

W-2 Online vs Traditional Mailing

Eagle Mountain- Saginaw ISD employees can choose to receive their W-2 through a secure website to view, print, and download a copy. If an employee does not provide their consent for electronic delivery, a paper copy will be mailed to the employee's home address.

TO BEGIN: Go to Skyward, select Employee Access, select Employee Information, select Payroll, and select W-2 Information. Click on the button "Options for Receiving my W2 Electronically" and proceed with reading instructions from below - Option 1 or Option 2:	Option 1 Elect to Receive Electronic Version (Electronically)	Option 2 Elect to Receive Paper Version (Traditionally Mailed W-2)
What do I need to do?	Go to Skyward, select Employee Access, select Employee Information, select Payroll, and select W-2 Information. Click on the button "Options for Receiving my W2 Electronically". Read Disclosure Statement and at the bottom there will be three options. First option is to receive electronic W-2. Click on the save button	Verify your home mailing address is correct in the Skyward System. In Employee Access, select Employee Information, select Personal Information, and click on the Address link. Your W-2 will continue to be mailed on January 31st, to your home address using the U.S. Postal Service.
How will I know when my W-2 is ready?	You will receive an email when your W-2 is available for you to view or download online. "Skywardems-isd.net"	When you receive it in your mailbox.
When should I expect to receive my W-2?	About 10 days earlier than delivery through the mail	The W-2 will be post-marked by Jan 31st.
What if my address is incorrect?	Not applicable if selected Electronically. If your mailing address is incorrect you can change it by logging into Skyward, select Employee Access, select Employee Information, select Personal Information, and click on the Address link. Click on the button "Request Changes," and click on the save button	Please contact your departmental Human Resources representative to complete the appropriate paperwork for an address change. You may also make changes by January 6th, through Skyward. Select Employee Access, select Employee Information, select Personal Information, and click on the Address link. Click on the button "Request Changes," and click on the save button
What if I don't receive my W-2 or I lost it?	Not applicable. Your W-2 will remain available online for 5 years	After Feb 10th, you can call the Payroll Department, email or login to the District website, through Payroll link, to request a duplicate. smendoza@ems-isd.net 817 232-0880.
What <u>original</u> W-2 options are available to me?	Viewing online, download PDF to your computer, or print on line.	Paper
What if I change my mind about the delivery method I chose?	You may withdraw your consent at any time. Withdraws must be made by December 30th, to be honored for the current year W-2 delivery.	You may withdraw your consent at any time. Withdraws must be made by December 30th, to be honored for the current year W-2 delivery.
What <u>duplicate</u> W-2 options are available to me?	Viewing online, download PDF to your computer or print online	Contact the Payroll Department, email or login to the District website, through Payroll link, to request a duplicate. smendoza@ems-isd.net 817 232-0880.