

## W-2 Frequently Asked Questions

From December 1, 2018 through December 31, 2018, you will have the ability to choose between receiving your W-2 as a paper form or electronically. You will make this choice by logging in to Skyward Employee Access the same way you do view your pay checks or request time off. A window will pop up asking if you would like to receive your W-2 as a paper form or to have it available electronically via Skyward Employee Access.

If you do not make a choice before December 31, 2018, you will receive a paper W-2.

### Frequently Asked Questions:

#### Can I receive a paper form and access my W-2 via Skyward Employee Access?

Yes, but you can print your W-2 from Skyward Employee Access so you do not *need* to receive a paper form.

#### Is my information private on Skyward Employee Access?

Yes. Only you can log in with your user ID and password and you must enter your social security number to view or print your W-2.

#### How do I access my W-2 on Skyward Employee Access?

You can log in to [www.ISD622.org/staffresources](http://www.ISD622.org/staffresources) – Skyward – Online Payroll Information System.

- Enter your user ID and password.
- Click on **Employee Information**
- Under Payroll – select **W2 Information**
- On the right side of the screen, select the button **View W2**
- Enter your Social Security Number and click **Print**

#### How do I receive a paper W-2?

Paper W-2's are distributed at your school/building no later than January 31. If you sign up for electronic W-2s, you will not receive a paper W-2.

#### If I chose to receive my W-2 electronically, can I switch to receiving a paper copy instead? Or if I chose paper can I switch to electronic?

You can switch any time before December 31, 2018.

Log in to [www.ISD622.org/staffresources](http://www.ISD622.org/staffresources) – Skyward – Online Payroll Information System

- Enter your user ID and password.
- Click on **Employee Information**
- Under Payroll – select **W2 Information**
- On the right side of the screen, select the button **Options for Receiving My 2018 W2 Electronically**
- Select the option you wish to change to and select **Save**