

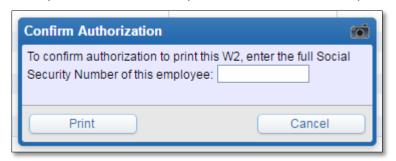
Instructions for Printing W-2

- Go to GISD Home Page
- Click on *For Staff*
- Click on **Skyward Employee Access**
- Login
- Click on the *Employee Access* link or tab
- Click on the *Employee Information* icon
- Click on the *Payroll* icon
- Click on the **W-2** Information icon

There will be a list of available W-2s.

THERE ARE TWO BUTTONS ON THE UPPPER RIGHT SIDE OF THE SCREEN

To print or save an actual Form W-2, you need to click "VIEW W2". You will be prompted to enter your Social Security Number to confirm you have authorization to print the W2.



Select "Print" and a .pdf version will open.

The W-2 can now be printed or saved.