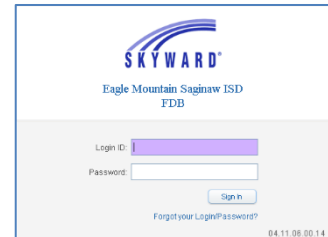


Skyward Employee Access (Payroll): W2 Options

The Employee Access application allows the employee to review their personal information, payroll, tax and contract information.

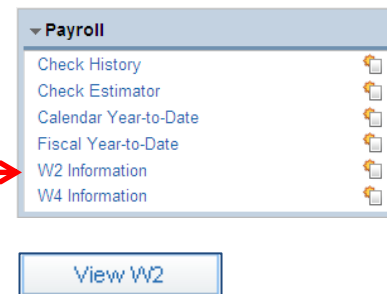
To Log-in

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



To View W2 Data

- Select **Employee Information**
- Choose **Payroll**
- Select **W2 Information** to view your W2's
- Select the year, then click the **View W2** button
- Select to view your W2



Updating W2 Options

- To the right, click **Options for Receiving My 20XX W2...**
- On the W2 Options screen, **select an option to receive your W2** at the bottom of the screen



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.

For Payroll issues, contact:	For Skyward issues, contact:
Priscilla Finch, Payroll Sr. Specialist (Monthly Payroll) (817) 232-0880, Ext. 2483	Help Desk (Skyward Login Issues) (817) 232-0880, Ext. 2917
Courtney Baker, Payroll Specialist (Auxilliary) (817) 232-0880, Ext. 2485	Shawn Lee, System Analyst (Skyward Educator/Family Access) (817) 232-0880, Ext. 2570
Belinda Barker, Payroll Specialist (Payroll/Benefits) (817) 232-0880 Ext. 2488	Sarah Partain, System Analyst (Skyward Business/Employee Access) (817) 232-0880, Ext. 2571
Jamie Erwin, Benefits Coordinator (817) 232-0880, Ext. 2486	Martha Fraire, System Support Specialist (Skyward Support) (817) 232-0880, Ext. 2572
Stella Mendoza, Payroll/Benefits Director (817) 232-0880, Ext. 2408	
Michele Davis, Payroll/Benefits Assistant Director (817) 232-0880, Ext. 2409	