2 Wage and Tax Statement” link to access the Online W-2 Form.
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Step 6. Select the Tax Year and Employer

On the Select W-2 screen, choose the appropriate tax year and employer name from the drop-down boxes, then click “Display”.

**Please Note:** If you do not see the most recent tax year in the drop-down list, W-2’s for that year have not yet been made available. W-2’s will be made available for all years in which you earned taxable wages no later than January 31st of the following year.

You may only view and print W-2 forms for Drexel University and the Academy of Natural Sciences of Drexel University from this site. Other employers for whom you may have worked during the year will report taxable wages to you on separate W-2 forms.
Step 7. **View Unofficial W-2 Summary**

An unofficial summary of your W-2 information will display. You may use this page to quickly access taxable wages, taxes withheld and other W-2 information; however, this page *does not* print out in an official IRS approved substitute form format.

To print an official, IRS approved W-2 form, click “Printable W-2” at the bottom left of the screen.

**Please Note:** To ensure that your official W-2 form prints correctly and on one page, first click “Help” and follow the instructions for setting the print margins on your browser.
Step 8.  Print W-2 Verification

Enter the last four digits of your Social Security Number and your Birth Date in the fields required.

Please enter your birth date in the format MM/DD/YYYY.

Click “Submit”.

[Image of the Drexel University BannerWeb Information System interface for Print W-2 Verification, showing fields for SSN (Last Four Digits) and Birth Date (MM/DD/YYYY) with arrows indicating where to enter the information and a submit button.]
Step 9. View/Print Official W-2 Form

An official version of your W-2 form will be displayed. This form meets IRS guidelines for substitute forms and may be used for all tax filing purposes.

To print the form, select “File”, “Print…” from the menu bar at the top of your screen. You may need to print several copies of the form for federal, state and local tax filings.

Once you have printed your W-2 forms, return to the previous screen by clicking the “Go Back” link below the W-2 form.
Step 10. Log out of Drexel One

From the “W-2 Year End Earnings Statement” screen, log out of Drexel One by clicking the “Exit” link in the upper-right hand corner of the window.

Remember to disconnect from DrexelConnect Multi-System Access and close out of your browser when you are finished.