

FAQs about W-2s

1. [When were W-2s for 2022 sent out?](#)
 2. [How do I get a duplicate W-2 statement?](#)
 3. [Can you fax me a copy of my W-2?](#)
 4. [Can you provide W-2 and paycheck figures over the phone?](#)
 5. [I never got my W-2 because I moved. How do I get a duplicate W-2 mailed to my new address?](#)
 6. [I worked in December. Why didn't I get a 2022 W-2?](#)
 7. [I didn't work last year. Why did I get a W-2?](#)
 8. [What if my address on my W-2 is incorrect?](#)
 9. [My name changed and my new name is not reflected on my W-2. Do I need a new one?](#)
 10. [The wages noted in box 1 of my W-2 does not match the amount I earned during the year.](#)
 11. [Why is the number in box 1 of my W-2 different from box 3 and box 5?](#)
 12. [What is the SDCCD's FEIN \(Federal Tax ID Number\)?](#)
 13. [How do I adjust my withholding for next year?](#)
 14. [My federal income tax withheld in box 2 \(or state in box 17\) seems low \(or is zero\). Is this right?](#)
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Q: When were W-2s for 2022 sent out? ([Back to main menu](#))

A: W-2 statements will be mailed via regular USPS mail to employees' address on file by January 31, 2023. However, we cannot determine when they arrived, or when they would arrive, to individual employees.

Q: How do I get a duplicate W-2 statement? ([Back to main menu](#))

A: If you misplaced or did not receive your W-2 statement, you can access your W-2, as well as copies of your payroll statements, online on your Peoplesoft MyPortal -> Employee Dashboard -> My Pay -> W-2/W-2c Forms -> View Form. Or, you may request an additional copy for a \$5.00 processing fee by completing the 'Request for IRS Form W-2' form, which can be accessed online on the SDCCD website @ <https://www.sdccd.edu/about/departments-and-offices/human-resources/payroll-office/payroll-forms.aspx>. The form, with your original signature, must be sent to the Payroll Department at SDCCD. We will then mail a copy of your W-2 to your address on file. We cannot fax or email a copy of your W-2 and you cannot have someone else pick it up for you. We cannot provide your W-2 information over the phone.

Q: Can you fax or email me a copy of my W-2? ([Back to main menu](#))

A: No. Privacy legislation prohibits the faxing or emailing of confidential information of this nature to non-secure fax numbers/email addresses. W-2 copies are sent from the Payroll Office to the address designated by the employee. Employees also can reprint W-2 forms online after consenting for electronic W-2 access with Peoplesoft MyPortal.

Q: Can you provide W-2 and paycheck figures over the phone? ([Back to main menu](#))

A: No. Due to the confidential nature of the information we cannot provide figures over the telephone.

Q: I never got my W-2 because I moved. How do I get a duplicate W-2 mailed to my new address? ([Back to main menu](#))

A: If you have moved but have not yet notified us, you need to complete the 'Address or Name Change Notice' form, along with the 'Request for IRS Form W-2' form. These forms can be accessed online on the SDCCD website @ <https://www.sdccd.edu/about/departments-and-offices/human-resources/payroll-office/payroll-forms.aspx>. The forms, with your original signatures, must be sent to the Payroll Department at the District office. We will update your employee file with your new address and mail a copy of your W-2.

Q: I worked in December. Why didn't I get a 2022 W-2? ([Back to main menu](#))

A: For tax reporting purposes, wages are reported when they are paid, rather than when they are earned. Wages earned in December 2022, but paid in January 2023 will be reported on the W-2 for 2023.

Q: I didn't work last year. Why did I get a W-2? [\(Back to main menu\)](#)

A: For tax reporting purposes, wages are reported when they are paid, rather than when they are earned. Wages earned in December 2021, but paid in January 2022 will be reported on the W-2 for 2022. If you received a refund of your STRS Excess contributions (RSXS), or a refund of a PERS or STRS collection (CPAR/CSAR) in 2022 you will receive a W2 for 2022. Also, the wages reported on the W-2 may be due to payouts of accrued leave that were made after the previous year ended.

Q: What if my address on my W-2 is incorrect? [\(Back to main menu\)](#)

A: Although address changes do not require a W-2 correction, if your address needs to be updated because you moved or it was recorded incorrectly, then you need to update it yourself through Peoplesoft MyPortal or you can complete the 'Address or Name Change Notice' form, which can be accessed online on the SDCCD website @ <https://www.sdccd.edu/about/departments-and-offices/human-resources/payroll-office/payroll-forms.aspx> . The form with your original signature must be sent to the Payroll Department at SDCCD. We will then update your address on file so that it is correctly reflected on your future checks and W-2.

Q: My name changed and my new name is not reflected on my W-2. Do I need a new one? [\(Back to main menu\)](#)

A: Although name changes do not require a W-2 correction, if your name has changed you need to complete the 'Address or Name Change Notice' form, which can be accessed online on the SDCCD website @ <https://www.sdccd.edu/about/departments-and-offices/human-resources/payroll-office/payroll-forms.aspx> . The form, along with a copy of your Government issued photo ID with your new name must be sent to the Benefits Department at SDCCD by either faxing to 619-388-6898 or emailing hrbenefits@sdccd.edu. We will then update your name in PeopleSoft so that it is correctly reflected on your future checks and W-2.

Q: The wages noted in box 1 of my W-2 do not match the amount I earned during the year. [\(Back to main menu\)](#)

A: The amount in box 1 reflects the portion of your compensation that is subject to taxes after taxable benefits (notated by * on Employer Paid Benefits, i.e.: District-paid Group Term Life Insurance, domestic partner benefits, etc.) are added and before tax deductions (such as 403(b), Flexible Spending Accounts, etc.) are subtracted from your gross pay.

BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS			EMPLOYER PAID BENEFITS		
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD
Fidelity 403b	1,000.00	8,000.00	Union Dues AFT	123.42	1,005.05	Kaiser Med Reg DP	752.40	6,019.20
STRS NEW Deduction	839.64	9,787.16	AFT	5.00	40.00	Kaiser Med Reg DP*	670.80	5,366.40
Refund STRS	0.00	-403.52	Continuing Ed Foundation	10.00	80.00	Dental Plan Registered DP	74.64	597.12
ExcessContribution			Union Dues AFT Cont Ed OL/CH	0.00	442.79	Dental Plan Registered DP*	68.40	547.20
						Vision Plan Registered DP	10.27	82.16
						Vision Plan Registered DP*	4.63	37.04
						Life Insurance 12K - 50K -100K	9.84	78.72
						STRS NEW Deduction	1,406.94	15,806.68
						Workers Compensation	178.95	2,085.92
TOTAL:	1,839.64	17,383.64	TOTAL:	138.42	1,567.84	*TAXABLE		
	TOTAL GROSS	FED TAXABLE GROSS		TOTAL TAXES		TOTAL DEDUCTIONS		NET PAY
Current	8,227.71	7,131.90		1,637.72		1,978.06		4,611.93
YTD	95,905.31	84,472.31		16,904.69		18,951.48		60,049.14

Q: Why is the number in box 1 of my W-2 different from box 3 and box 5? [\(Back to main menu\)](#)

A: Some deductions are exempt from all taxes and reduce your overall subject wages. These include Flexible Spending Accounts and Dependent Care Spending Accounts. Other deductions are exempt only from federal and state withholding, such as contributions to 403(b) retirement plans and CalSTRS/CalPERS.

Q: What is the SDCCD's FEIN (Federal Tax ID Number)? [\(Back to main menu\)](#)

A: The SDCCD's FEIN is 95-2644299.

Q: How do I adjust my withholding for next year? [\(Back to main menu\)](#)

A: If you need to change your filing status, you may do so by completing an IRS Form W-4 and California DE-4 online via PeopleSoft. Peoplesoft MyPortal -> Employee Dashboard -> My Pay -> Tax Withholdings. Instructions for completing the forms via Peoplesoft can be found @ <https://www.sdccd.edu/about/departments-and-offices/human-resources/payroll-office/>

Q: My federal income tax withheld in box 2 (or state in box 17) seems low (or is zero). Is this right? [\(Back to main menu\)](#)

A: The amount of income taxes withheld that is reported on your W-2 is the total that was deducted from all your checks paid during the year. The amount of taxes that is withheld from your checks depends on a number of factors, such as gross pay, filing status (married or single), number of allowances claimed, and types of deductions from your pay. If you believe the amount of taxes withheld from your checks is not correct, you may want to contact a professional tax advisor to determine what filing status is best for you. Everyone's situation is different and we cannot provide advice about your tax filing status. If you need to change your filing status, you may do so by completing an IRS Form W-4 and California DE-4 online via PeopleSoft. Peoplesoft MyPortal -> Employee Dashboard -> My Pay -> Tax Withholdings. Instructions for completing the forms via Peoplesoft can be found @ <https://www.sdccd.edu/about/departments-and-offices/human-resources/payroll-office/>

FREQUENTLY ASKED QUESTIONS

EMPLOYEES

- [How to Update Your Direct Deposit](#)
- [How to Update your Address](#)
- [How to Update Your Personal Information in HCM](#)
- [How to View or Print Your Paystub](#)
- [How to Review & Confirm Leave Balances in HCM](#)
- [How to Understand Your Paycheck - Contract Faculty & Contract Classified](#)
- [How to Understand Your Paycheck - Adjunct & Hourly](#)
- [How to Update Federal Taxes - \(Using Google Chrome\)](#)
- [How to Update State Taxes - \(Using Google Chrome\)](#)

San Diego Community College District

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