2019 W-2 Frequently Asked Questions

If you received a paper copy of your W-2 in the mail this year, you may have some questions about the way in which the information is presented by ADP. These FAQs are designed in response to inquiries we’ve received from Penn employees after receiving their 2019 W-2.

Why did I receive a mailed copy of my W-2?

Workday defaults to automatically send employees both a paper and digital copy of their W-2. If you did not opt to go paperless in Workday, a paper version was mailed to you by our tax vendor, ADP.

We recommend that you opt to go paperless in the future, which you can do by clicking on the Pay icon in Workday, selecting Tax Documents, and then Printing Election (found in the upper right section of the page). For more detailed instructions, please refer to the Self Service: Access Tax Withholding Forms tip sheet. All Workday tip sheets can be found under the Training heading on the Workday@Penn site.

Why did I receive multiple mailed copies of my W-2?

If your W-2 was printed on more than one page (e.g., if you live outside of Philadelphia) and did not opt to go paperless, ADP mailed each page of your W-2 separately. Each page is labeled with a page number (1 of X, 2 of X, etc.). You will need all pages to complete your tax return.

Is the version of my W-2 in Workday different from the version of the W-2 I received in the mail?

The only differences are in presentation—both versions accurately report your tax information and can be used for filing your taxes. Depending on your residence, the information in the paper version may be disaggregated and more confusing to use. We recommend using the online Workday version as your source document.

If you are a Philadelphia resident, there should be no differences between the forms.

If you live outside of Philadelphia, Boxes 1 through 17 will be the same on all copies (Federal and State). On the ADP version, your Local tax information (Boxes 18 and 19) will be disaggregated across two copies representing the first half and second half of the year. You will need to add these numbers together to equal the Workday version of the same boxes. On the Workday version, your Local tax information is aggregated, and no additional calculation is required.

Note also on the ADP version that there is a “Reference Copy” (which is for your records) and a “Filing Copy” (which is filed with your return, if required) of each Federal, State, and Local version. The Reference and Filing copies are identical. If you need to aggregate your local taxes, be careful not to aggregate the Reference Copy with the Filing Copy; only aggregate the Filing Copies.

Is the ADP version of my W-2 correct?

Yes.
Where can I find the Control Number?

You can find the Control Number in “Box d” only in the ADP version of the W-2.

Does it matter which version of my W-2 (ADP vs. Workday) I use to prepare my taxes?

We recommend that you use the Workday version of the W-2, as the information is aggregated. However, if you use tax preparation software, you will need the Control Number which only appears in “Box d” of the ADP version of the W-2.

If you use the ADP version to manually enter your Local tax information, Philadelphia non-residents will have to aggregate the totals for Boxes 18 and 19 by municipality. Note that on the ADP version there is a “Reference Copy” (which is for your records) and a “Filing Copy” (which is filed with your return, if required) of each Federal, State, and Local version. The Reference and Filing copies are identical. If you need to aggregate your local taxes, be careful not to aggregate the Reference Copy with the Filing Copy; only aggregate the Filing Copies.

Have additional questions about your individual 2019 W-2? Please contact the Penn Employee Solution Center at hcmsolutioncenter@upenn.edu or (215) 898-7372.