

Login to Employee Access

- Go to www.emsisd.com
- Select **Employees Tab**
- Click **Skyward**, and then select the link for **Employee Access**
- Enter your Login ID and password

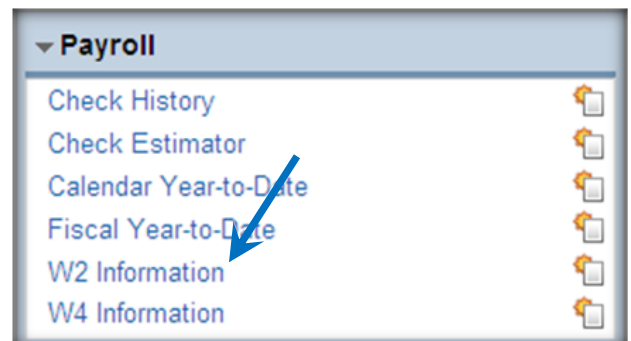


Updating W2 Options

- Select **Employee Information**



- Under Payroll, **select W2 Information** to view your W2's



- To the right, **click "Options for Receiving My 20XX W2..."**



- On the W2 Options screen, **select an option to receive your W2 toward the bottom of the screen.**
- **Click Save.**

Options for Receiving My 2012 W2

2012 Electronic Form W-2 Disclosure Statement

If an employee does not consent to receive an electronic version of Form W-2, he or she will be furnished a Form W-2 on paper. The paper W-2 will be postmarked on January 31, 2013.

The 2012 Electronic Form W-2 Consent Statement is effective for Forms W-2 issued for the calendar year 2012 until consent is withdrawn or the individual is no longer employed by Eagle Mountain-Saginaw ISD.

After giving consent, an employee may still request a paper Form W-2 by contacting the Payroll office in writing. This may be done via email to: smendoza@ems-isd.net or U.S. mail to: Eagle Mountain-Saginaw ISD, Payroll Department Attn: Tax Form Request, 1200 Old Decatur Road, Fort Worth, TX 76179. The request for a paper W-2 will not terminate consent.

An employee may withdraw his or her consent with 30 days' notice by sending a written confirmation of the withdrawal and its effective date. This may be done via email to: smendoza@ems-isd.net or U.S. mail to: Eagle Mountain-Saginaw ISD, Payroll Department Attn: Tax Form Request, 1200 Old Decatur Road, Fort Worth, TX 76179. The withdrawal of consent does not apply to a Form W-2 that was furnished electronically before the withdrawal of consent is furnished. Upon receipt of the withdrawal, the Payroll Department will send a written confirmation of the withdrawal via U.S. mail or email.

Eagle Mountain-Saginaw ISD will not provide the Form W-2 electronically to an individual who has terminated his or her employment with EMS-ISD prior to 1/30/2013. These individuals will receive paper copies via U.S. mail. Only active EMS-ISD employees will have access to the electronic version of Form W-2. If a former employee requires an additional copy of the Form W-2, he or she may follow the aforementioned methods of contacting the Payroll Department.

If an employee has consented to receive an electronic version of Form W-2 and has not printed the form prior to termination, he or she should contact the Payroll Department in order to receive a paper copy via U.S. mail.

An employee must contact Eagle Mountain-Saginaw ISD Human Resources Department immediately with any updated contact information. This may be done through Skyward. Select Employee Access tab, select Employee Information, and select Personal Information. Click on the Address link, Click on the "Request Changes" location on the middle right hand side of the screen. Change information then click "Save." Your change will be pending approval, once approved your changes will be reflected.

The hardware and software requirements needed to access, print and retain Form W-2 electronically include an Internet connection, web browser, and Adobe Acrobat reader. Instructions to download Form W-2 electronically can be found at the District Website. Select Departments, click on the Payroll link, and click on W-2 Information link on the upper left side.

The electronic version of Form W-2 will be available on the web site for at least 5 years from its original posting date.

The Form W-2 may be required to be printed and attached to a federal income tax return.

I do not need a printed copy of my 2012 W2 from my employer. I will print my own W2 from Employee Access.

I want to receive a printed copy of my 2012 W2 from my employer.

Ask me again later.

[Save](#)
[Back](#)

For Payroll issues, contact:

D'Nan Dakan, (Professionals & Para's)

817-232-0880, ext. 2980

Andi Hawkins, (Auxiliary)

817-232-0880, ext. 2979

Michelle Noble, (Benefits)

817-232-0880, ext. 2978

Stella Mendoza, Director of Payroll & Benefits

817-232-0880, ext. 2953

For Skyward Login issues, contact:

Jeannie Guadalupe, Systems Specialist

817-232-0880, ext. 2904

Tammy Graves, Systems Analyst

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