

Follow the steps 1 through 6 to print off your W2 or Paycheck.

Step 1 Click on "Tools"

Step 2 Click on "myDSD Payroll"

The screenshot shows the Davis School District website. At the top, there is a navigation bar with "District", "Select a School...", "Español", and "Schools". Below this is the DSD logo and the text "Davis School District LEARNING FIRST!". A main menu includes "Home", "About Us", "Administration", "Curriculum", "Departments", "Programs", "Resources", and "Staff Directory". A "Tools" dropdown menu is open, listing various services. "myDSD Payroll" is circled in red. A red arrow points from the "Tools" button to the dropdown menu, and another red arrow points from the "myDSD Payroll" option to a text box. A yellow hexagon labeled "Step 1" is next to the "Tools" button, and another yellow hexagon labeled "Step 2" is next to the "myDSD Payroll" option.

Step 3 If you have not set up an account before click on "Register" and follow the steps to create your account.

Step 4 Enter in your employee ID or Social Security number. Enter one or the other, both will not work.

The screenshot shows the "myDSD Payroll Management" login page. It includes a "Welcome to Payroll Management" message and links for "Login", "Forgot Password", and "Register". Under the "Login" section, there are instructions for Davis School District Employees Only and a "To Setup an Account" section. The "To Setup an Account" section includes a "Register" link. A red arrow points from the "Register" link to a text box. A yellow hexagon labeled "Step 3" is next to the "Register" link. Below the login form, there are input fields for "Employee Id or Social Security Number" and "Password", and a "Log In" button. A red arrow points from the "Employee Id or Social Security Number" field to a text box. A yellow hexagon labeled "Step 4" is next to the "Employee Id or Social Security Number" field.

Reminder your Encore username and password will not work!!! You have to use your Social Security number or Employee ID.

Step 5

To view and print your W2 click on "Tax Documents"

Welcome: [redacted] | Logout View Checks Tax Documents Update Profile Update Payroll Info

Paychecks by Year

< Previous Year 2016 Next Year >

Check Date	Gross Pay	Net Pay	
04/30/2016	[redacted]	[redacted]	Paycheck
03/31/2016	[redacted]	[redacted]	Paycheck
02/29/2016	[redacted]	[redacted]	Paycheck
01/31/2016	[redacted]	[redacted]	Paycheck

To view your "Paycheck" click here

Welcome: [redacted] | Logout View Checks Tax Documents Update Profile Update Payroll Info

View W2 View 1095C

Year
2015 - Print
2014 - Print
2013 - Print
2012 - Print
2011 - Print

Click "Print" to view W2. You need to have Adobe Reader installed on your computer to view your W2.

Step 6

If you have questions please call Payroll 801-402-5282 or the Call Center 801-402-5600.