

## How to obtain a digital copy of your W-2

1. Access ClassLink from your desktop or from our website. Yourcharlotteschools.net



2. Login to Classlink with your employee credentials





3. Locate the Employee Resources folder



Employee Resources

4. Click on the Employee Online icon



5. Select Active Employees



Your account was signed into BusinessPlus Application using your district's identity provider. The identity provider's session has not been signed out.

Active Employees - Click here to Login with Single sign-on (SSO)

Former Employees - Click here to Login



6. Locate the menu tab

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		Next payday will be 2/7/24. Requests made in Employee Online prior to midnight 1/29/24 will be considered for the check of 2/7/24.

7. Click on Payroll Information

	Menu -	
≣	Employee Online	Charlotte County Public Schools
	Charlotte County Public Schools	Welcome
	Payroll Information >	
	Personal >	

8. Under Tax Forms you will see your available tax documents. Click on the desired form.





9. You will see each available tax year form.

## W-2 Information

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W-2
IRS Website Link - IRS.gov
W2_2023
W2_2022
W2_2021
W2_2020
W2_2019

10. The form will open as a PDF that can be downloaded or printed.