



PAYROLL ADMINISTRATION MEMORANDUM

2019 - 2020

NO. 03



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Payroll Administration

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DATE: September 26, 2019
TO: B/C Office Directors (Via Email)
Principals (Via Principals Weekly)
Payroll Secretaries (Via Email)
FROM: Francine Perkins-Colón
SUBJECT: Electronic Delivery of W-2, 1127 Waiver and 1095-C forms

Current and active employees of the NYC Department of Education can choose to have their W-2, 1127 waiver and 1095-C forms delivered electronically instead of by paper copy. Electronic Delivery is voluntary, secure, and accurate.

To choose Electronic Delivery, employees should log-in to their NYCAPS Employee Self-Service [NYCAPS ESS](#) account. Employees who choose this option will receive an email by mid-January each year providing instructions for accessing their electronic W-2, 1127 Waiver, and 1095-C forms. The electronic version can also be printed and saved.

Employees are to be reminded of the following:

- Employees who have previously chosen Electronic Delivery do not have to re-enroll.
- To electronically receive their **2019 1095-C forms**, employees should select the paperless option in ESS no later than **Friday, December 6, 2019**.
- To electronically receive their **2019 W-2 and 1127 waiver**, employees should select the paperless option in ESS before noon, **Friday, January 3, 2020**.

Instructions for logging in are as follows:

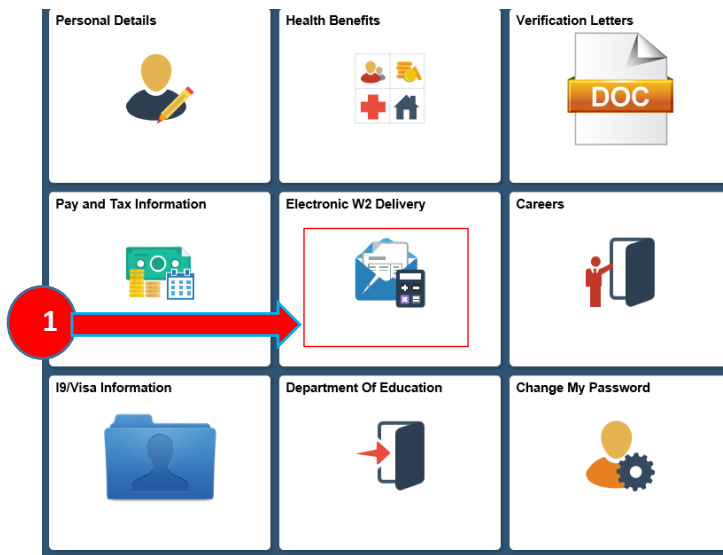
- Access the log in screen via this link: [NYCAPS ESS](#)
- **User ID** = 7 digit EMPL ID / Reference number from pay stub.
- **Password** = password that you normally use to access ESS.

If you have never logged into NYCAPS ESS before or if you need to have your password reset please note the following:

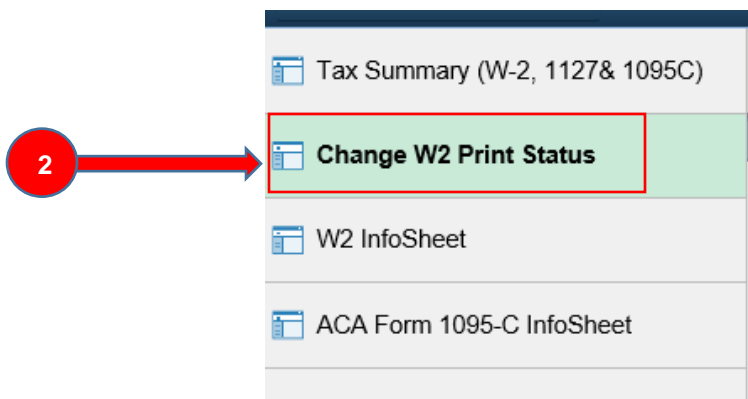
- a. **Initial Password:** If this is your first time logging in, please note that your initial default password will consist of the last two digits of your SSN, an underscore (" _"), the first three letters of your birth month (must be upper case), your birth day (including the leading zero, if applicable), and birth year.
 - i. For example, Jane Doe's SSN is XXX-XX-XX99 and birth date is January 01, 1910; therefore, Jane's initial default password is **99_JAN011910**.
- b. **Password resets:** To request for your NYCAPS ESS password to be reset, email your request to the following:
 - i. **Active employee:** NYCAPSESSPASSWORD@schools.nyc.gov

Once you have logged into your [NYCAPS ESS](#) account continue with the steps indicated below:

1. In the Employee Self-Service section of the main menu, select the Electronic W2 Delivery option.



2. Next, select the **Change W2 Print Status** option. If you choose this option, you will receive an email in mid-January providing instructions for accessing your electronic tax forms. These electronic forms can be printed and saved.



3. Select your payroll bank:

Employee Search Results

Employee Search Results						
Pyrl Num	Empl ID	JSN	Last Name	First Name	MI	
033		1			R	
740		1			R	

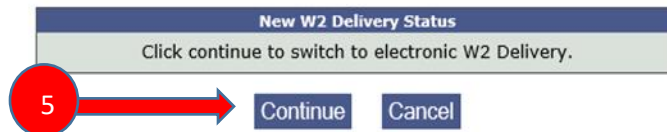
4. On the W2 Delivery screen select **Change W2 Delivery Status**.



5. Click **Continue** to switch to Electronic Delivery

Please note:

- Employees may update their selected W2 Delivery method using ESS.
- Updates to an employee's W2 Delivery method apply to all future W2's. Previous W2's are not affected.
- Printing a W2 through ESS will not update an employee's currently selected W2 Delivery method.
- Employees will receive confirmation of an updated W2 Delivery Method change through email.
- Employee's must ensure that ESS Contact information is correct, to ensure proper W2 delivery.
- Employees who leave City Service are no longer eligible for W2 Electronic Delivery, regardless of their selected W2 Delivery Method.



6. In the next window, enter the **last 4 digits of your Social Security Number** and then select the **Certify/Confirm** button.

W2 Delivery

Current W2 Delivery Status
Print

Confirm

The new W2 Delivery status appears below.
This information will be updated in the system upon confirmation.

New Form W2 Delivery Status
Electronic Delivery

Email confirmation will be sent to 'MWilliams36@schools.nyc.gov,MELISSAWILLIAMS36@SCHOOLS.NYC.GOV'

Form W2 Printing Terms and Conditions

I hereby authorize the City of New York to cease/resume the printing of my W2 forms based on my above selection. I understand that as an active employee, I will still be able to view my W2 forms via ESS. I agree that this authorization will remain in effect until I modify my selection via ESS.

Checking this box indicates that you have read and agree to the Terms and Conditions set forth above.

Employee Authorization

I, [redacted] by entering the last four digits of my Social Security Number and pressing the 'Certify/Confirm' button below, certify that:

- I am the employee;
- I have not shared my password with anyone and am responsible for the entries made in this document;
- I have reviewed all the personal information contained in this site and it is true, correct and complete to the best of my knowledge;

Last 4 digits of Soc Sec Num: **Certify/Confirm** ← 6

Go Back **Cancel**

7. You will receive a confirmation, indicating that you have now opted for Electronic Delivery.

W2 Delivery

IMPORTANT: The change you have made has updated the system.
Any further changes made will overwrite this change.
Your document reference number is 1128911.

Current W2 Delivery Status
Electronic Delivery

Effective Date: 12/08/2017

Thank you. You have consented to receive your W2 electronically. Please check your email for confirmation.

Assistance and Other Questions:

For assistance or more information, please visit the [HR Connect Portal](#). You may also contact HR Connect at (718) 935-4000.

FPC: mw

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