

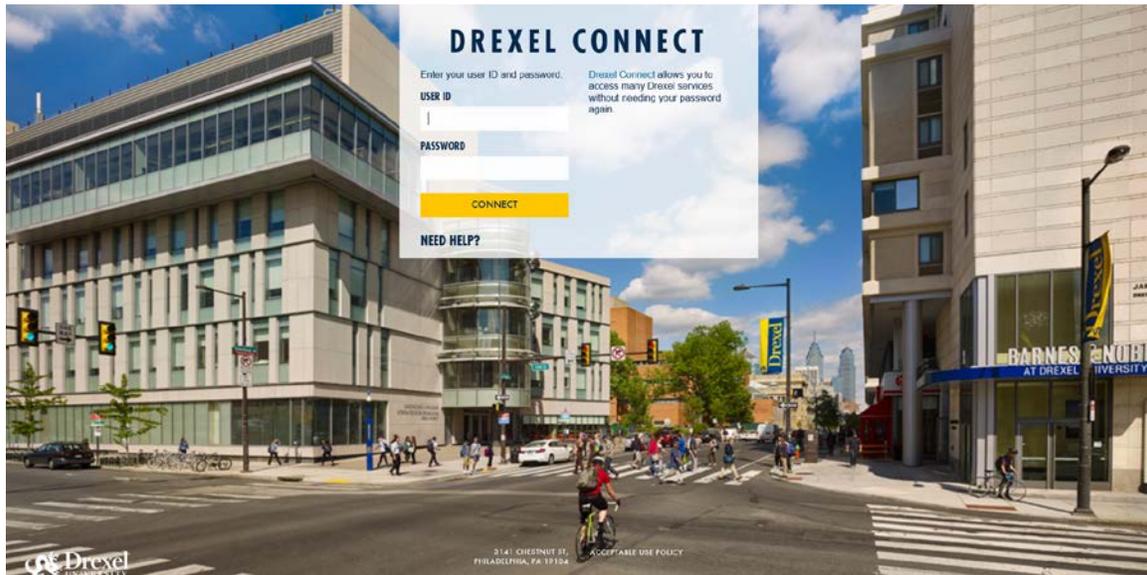
View and Print Online W-2 Forms

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

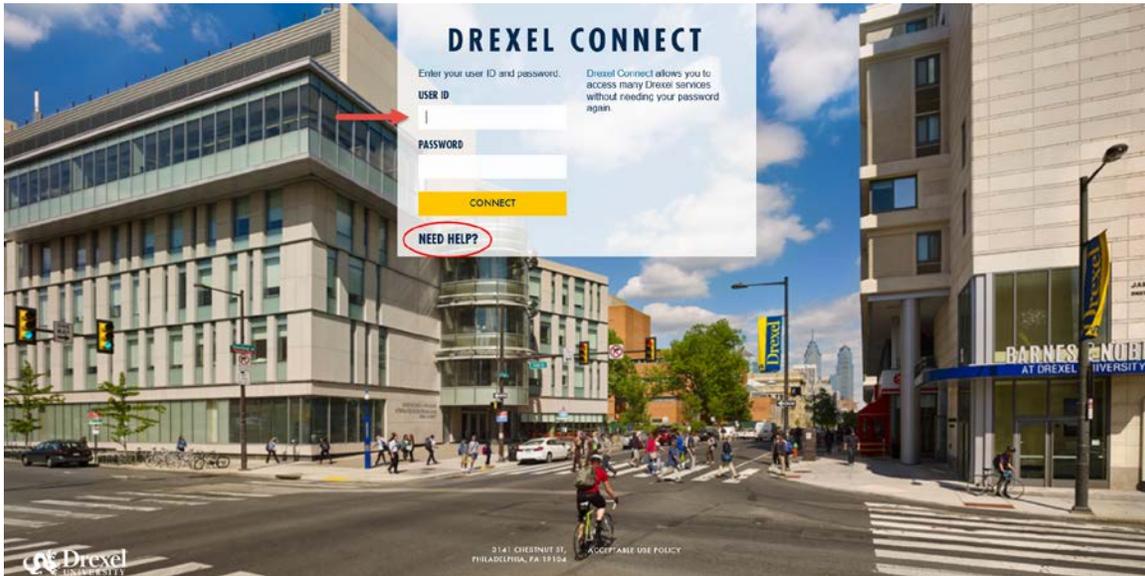
Use your internet browser to access the Drexel One portal at <https://one.drexel.edu>. You will be taken to the log on page.



View and Print Online W-2 Forms

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 “help” link and follow the instructions.

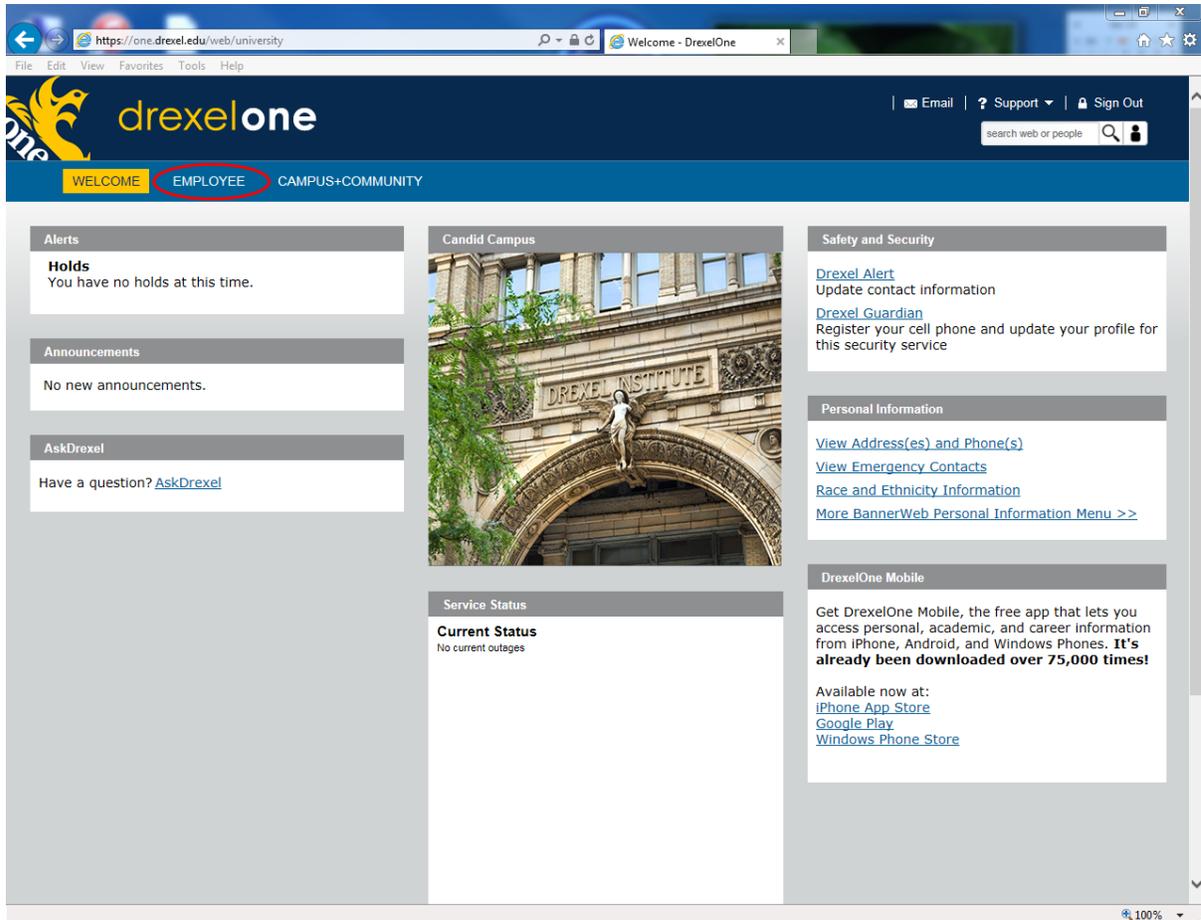


View and Print Online W-2 Forms

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.



The screenshot shows the Drexel One website interface. The browser address bar displays <https://one.drexel.edu/web/university>. The page header includes the Drexel One logo, navigation links for "WELCOME", "EMPLOYEE" (highlighted with a red circle), and "CAMPUS+COMMUNITY", along with utility links for "Email", "Support", and "Sign Out". The main content area is divided into several sections: "Alerts" (Holds: You have no holds at this time.), "Announcements" (No new announcements.), "AskDrexel" (Have a question? [AskDrexel](#)), "Candid Campus" (featuring a photo of the Drexel Institute building), "Service Status" (Current Status: No current outages), "Safety and Security" (links for Drexel Alert, Drexel Guardian, and registration instructions), "Personal Information" (links for address, emergency contacts, and ethnicity information), and "DrexelOne Mobile" (promotion for the mobile app).

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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.

The screenshot shows a web browser window with the URL https://banner.irttest.drexel.edu/duhris/hwgtkaddr.P_DisplayEmployeeAddress. The page title is "Drexel University BannerWeb Information System" and the current page is "Employee Services". The DrexelAlert logo is prominently displayed, with the text "DrexelALERT EMERGENCY NOTIFICATION SYSTEM". Below the logo, the heading "DrexelAlert Emergency Contact Information Update" is shown. A message prompts the user to "Please verify/enter your preferred mobile phone number below." The page contains several paragraphs of text explaining the system's purpose and how to use it. At the bottom, there is a form with a "Mobile Phone" field containing the number "215 555 0123" and a green checkmark. Below the form is a "Submit" button, which is highlighted with a red arrow. The page also includes a "RELEASE: 000" notice and a "HELP EXIT" link in the top right corner.

Personal Information Employee Services

HELP EXIT

DrexelALERT
EMERGENCY NOTIFICATION SYSTEM

DrexelAlert Emergency Contact Information Update

Please verify/enter your preferred mobile phone number below.

All members of the Drexel University community are required to participate in a university-wide emergency notification system known as "DrexelAlert". The effectiveness of the system will depend upon the University's access to complete and accurate contact information for all members of the community. Therefore, it is the policy of the University that all students, faculty and staff be required to provide their primary mobile phone number for inclusion in the DrexelAlert system so that messages may be delivered via text messaging and/or phone.

For anyone who does not have a mobile phone, emergency notifications will also be sent to Drexel University e-mail addresses. Phone messages, when used, will also be provided to Drexel-owned landline phones. Mobile phone information entered into the DrexelAlert system will be used exclusively for emergency notification, and will not be available for any other University or non-University purpose. This system complements other forms of electronic communication at Drexel University.

If your mobile phone number changes, it can be updated at any time through DrexelOne by following the link to the DrexelAlert Emergency Notification System under the "Personal Information" section.

Mobile Phone 215 555 0123 ✓

I do not have a mobile phone.

The information I have provided is complete and correct to the best of my knowledge. I understand that failing to keep this information current and accurate puts me at risk of not being notified in the event of an emergency. I understand that in the event of an emergency Drexel University will use its best efforts to notify me in a timely and effective manner. I recognize, however, that no emergency notification system will achieve 100% success, and the University cannot guarantee that I will be effectively notified.

By submitting this information, I acknowledge that I have read and understood the University's emergency notification policy.

Submit

RELEASE: 000

100%

View and Print Online W-2 Forms

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.

Drexel University BannerWeb Information System

Personal Information Employee Services

FACULTY AND STAFF ADDRESS VERIFICATION

It is imperative that the University know your current and valid home and campus addresses at all times.

Once each term before proceeding to the Employee Services Menu you **MUST** confirm that your addresses are current.

If your addresses below are current and valid simply click the "Continue" button to proceed to the Employee Services Menu.

If your Campus or Home address/telephone number is incorrect please e-mail your correct address, including zip code, the EFFECTIVE DATE of the address change and your UNIVERSITY ID to hris@drexel.edu your address will be updated by HRIS.

The Employee Campus Mailing Address identifies where your campus mail should be sent.

The Employee Home Address is used by the Human Resources, Benefits and Payroll Offices. Changes to the Employee Home Address are monitored and may result in a change in your tax status. If you have any questions regarding tax changes contact the Payroll Office.

Employee Campus Mailing Address(es)	Employee Campus Mailing Phone(s)
Current: January 1, 2010 - ?	Primary: (215) 895-2000
3141 Chestnut Street Philadelphia, PA 19104	✓

Employee Home Address(es)	Employee Home Phone(s)
Current: January 1, 2010-?	Primary: (215) 555-0123
123 Main Street Hometown, USA 12345	✓

Employee Work Location Address(es)	Employee Work Location Phone(s)
Current: January 1, 2010 - ?	Primary: (215) 895-2000
3141 Chestnut Street Philadelphia, PA 19104	✓

RELEASE: 015

View and Print Online W-2 Forms

Step 4. Select from the Employee Services Menu

Click the “Tax Forms” link.

The screenshot shows the DrexelOne Employee Services menu. The browser address bar displays <https://one.drexel.edu/web/university/employee?gpi=10>. The page header includes the DrexelOne logo, navigation links for WELCOME, EMPLOYEE, and CAMPUS+COMMUNITY, and utility links for Email, Support, and Sign Out. The main content area is divided into several sections:

- Payroll**: Contains links for [Direct Deposit Advice / Pay Stub](#), [Time Reporting and Leave Balances](#), [Tax Forms](#) (highlighted with a red arrow), and [More BannerWeb Employee Services >>](#). A sub-link for [View Benefits, Payroll, Job History Information and more...](#) is also present.
- Academic Information and Reports**: Lists various reports such as [HERI 2007-08 Faculty Presentation](#), [Middle States Self Study Design](#), [Drexel Student Learning Priorities](#), [Overview of Drexel Student Learning Priorities](#), [Program Learning Assessment Goals](#), [The Drexel Learner Centered Syllabus Checklist](#), [Envisioning Drexel's Future: Interdisciplinary Collaborations, Networks, and Academic Planning](#), [Drexel University MSCHE Self-Study 2012](#), [HERI Faculty Survey Data 2010-2011](#), and [MSCHE Report to the Faculty, Administration, Trustees, and Students of Drexel University](#).
- Development and Certifications**: Includes links for [Conflict of Interest Program](#), [Career Pathway](#), and [Learning and Performance Resources](#).
- Employee Quick Links**: Lists [HR Policies](#), [Technology Policies](#), [HR Forms](#), [Staff Employment](#), [Benefits Information](#), and [New Employee Technology Checklist \(pdf\)](#). A [Going Global](#) link is also present with a description: "A resource to help students find employment opportunities globally and provides faculty/staff with country-specific information for business travel."
- Purchasing and Travel**: Features [Smart Source](#) (an eProcurement application) and [Business Travel](#) (noting that all business travel should be arranged through Ovation Travel).
- Benefits Administration**: Contains the [Benefits Service Center](#) link, intended for new employees to enroll and current employees to view benefit elections.

View and Print Online W-2 Forms

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.

The screenshot shows a web browser window displaying the Drexel University BannerWeb Information System. The address bar shows the URL: https://banner.drexel.edu/pls/duprod/twbkwbis.P_GenM. The page title is "Tax Forms". The navigation bar includes "Personal Information" and "Employee Services" tabs. The "Tax Forms" section is highlighted. The following links are listed:

- [W-2 Wage and Tax Statement](#) (Print or View W-2 Tax Form) — **Red arrow points to this link.**
- [W-2 Electronic Consent](#)
The IRS has approved the delivery of your W-2 statement electronically, providing you give your consent. These W-2 statements are accepted by all State, City and local government tax offices. We encourage all employees to take advantage of the new electronic option and the many advantages it offers including:
 - More secure channel for exchange of this very personal data
 - Anticipated earlier availability of your W-2
 - Automatic reprinting capability
 - On-going, on-demand access
- [W-4 Tax Exemptions/Allowances](#)
View your current tax exemptions and allowances, and update resident withholding. If you wish to make an update to non-resident withholding, please contact the tax office. For W-4 instructions and worksheets, click [here](#)
- [W-2c Corrected Wage and Tax Statement](#)
Print or View W-2c Tax Form
- [TurboTax Opt Out](#)
Automatically import your W-2 information to TurboTax! Choose to stay included or opt out of the TurboTax Import feature.

RELEASE: 8.7.D

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View and Print Online W-2 Forms

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, the Academy of Natural Sciences of Drexel University and Drexel University Online 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.

https://banner.drexel.edu/pls/duprod/bwplotxs.P_Choos Select W-2

File Edit View Favorites Tools Help

Drexel University BannerWeb Information System

Personal Information Employee Services

RETURN TO MENU HELP EXIT

Select W-2

Choose the Tax Year for the W-2 you wish to view or print.

Tax Year: 2010

Employer or Institution: Drexel University

Display

[W-4 Tax Exemptions/Allowances]

RELEASE: 8.12.1.D

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100%

View and Print Online 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.

Drexel University BannerWeb Information System

Personal Information Employee Services

RETURN TO MENU HELP EXIT

W-2 Year End Earnings Statement

Select the **PRINT button at the bottom of this page** to display the **official, IRS-approved W-2** statement (for tax years 2005 forward) for printing. You may need to print multiple copies for submission to federal, state and local entities.

Click the 'HELP' link in the top right corner for information on how to set your print margins on different web browsers and to view the IRS Notice to Employee/W-2 Instructions.

For more information about importing your W-2 into TurboTax, click [here](#).

b Employer identification number (EIN) 23-1352630		1 Wages, tips, other compensation 50661.07	2 Federal income tax withheld 7026.28			
c Employer's name, address, and ZIP code Drexel University PAYROLL DEPARTMENT 3201 ARCH STREET, SUITE 400 Philadelphia PA 19104		3 Social security wages 52323.77	4 Social security tax withheld 3244.07			
		5 Medicare wages and tips 52323.77	6 Medicare tax withheld 758.70			
		7 Social security tips	8 Allocated tips			
d Employee's social security number 123-45-6789		9 Advance EIC payment		10 Dependent care benefits		
e Employee's first name and initial Benjamin Franklin 123 Main Street Apt. A-1 Philadelphia, PA 12345		11 Nonqualified plans		12 See Instructions for box 12 C 77.40 E 554.27		
		13 Statutory employee plan Retirement plan Third-party sick pay () (X) ()	14 Other ManRet 1108.43			
f Employee's address and ZIP code	15 State PA	16 State wages, tips, etc. 53485.37	17 State income tax 1642.03	18 Local wages, tips, etc. 55736.83	19 Local income tax 2397.27	20 Locality name Phila

Form W-2 Wage and Tax Statement 2006 Department of Treasury - Internal Revenue Service

Printable W-2

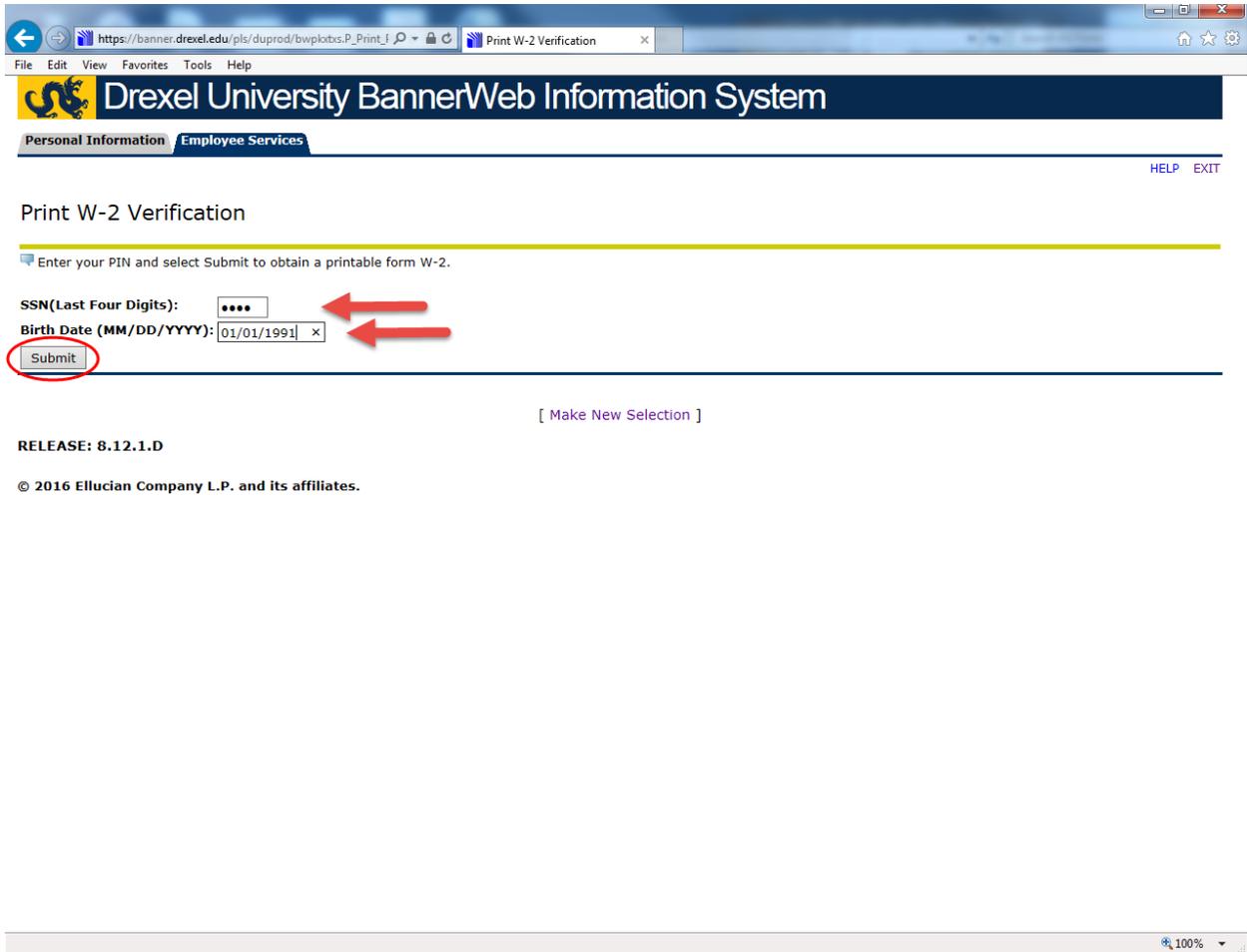
View and Print Online W-2 Forms

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”.



The screenshot shows a web browser window with the URL https://banner.drexel.edu/pls/duprod/bwplotbs.P_Print_f. The page title is "Print W-2 Verification". The header includes the Drexel University logo and the text "Drexel University BannerWeb Information System". Below the header, there are tabs for "Personal Information" and "Employee Services". The main content area is titled "Print W-2 Verification" and contains the following text: "Enter your PIN and select Submit to obtain a printable form W-2." Below this text are two input fields: "SSN(Last Four Digits):" with a masked input field containing four dots, and "Birth Date (MM/DD/YYYY):" with a date input field containing "01/01/1991". A red circle highlights the "Submit" button. Two red arrows point to the SSN and Birth Date fields. At the bottom of the page, there is a link "[Make New Selection]", the text "RELEASE: 8.12.1.D", and the copyright notice "© 2016 Ellucian Company L.P. and its affiliates." The browser's status bar at the bottom right shows "100%".

View and Print Online W-2 Forms

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.

The screenshot shows a web browser window with a W-2 form displayed. The browser's address bar shows the URL: https://banner.drexel.edu/pls/duprod/bwplotxs_P_Certifi. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The 'File' menu is open, and the 'Print...' option is highlighted with a red arrow. The W-2 form is for the year 2006 and is for an employee named Franklin. The form includes the following data:

Box	Description	Amount
1	Wages, tips, other compensation	50661.07
2	Federal income tax withheld	7026.28
3	Social security wages	52323.77
4	Social security tax withheld	3244.07
5	Medicare wages and tips	52323.77
6	Medicare tax withheld	758.70
7	Social security tips	
8	Allocated tips	
9	Advance EIC payment	
10	Dependent care benefits	
11	Nonqualified plans	
12	See Instructions for box 12	
C		77.40
E		554.27
13	Statutory employee, retirement, third-party sick pay	
14	Other ManRet	1108.43
15	State PA	Employer's state ID number 11611977
16	State wages, tips, etc.	53485.37
17	State income tax	1642.03
18	Local wages, tips, etc.	55736.83
19	Local income tax	2397.27
20	Locality name	Phila

Below the form, there is a 'Go Back' link circled in red.

View and Print Online W-2 Forms

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 and close out of your browser when you are finished.

