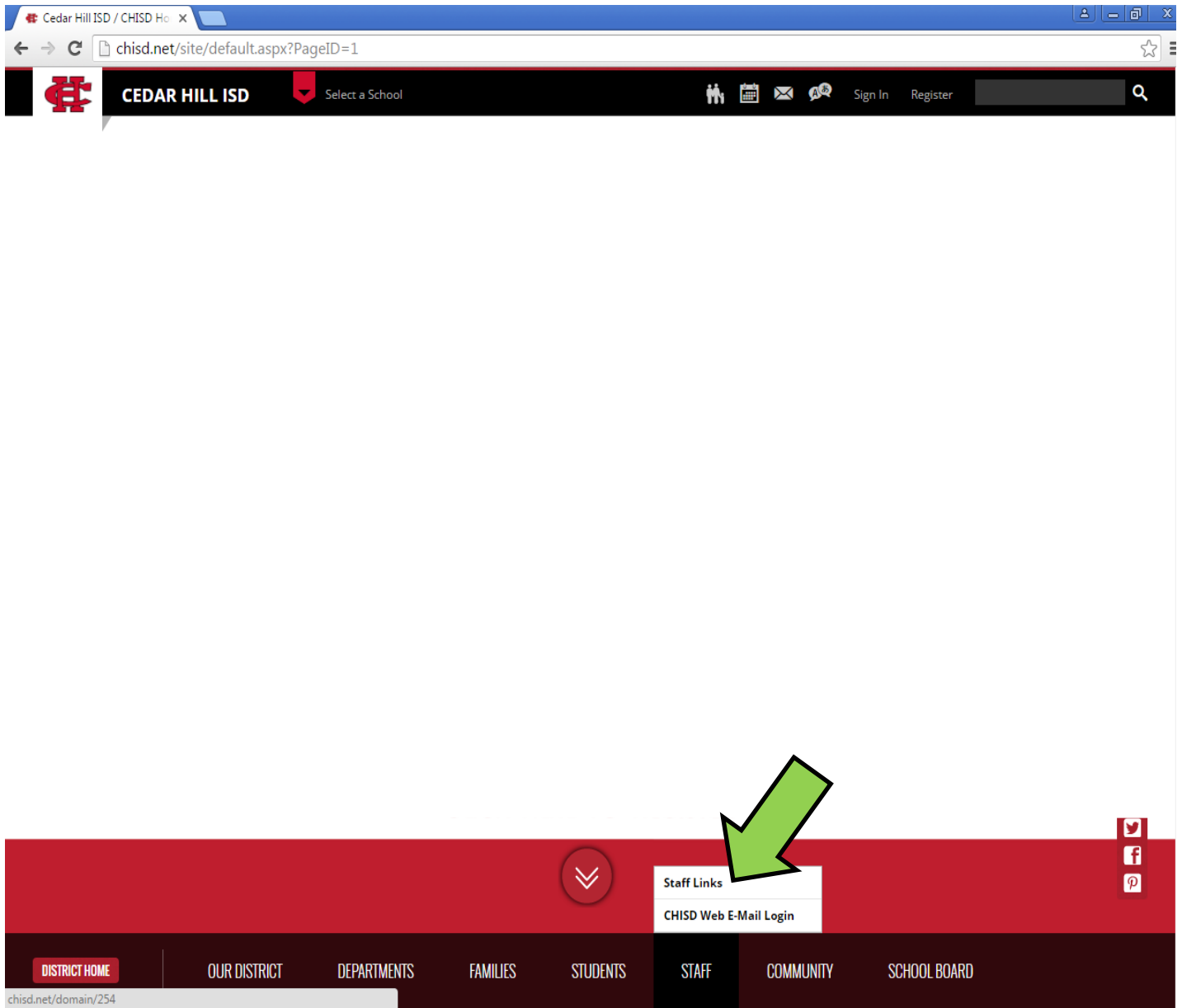


How to View and/or Print a W2

1. Enter the District Website
www.chisd.net
2. Click on the Staff Links (located at the bottom of screen)



3. Click on the link for Skyward Finance/Employee Login

The screenshot shows a web browser window with the URL `chisd.net/domain/254`. The page header includes the Cedar Hill ISD logo and navigation links: DISTRICT HOME, OUR DISTRICT, DEPARTMENTS, FAMILIES, STUDENTS, STAFF, COMMUNITY, and SCHOOL BOARD. The main content area is titled "STAFF LINKS" and contains a list of links. A green arrow points to the link "Skyward Finance/Employee Login", which is highlighted in red text. The breadcrumb trail at the top of the content area reads "Home > Staff > Staff Links > Staff Links".

Home > Staff > Staff Links > Staff Links

STAFF LINKS

Staff Links

- Upcoming Professional Development Opportunities
- AESOP Substitute System Login
- CHISD Cloud Login
- CHISD Web E-mail Login
- e-Textbooks
- Easy IEP Login
- Edivate/PD 360
- Eduphoria Login
- Microsoft Office for Home
- Naviance
- Renaissance Learning
- SAFARI Montage Login
- Skyward Educator Login
- Skyward Finance/Employee Login**
- TEKS Resource System

`https://finance.chisd.net:444/scripts/wsisa.dll/WService=wsFin/seplog01.w`

4. Login into Skyward

The screenshot shows a web browser window with the following elements:

- Browser Tabs:** "Staff Links / Staff Links" and "Login - Powered by Skyward".
- Address Bar:** <https://finance.chisd.net:444/scripts/wsisd.dll/WService=wsFin/seplog01.w>
- Header:** Cedar Hill Independent School District logo and contact information: "285 Uptown Blvd. Building 300 | Cedar Hill, TX 75104 | 972-291-1581 | www.chisd.net" and "Mr. Orlando Riddick, Superintendent".
- Central Content:** Skyward logo, "Cedar Hill Independent School District Finance", a "Login ID:" field with a purple background, a "Password:" field, a "Sign In" button, and the version number "05.16.02.00.08". A green arrow points to the "Sign In" button.
- Footer:** "Login Area: All Areas" dropdown menu, "© 2016 Skyward, Inc. All rights reserved.", and "Windows 7 / Chrome 49".

**** If Employee Access is listed as shown skip to Step 6 ****

Complete the following if Employee Access is not listed

5. Click Employee Access located in the Jump to Other Systems section
Once system changed continue to Step 6
(This is for employees who may have additional access to other systems in Skyward)

The screenshot shows the Skyward Employee Access dashboard for Cedar Hill Independent School District. The top navigation bar includes links for Home, Employee Access, Time Off, and FastTrack Open Positions. A green arrow points to the 'Employee Access' link in this bar. Below the navigation bar, the 'Jump to Other Systems' section is highlighted with a green arrow, containing links for Employee Access, Financial Management, and Human Resources. The 'Employee Access' link is the target of the instruction. Other sections include 'Jump to Other Dashboards', 'Recent Programs', 'Favorites', 'My Print Queue', and 'District News'.

Job	Status
2016 Calendar YTD Information	Completed
05/12/2016 Check Information	Completed
R/E Sum Rpt: BUDGET REPORT - 263 04/2016	Completed
R/E Sum Rpt: BUDGET SUMMARY - 199 05/2016	Completed
R/E Sum Rpt: BUDGET SUMMARY	

6. Click on the Employee Information Tab (located at the top of the screen)

The screenshot shows the Cedar Hill Independent School District Employee Access web application. The browser address bar displays the URL: `finance.chisd.net:444/scripts/wsa.dll/WService=wsFin/semhom01.w`. The page title is "Cedar Hill Independent School District".

The navigation bar at the top includes the following tabs: Home, Employee Information, Time Off, and FastTrack Open Positions. A green arrow points to the "Employee Information" tab.

The main content area is titled "Employee Access" and contains several widgets:

- Jump to Other Dashboards:** Includes links for Skyward User, Employee (highlighted), and Reset Dashboards. A "Select Widgets" button is also present.
- Recent Programs:** Lists various programs such as Employee Access Home, Check History, Employee Profile, Financial Management Home, W2 Information, Check Estimator, Vendor Browse, Assignments, and View My Purchase Orders.
- Favorites:** Lists links for Financial Management, Approve Requisitions, Receiving, View My Purchase Orders, Requisitions, Budgetary Data Mining, and Edit Favorites.
- Jump to Other Systems:** Lists links for Employee Access, Financial Management, and Human Resources.
- My Print Queue:** Displays a table of print jobs.
- Notifications:** Shows a message: "You do not have any unread notifications."
- District News:** Shows "No news to display".

Job	Status
2016 Calendar YTD Information	Completed
05/12/2016 Check Information	Completed
R/E Sum Rpt: BUDGET REPORT - 263 04/2016	Completed
R/E Sum Rpt: BUDGET SUMMARY - 199 05/2016	Completed
R/E Sum Rpt: BUDGET SUMMARY	

7. Click on W2 Information in the Payroll section

The screenshot shows the Cedar Hill Independent School District Employee Access portal. The main navigation bar includes 'Home', 'Employee Information', 'Time Off', and 'FastTrack Open Positions'. The 'Employee Information' section contains links for 'Personal Information', 'Calendar', and 'Online Forms'. The 'Payroll' section is expanded, showing links for 'Check History', 'Check Estimator', 'Calendar Year-to-D', 'Fiscal Year-to', 'Direct Deposit', 'W2 Information', 'W4 Information', '1095 Forms', and 'Flex Information'. A green arrow points to the 'W2 Information' link. Below the main content, there are sections for 'Employee Profile' (WH\EP\EP), 'Financial Management Home' (WF), 'W2 Information', 'Check Estimator', 'Vendor Browse' (WF\VE\VB), 'Assignments' (WH\AD\SN\AS\AS), 'Assignments' (WH\AD\EM\AS\AS), and 'View My Purchase Orders' (WF\PU\VO\VO). A 'Notifications' section displays 'You do not have any unread notifications.' A table on the right shows a list of notifications:

Notification Title	Status
05/12/2016 Check Information	Completed
R/E Sum Rpt: BUDGET REPORT - 263 04/2016	Completed
R/E Sum Rpt: BUDGET SUMMARY - 199 05/2016	Completed
R/E Sum Rpt: BUDGET SUMMARY	

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8. Highlight the W2 you would like to review and/or print
9. Click View W2 Form (located on the right side)

W2 Information - 05.16.10.00.11 - Mozilla Firefox

https://finance.chisd.net:444/scripts/wsisa.dll/WService=wsFin/epayrollbrws006.w

Cedar Hill Independent School District

Home Employee Information Time Off FastTrack Open Positions

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
▶ 2016							TX			
▶ 2015							TX			
▶ 2014							TX			
▶ 2013							TX			
▶ 2012							TX			

View W2 Form

20 5 records displayed Year: ABC

- To print:
Enter your full Social Security number
Click Print (Skyward will process your request)
Your W2 will then open for review/printing

W2 Information - 05.16.10.00.11 - Mozilla Firefox

https://finance.chisd.net:444/scripts/wsisa.dll/WService=wsFin/epayrollbrws006.w

Cedar Hill Independent School District

Account Preferences Exit ?

Home Employee Information Time Off FastTrack Open Positions

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
2016							TX			
2015							TX			
2014										
2013										
2012										

Confirm Authorization

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

Print Cancel

20 5 records displayed Year: ABC