Accessing Your Year-End Documents

To access your W2:

Login to Employee Access on <u>Skyward</u>



• Go to Employee Information \rightarrow Payroll \rightarrow W2 Information



Select the year you want to print and click "View W2 Form"

| Home | Employee Informatio | n Time FastTrack | s | | | | | | |
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| Year 👻 | Form | Date Created | Federal Wages | Federal Tax | Social Security Wages | Social Security Tax | Medicare Wages | Medica Ti | How is my W2 calculated? |
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Enter your full Social Security Number, without the dashes.

| Confirm Authorization | 1 |
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| To confirm authorization to print this W2, en Security Number of this employee: | ter the full Social |
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This will generate a PDF of your W2 that you can print and use to file your taxes.

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| ▶ <u>2020</u> | W-2 | 01/12/2021 10:32 am | 33,774.16 | 5,365.20 | 39,793.96 | 2,467.23 | 39,793.96 | 577.0 | * |
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To access your 1095:

Navigate to Employee Information \rightarrow Payroll \rightarrow 1095 Forms



Select the year you want to print and click "View PDF"

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Enter your Social Security Number, without the dashes.

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This will generate a PDF of your 1095 that you can print for your records.

If you have any questions about your year-end tax documents, please contact the Payroll Office!