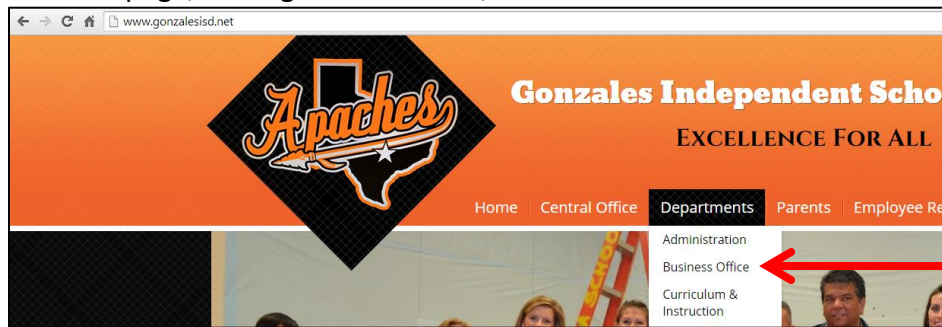


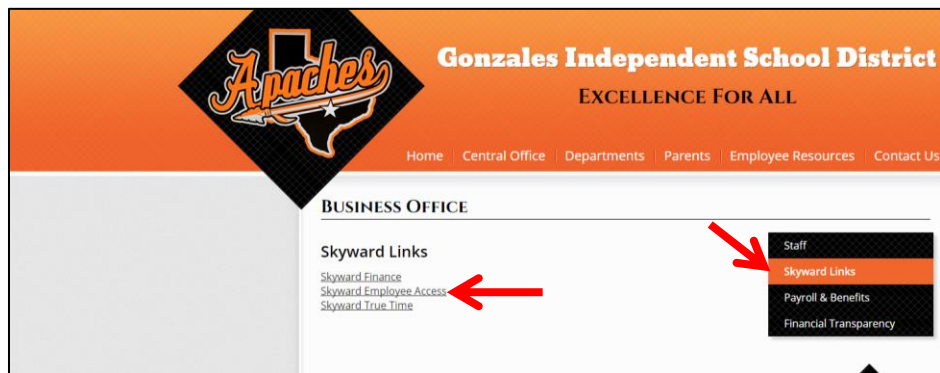
How to Print a Copy of Your W-2 Form in Skyward Employee Access

From the GISD homepage, www.gonzalesisd.net, select “Business Office” under “Departments”.



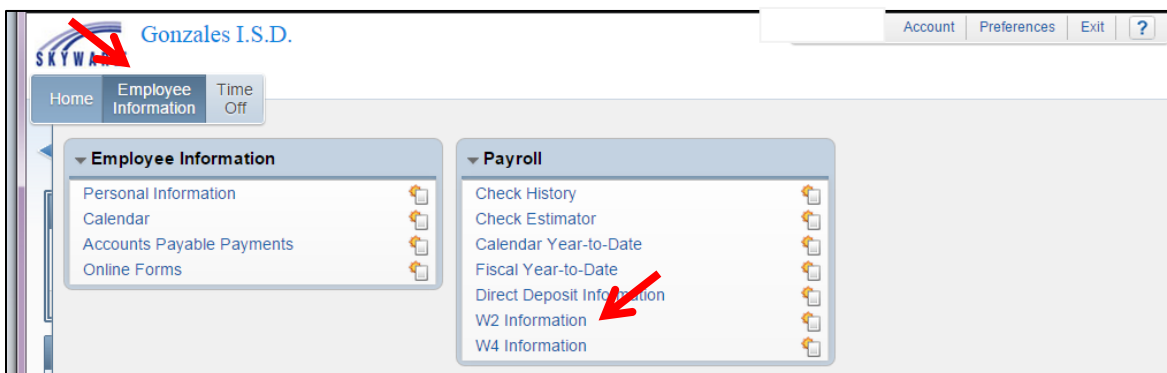
Then select “Skyward Links” on the right side and click on “Skyward Employee Access”. Log in.

Tip: If you have difficulty logging into Employee Access, e-mail Erin McCray at erin.mccray@gonzalesisd.net.

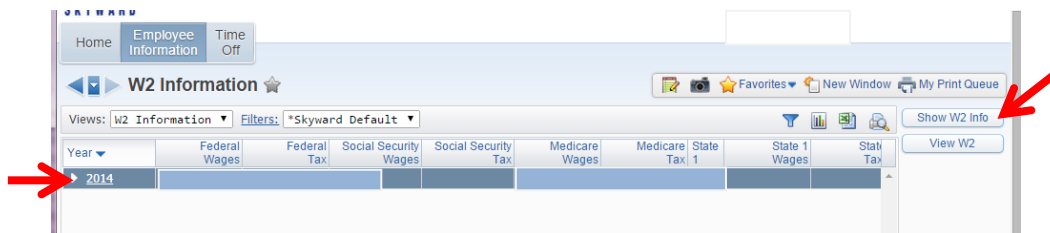


Once logged into Employee Access, click on “Employee Information” and then “W2 Information” under “Payroll”.

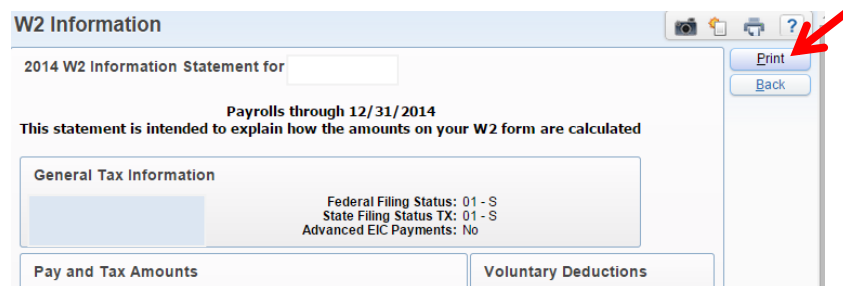
Tip: You may need to click on “Payroll” first if the check history option does not display.



Click on the year you would like to view and then click “Show W2 Info”.



Your W2 information will be displayed. To print this information, click on “Print”.



In order to print a copy of your W-2 form, you will have to input your social security number. This is a security measure. Once you have done so, click “Print”.

