

## Option to print 2015 W2's Electronically

Employees have the option of printing their own **W-2 Wage and Tax Statement** through Skyward's Employee Access. The following is information on this process to help you decide which option you would like to choose:

- ❖ If you Do Not choose to get your W2 electronically you will still receive a paper form.
- ❖ Starting on November 1, 2015 and going through December 31, 2015, when you log in to Employee Access a box will pop up that asks you to make a choice for receiving your W2. Your choices will be:
  - 1) I do not need a printed copy of my 2015 W2 from my employer. *I will print my own W2 from Employee Access.*
  - 2) I want to receive a printed copy of my 2015 W2 from my employer.
  - 3) Ask me again later.If you choose either 1 or 2 you are done with this process. If you choose number 3 you will be asked again the next time you log in to Employee Access.
- ❖ After selecting either option #1 or option #2 you will receive an email confirming your choice.
- ❖ If you decide that you need to change your election you may do so up to 12/31/2015 by calling either Cindy Hardin or Karen Yeager to request the change.
- ❖ If you terminate from employment you will no longer be eligible to receive your W2 electronically.
- ❖ If you are not set up in Employee Access (substitutes, Rule 10 etc.) you will not be able to access this option.
- ❖ You must have a valid email address to be able to receive your W2 electronically. You can check the email address we have on file by going to Employee Access, select Employee Information, and then Personnel Info. The email address we have on file is listed on this page. In most cases, this is your District email address. If we do not have an email address listed for you, you can send your valid email address to [Karen.Flood@usd253.net](mailto:Karen.Flood@usd253.net).
- Electronic W2's will be ready in early January 2016, while the traditional printed forms will not be distributed until January 31, 2016 due to manual processing. Those selecting to receive their W-2 electronically will receive an email when the W2 forms are available to print on Employee Access.

