

TO VIEW and PRINT W2 INFORMATION

Step 1: Login



Step 2:

Click on Employee Information

Click on W2 Information



Step 3:

You can view your W-2 information by clicking on the year (blue circle) or clicking Show W-2 Info (red circle).

Home	Employee Information	Time Off	True Time							
< B >	W2 Inform	nation	*					0 🕞 🖬	🛉 🏫 Favorites 🕶 🐔 Nev	r Window 🧒 My Print Queue
Views: W	2 Informatio	n V E	iters: *Skywe	ard Default 🔪					7 🖬 🖻	Show W2 Info
Year 🗸	F	ederal Vages	Federal Tax	Social Security Wages	Social Security Tax	Medicare Wages	Medicare S Tax 1	tate State Wage	State 1 State Taxes 2	View W2
2014	8	57.39		857.39	53.16	857.39	12.44 V	/1 857.31		
▶ 2013	3	03.87		303.87	18.85	303.87	4.40 W	/1 303.87	,	

Step 4:

Printing your W-2 Form, click View W-2

Home	Employee Informatior	Time Off	True Time									
W2 Information W2 Information My Print											w 🖷 My Print Queue	
Views: W2 Information V Filters: *Skyward Default V												
Year 👻		Federal Wages	Feder Ta	ax Social Security Wages	Social Security Tax	Medicare Wages	Medicare Tax	State 1	State 1 Wages	State 1 State Taxes 2	(View W2
▶ <u>2014</u>		857.39		857.39	53.16	857.39	12.44	WI	857.39		ļ Ļ	
▶ 2013		303.87		303.87	18.85	303.87	4.40	WI	303.87			

Enter in your social security number with no dashes.



Then open the document.



NOTE: W-2 information is available by January 31st of each calendar year for the previous calendar year.