January 15, 2021

New Bedford Public Schools Employees:

Your 2020 W2 is now available through our Employee Self Service Portal. Access to this portal can be made through our NBPS website under the Staff menu. Under this menu are also instructions on how to access the portal.

Once in your ESS account, you can either access your W2 by selecting the Pay/Tax Information on the right of the screen or scrolling down to the Paychecks section and selecting View last year’s W2. Once in this screen, there will be a selection to View W-2 image to the right. Select this option and you can now print your 2020 W2. Please note that paper copies will ONLY be mailed to currently inactive employees.

We have had questions regarding the total wages listed in box 1. This box contains your Federal taxable income. This is your total gross for the calendar year less any Tax Sheltered Annuity contributions (box 12, Code E), OBRA or Alternative Retirement Plan (Deferred Compensation) contributions (box 12, Code G), Pretax Health Insurance costs (box 14, Code HLTH), Pretax retirement contributions (box 14 PERS), and Pretax Basic Life Insurance costs (box 14, Code LIFE). Total contributions to any dental plans are also pre-taxed but not listed on your W2.

There is additional information displayed on this year’s W2 due to benefits received under the Families First Coronavirus Response Act. The dollar amount displayed in box 14A is the amount paid to an employee that received pay under EPSLA. The dollar amount displayed in box 14C is the amount paid to an employee that received 2/3 pay under FFCRA. Please note that this dollar amount is calculated into boxes 1, 5 and 16 but the IRS requested that all wages paid under this act be displayed separately on all 2020 W2’s.

If you have any other questions regarding your W2, please feel free to contact the Payroll Office at 508-997-4511, extension 14203.

Sincerely,

[Signature]

Melissa Teixeira
Supervisor of Payroll
455 County Street
New Bedford, MA 02740
mateixeira@newbedfordschools.org

The New Bedford Public Schools do not discriminate on the basis of age, gender, race, color, religion, ethnicity, national origin, disability, sexual orientation, ancestry, homelessness, gender identity, gender expression or immigration status.