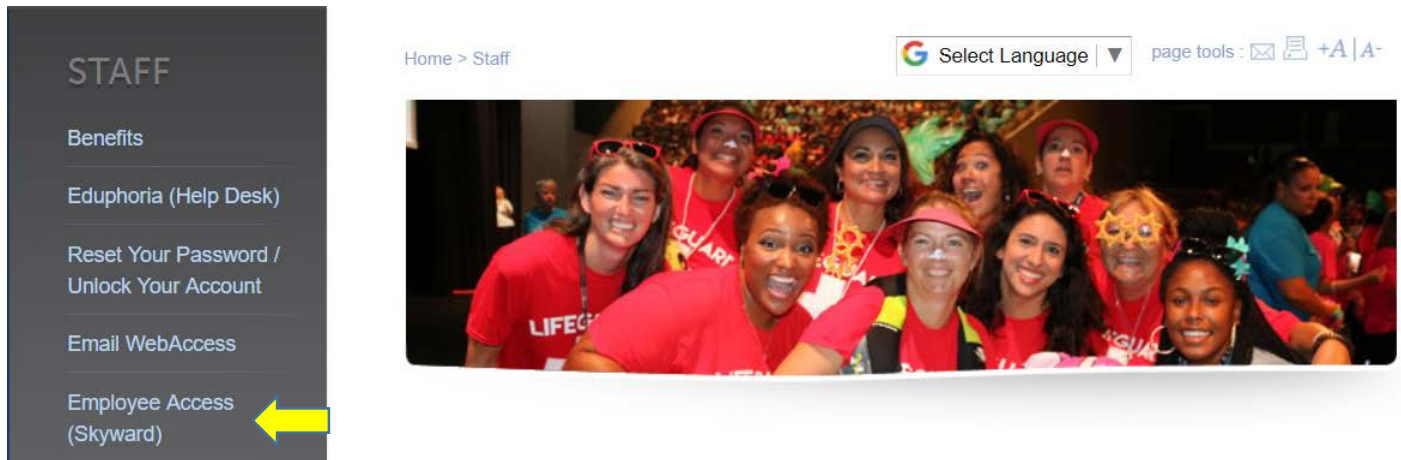


Log into Employee Access by going to www.mansfieldisd.org.

Click on “Staff” tab on left side of page.



Click on “Employee Access” on left menu bar.



Click on “Login” for Employee Access.

DEPARTMENTS

Business Services

- Financial Transparency
- Tax Information
- Calendar of Deadlines
- Business & Financial Services Manual
- Student Activity Manual
- Training Materials
- Business Forms
- SKYWARD EMPLOYEE ACCESS**

Skyward Employee Access

What Do I Have Access To?

Employees now have the ability to access their own payroll and personal information online 24 hours a day, 7 days a week.



**Login with your ID & Password.

Once inside Employee Access, click on Employee Information. This will drop down the Payroll Menu. Click on W2 Information.

- Employee Access
 - Employee Information
 - Personal Information
 - Calendar
 - Online Forms
 - Time Off
 - True Time
 - FastTrack Open Positions
 - FastTrack Screener

Click "View W2" on right side of screen.

Views: W2 Information Filters: *Skyward Default

Year	Federal Wages	Federal Tax	Social Security Wages	Social Security Tax	Medicare Wages	Medicare Tax	State 1 Wages	State 1 Taxes	State 2 Wages	State 2 Taxes	Ele Op
▶ 2015	19,422.84	973.54			20,900.02	303.05	TX				

Enter your Social Security Number and click print.

W2 Information

Views: W2 Information Filters: *Skyward Default

Year	Federal Wages	Federal Tax	Social Security Wages	Social Security Tax	Medicare Wages	Medicare Tax	State 1	State 1 Wages	State 1 Taxes	State 2	State 2 Wages	State 2 Taxes	Ele	Op
2015	19,422.84	973.54			20,900.02	303.05	TX							

Confirm Authorization

To confirm authorization to print this W2, enter the full Social Security Number of this employee:

Print Cancel

Click "Open" in bar at bottom of screen.

displayed Year: ABC

Do you want to open or save 2015W2.pdf (47.2 KB) from skywardbis.mansfieldisd.org?

Open Cancel x

This will create a PDF copy of your W2.

1	19422.84	2	973.54
	Wages, tips, other comp.		Fed. income tax withheld
3		4	
	Social security wages		Soc. sec. tax withheld
5	20900.02	6	303.05
	Medicare wages and tips		Medicare tax withheld
Employer's name, address, and ZIP code MANSFIELD INDEPENDENT SCHOOL D 605 E BROAD ST MANSFIELD TX 76063			
7		8	
	Social security tips		Allocated tips
9		10	
			Dependent care benefits
11		12a	
	Nonqualified plans		
		12b	
13		12c	
	Statutory employee Retirement plan Third-party sick pay		

1	19422.84	2	973.54
	Wages, tips, other comp.		Fed. income tax withheld
3		4	
	Social security wages		Soc. sec. tax withheld
5	20900.02	6	303.05
	Medicare wages and tips		Medicare tax withheld
Employer's name, address, and ZIP code MANSFIELD INDEPENDENT SCHOOL D 605 E BROAD ST MANSFIELD TX 76063			
7		8	
	Social security tips		Allocated tips
9		10	
			Dependent care benefits
11		12a	
	Nonqualified plans		
		12b	
13		12c	
	Statutory employee Retirement plan Third-party sick pay		

1	19422.84	2	973.54
	Wages, tips, other comp.		Fed. income tax withheld
3		4	
	Social security wages		Soc. sec. tax withheld
5	20900.02	6	303.05
	Medicare wages and tips		Medicare tax withheld
Employer's name, address, and ZIP code MANSFIELD INDEPENDENT SCHOOL D 605 E BROAD ST MANSFIELD TX 76063			
7		8	
	Social security tips		Allocated tips
9		10	
			Dependent care benefits
11		12a	
	Nonqualified plans		
		12b	
13		12c	
	Statutory employee Retirement plan Third-party sick pay		

You may now print or save this copy for your records.