

How To Print Your W-2

Here are the steps to print your W-2 from Skyward. Please Note: You must have a PDF viewing program such as Adobe Reader to print your W-2.

1. Log in to Employee Access and then click on “Employee Information”
2. Click on W2 Information



3. Click on the row for the year you would like to print.



How To Print Your W-2

4. Select "**View W2 Form**" to get a PDF copy of your W-2.
Or, select "**How is my W2 calculated**" to get an explanation of how the amounts on your W2 form are calculated. Please note: This is NOT your W-2 and should only be used for informational purposes.

The screenshot shows the Skyward W2 Information screen for Red Oak ISD. The page title is "W2 Information" and it includes a table of tax data for the years 2014 through 2017. A red arrow labeled "Step 4" points to two buttons on the right side of the screen: "View W2 Form" (purple) and "How is my W2 calculated?" (yellow).

Year	Federal Wages	Federal Tax	Social Security Wages	Social Security Tax	Medicare Wages	Medicare Tax
2017	52,411.22	2,596.40			57,256.70	830.21
2016	42,886.29	1,347.79			47,212.18	684.59
2015	43,295.81	1,469.59			47,197.21	684.39
2014	46,026.61	1,524.10			40,764.42	731.66

5. Enter your **full** Social Security number (no dashes) and then click Print.

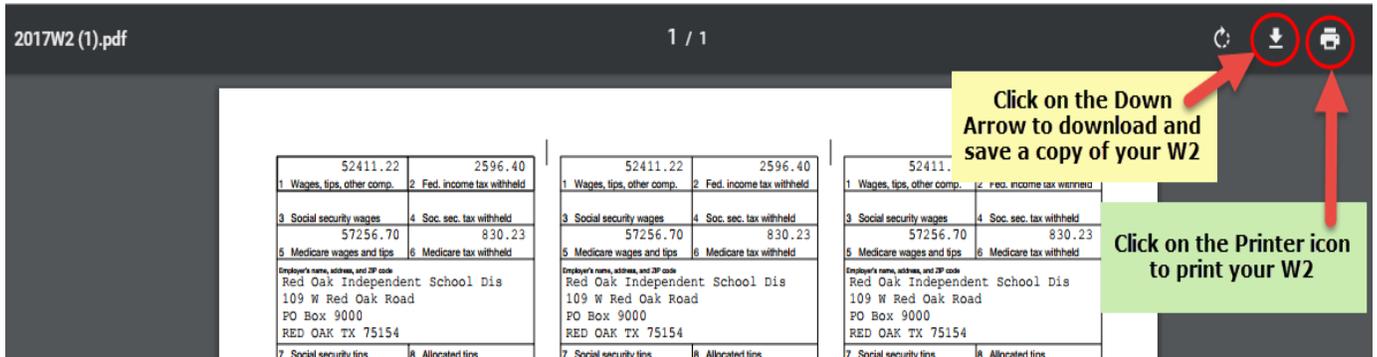
The screenshot shows a "Confirm Authorization" dialog box. The text inside reads: "To confirm authorization to print this W2, enter the full Social Security Number of this employee:". There is an input field for the Social Security Number. A red arrow labeled "Step 5" points to this input field. At the bottom of the dialog are "Print" and "Cancel" buttons.

6. When the confirmation box comes up at the bottom left of your screen, click on it to open the PDF form.

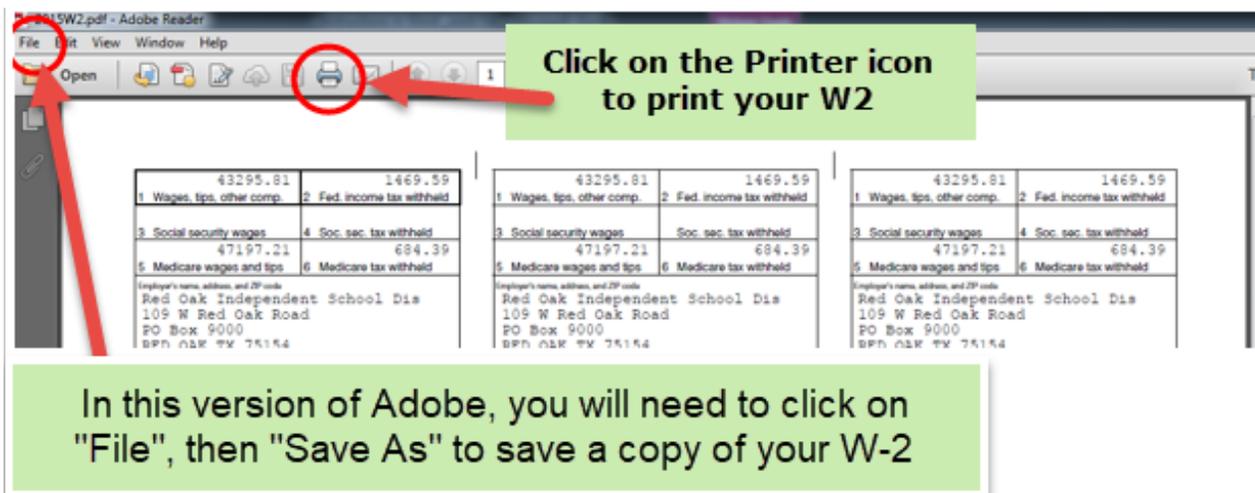
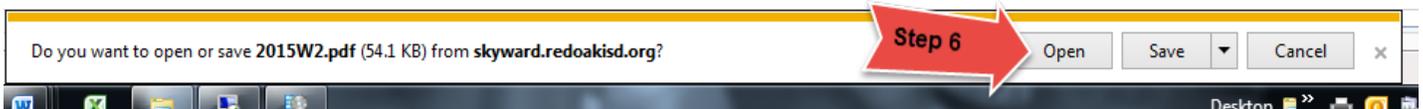
The screenshot shows a file explorer window. At the top, it says "5 records displayed". Below that, a file named "2017W2.pdf" is visible. A red arrow labeled "Step 6" points to the file icon.

How To Print Your W-2

You will then click on the option you for what you would like to do:



If you have an older version of Windows, your confirmation box may look like the one below. If it does, click "Open" to open the PDF form.



If you have any questions regarding your W-2 please contact the Payroll Manager, Vicki Dennis, at (972) 617-4161 or vicki.dennis@redoakisd.org or the Payroll/Benefits Assistant, Jennifer Holdt, at (972) 617-4017 or jennifer.holdt@redoakisd.org.