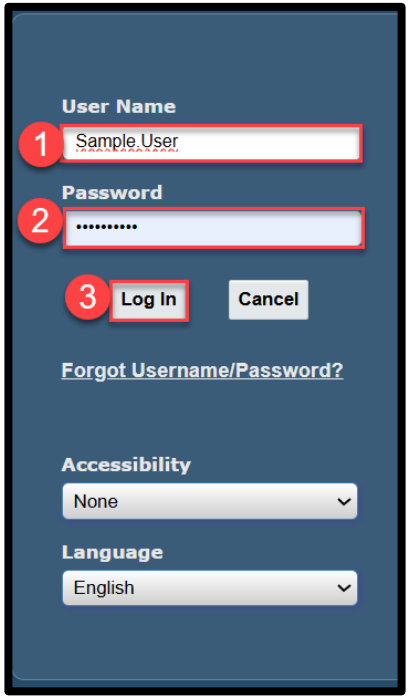
LOG IN TO ONEPHILLY

On your web browser, enter https://ess-onephilly.phila.gov/, then:

1. Enter your **User Name**.
2. Enter your **Password**.
3. Click **Log In**.

If you don't know your **User Name** or **Password**, click the **Forgot Username/Password?** link and follow the reset instructions. If you are still facing problems, email OnePhillyHelp@phila.gov.



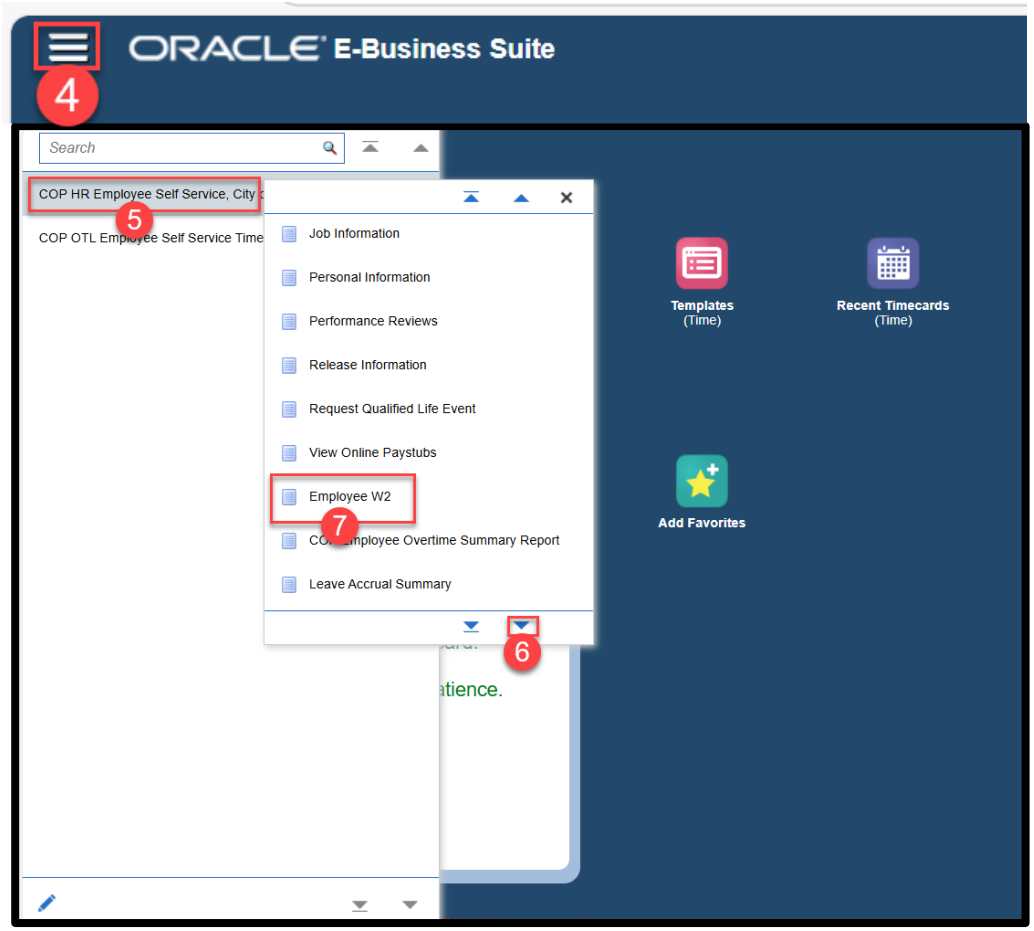
NAVIGATE THE HOME PAGE

4. Click the **Navigator** button to invoke a drop-down menu of responsibilities and functions.

5. Once the drop-down menu appears, click the **COP HR Employee Self Service** responsibility.

6. Click the down arrow button until you see **Employee W2**.

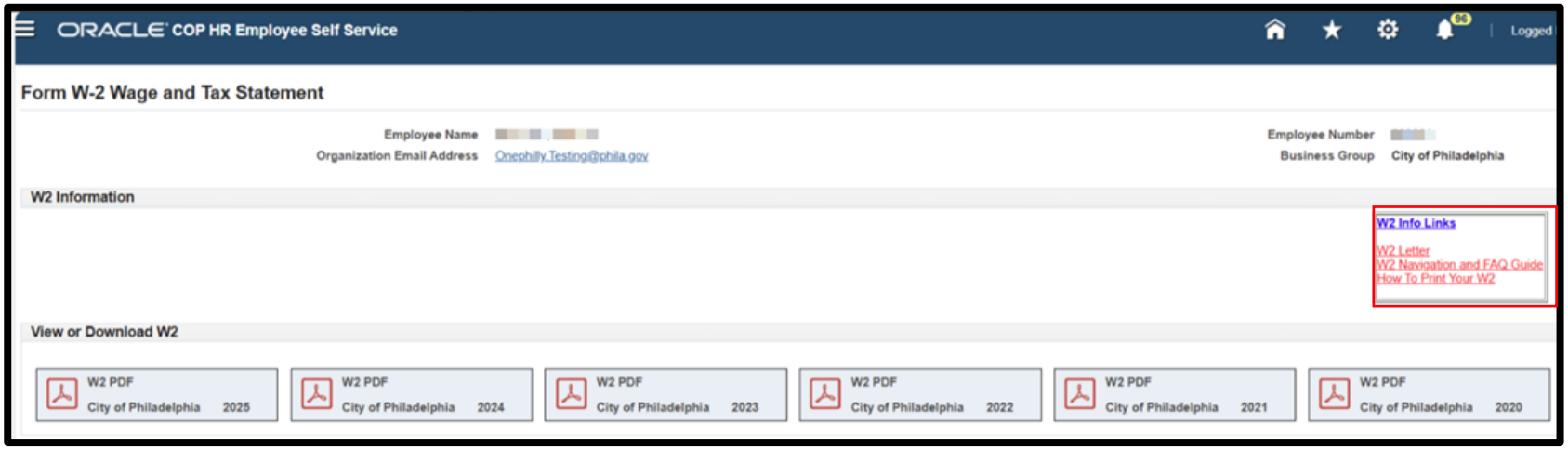
7. Double-click the **Employee W2** option.



NAVIGATING THE FORM W-2 WAGE AND TAX STATEMENT

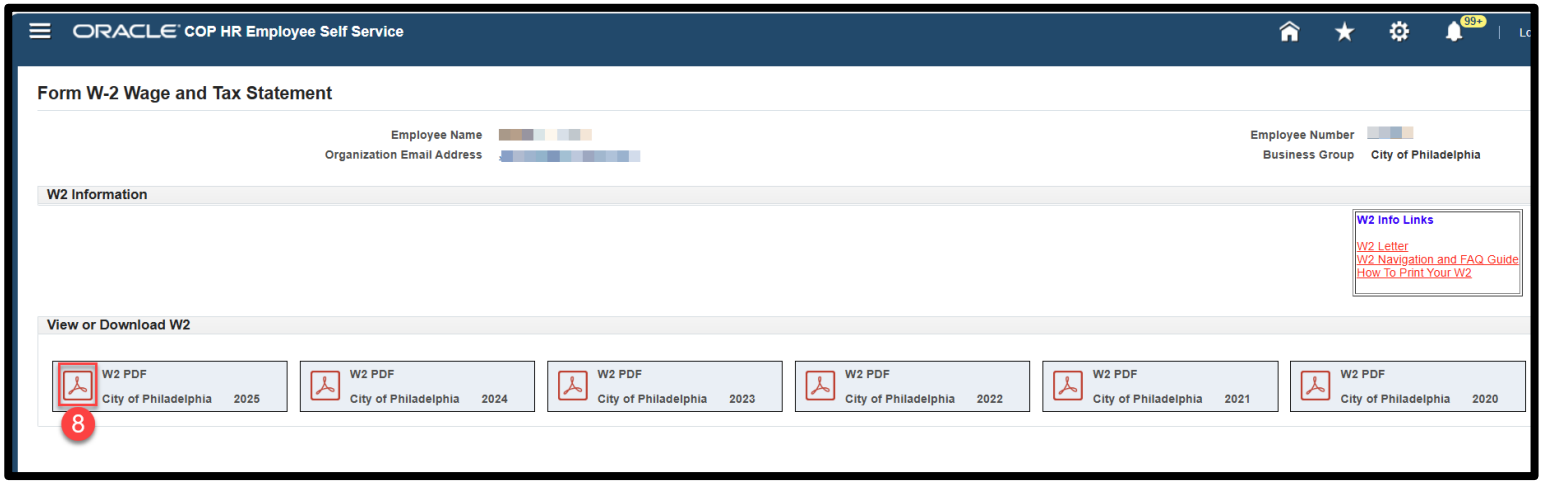
The **W2 Info Links** box, outlined in red, contains:

- A memo from Central Payroll with explanations of specific boxes on the W-2
- A W-2 Navigation and FAQ Guide for 2025
- A step-by-step guide on how to Print and Save Your W-2



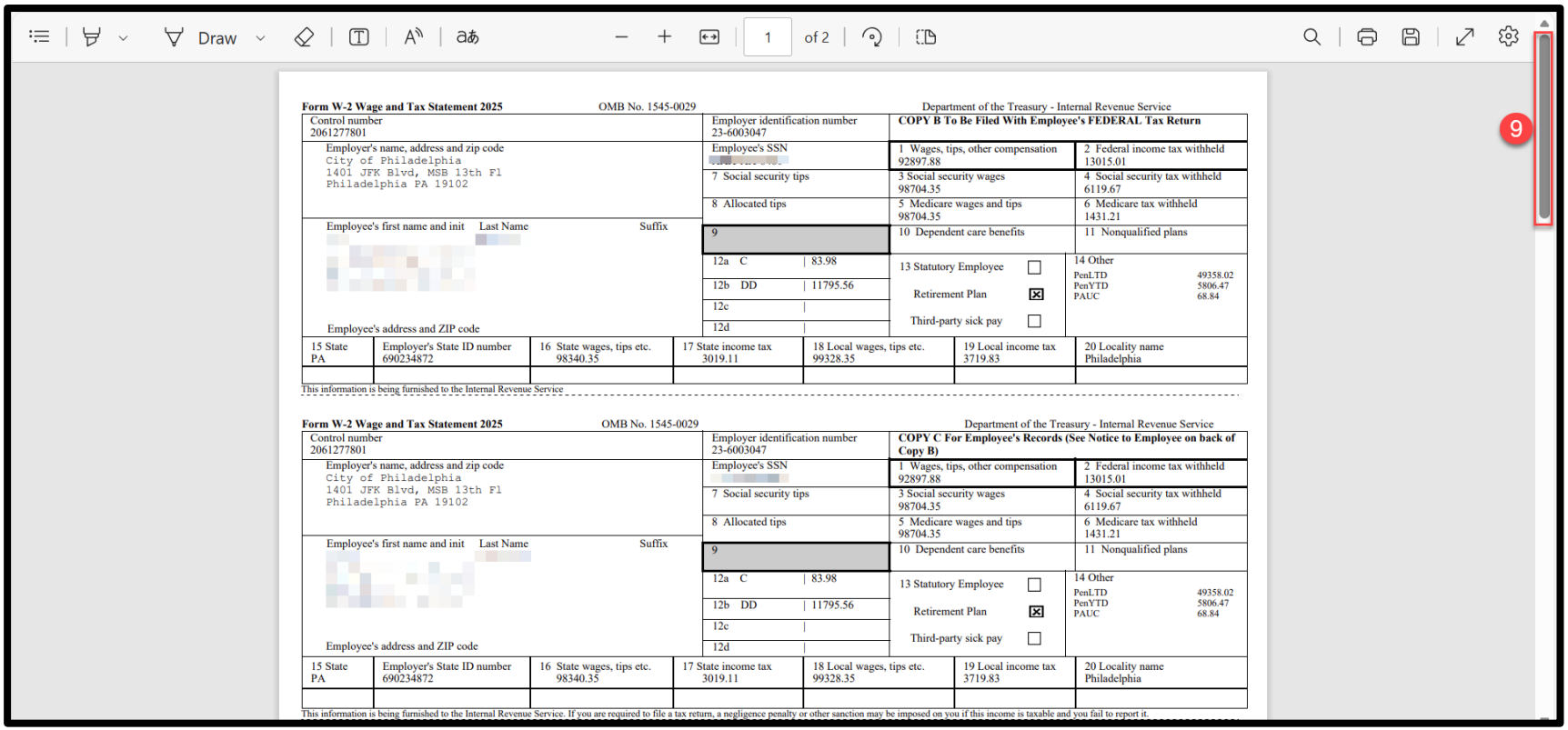
OPENING YOUR MOST RECENT W-2

8. Click the Adobe icon for your most recent W-2 to open the file. (**Note:** If you're accessing your W-2 on a mobile device, such as an iPhone or Android phone, download features may vary.)



NAVIGATING YOUR W-2

9. Click and drag the vertical scrollbar down to view the full document.



Form W-2 Wage and Tax Statement 2025 OMB No. 1545-0029 — Department of the Treasury - Internal Revenue Service

Control number 2061277801	Employer identification number 23-6003047	**COPY B To Be Filed With Employee's FEDERAL Tax Return**	
Employer's name, address and zip code City of Philadelphia 1401 JFK Blvd, MSB 13th Fl Philadelphia PA 19102	Employee's SSN	1 Wages, tips, other compensation 92897.88	2 Federal income tax withheld 13015.01
	7 Social security tips	3 Social security wages 98704.35	4 Social security tax withheld 6119.67
	8 Allocated tips	5 Medicare wages and tips 98704.35	6 Medicare tax withheld 1431.21
Employee's first name and init Last Name Suffix	9	10 Dependent care benefits	11 Nonqualified plans
	12a C 83.98	13 Statutory Employee ☐	14 Other PenLTD 49358.02 PenYTD 5806.47 PAUC 68.84
	12b DD 11795.56	Retirement Plan ☒	
	12c	Third-party sick pay ☐	
Employee's address and ZIP code	12d		

15 State	Employer's State ID number	16 State wages, tips etc.	17 State income tax	18 Local wages, tips etc.	19 Local income tax	20 Locality name
PA	690234872	98340.35	3019.11	99328.35	3719.83	Philadelphia

This information is being furnished to the Internal Revenue Service

Form W-2 Wage and Tax Statement 2025 OMB No. 1545-0029 — Department of the Treasury - Internal Revenue Service

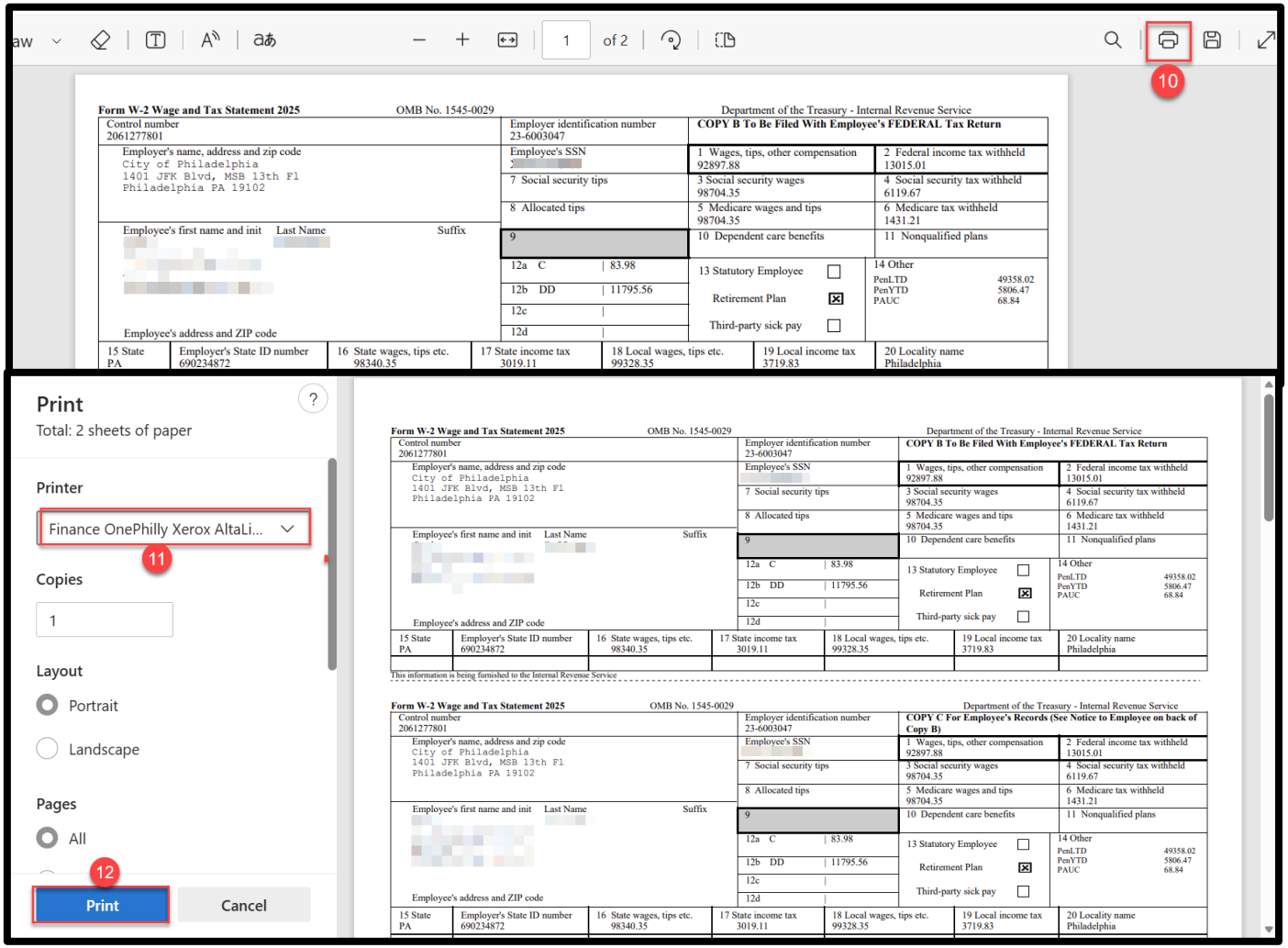
Control number 2061277801	Employer identification number 23-6003047	**COPY C For Employee's Records (See Notice to Employee on back of Copy B)**	
Employer's name, address and zip code City of Philadelphia 1401 JFK Blvd, MSB 13th Fl Philadelphia PA 19102	Employee's SSN	1 Wages, tips, other compensation 92897.88	2 Federal income tax withheld 13015.01
	7 Social security tips	3 Social security wages 98704.35	4 Social security tax withheld 6119.67
	8 Allocated tips	5 Medicare wages and tips 98704.35	6 Medicare tax withheld 1431.21
Employee's first name and init Last Name Suffix	9	10 Dependent care benefits	11 Nonqualified plans
	12a C 83.98	13 Statutory Employee ☐	14 Other PenLTD 49358.02 PenYTD 5806.47 PAUC 68.84
	12b DD 11795.56	Retirement Plan ☒	
	12c	Third-party sick pay ☐	
Employee's address and ZIP code	12d		

15 State	Employer's State ID number	16 State wages, tips etc.	17 State income tax	18 Local wages, tips etc.	19 Local income tax	20 Locality name
PA	690234872	98340.35	3019.11	99328.35	3719.83	Philadelphia

This information is being furnished to the Internal Revenue Service. If you are required to file a tax return, a negligence penalty or other sanction may be imposed on you if this income is taxable and you fail to report it.

PRINTING YOUR W-2

10. Click the **Print** icon to initiate printing.
11. Select a **Printer** from the dropdown menu.
12. Click **Print**.



SAVING YOUR W-2

13. Click the **Print** icon to initiate saving.

14. Select **Save as PDF** from the dropdown menu.

15. Click **Save**.