

W-2 Information
Johns Hopkins University
And Johns Hopkins Health System Employees

Get your W-2 Online:

The best way to receive your W-2 is online by following these instructions below. If you do not want to receive the W-2 online see Get Your W-2 by Phone below.

CURRENT EMPLOYEES: The W-2 website is accessible through <https://my.johnshopkins.edu>

Log in with your JHED ID (there are instructions for this on the website). Select "myPayroll" from the icons on the left-hand side, then select the icon for W-2 express. You will be directed log in again for security reasons, and then choose your Hopkins entity. On the next screen, choose the proper title under the heading "W-2 Features". If the first item under that heading is "Get Your 2011 W-2 Now", click there and you will be able to print your W-2. If the first thing under "W-2 Features" is "Consent" you will have to fill out an online consent form and upon properly consenting you will be able to view and print your W-2 form.

FORMER EMPLOYEES: The W-2 website is accessible through www.W2express.com. Please make sure you do the following once you go to the website:

1. be sure to first choose [Johns Hopkins University \(CODE 11472\)](#) or [Johns Hopkins Health System \(CODE 12301\)](#) as your employer.
2. Make sure you enter your social security number and PIN number (**which is your middle 2 digits of SSN followed by your 6 digit birth date (MMDDYY) 8 digits in total**) without any dashes or slashes. If the default pin is not working you may have already changed it in the past. Please use the forgotten pin instructions on the website.
3. You will be required to enter a new pin for your security. The new pin must be all numerals. You might want to write it down since you only use it about once a year.
4. You will have to fill out an online consent form to receive your W-2. Once you have properly consented the W-2 will be immediately available for viewing and printing. If you have properly consented in the past you will not have to fill out the consent form again.
Employees with problems logging into the system please call 1-800-996-7566.

Get your W-2 by Phone:

Call [1-877-325-9239](tel:1-877-325-9239) to request a reprint be sent to you. Please note you will need your SSN and your pin if you call. The default pin number **is your middle 2 digits of SSN followed by your 6 digit birth date (MMDDYY) 8 digits in total** without any dashes or slashes. If the default pin is not working you may have already changed it in the past.

STILL NEED HELP?

Please contact HR/Payroll Shared Services at 443-997-5828 or payroll@jhu.edu.