



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.

A screenshot of a 'Confirm Authorization' dialog box. The title bar is blue with the text 'Confirm Authorization' and a camera icon. The main area has a light blue background and contains the text: 'To confirm authorization to print this W2, enter the full Social Security Number of this employee:'. Below this text is a white text input field. At the bottom of the dialog box, there are two buttons: 'Print' on the left and 'Cancel' on the right.

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

The W-2 can now be printed or saved.