

Slide 1 - Slide 1

The screenshot shows the Skyward School District 1 Employee Access web application. The top navigation bar includes links for Home, Employee Information, Time Off, True Time, FastTrack Open Positions, Work Requests, Account Master, Purchasing, Expense Reimbursement, and Online Open Enrollment. The main content area is divided into three columns: Employee Information, Payroll, and Professional Development. The Payroll column contains a link for W2 Information. A yellow callout box is overlaid on the W2 Information link, containing the following text:

**W2 Information**

Navigate to Employee Access, Employee Information Payroll, W2 Information.

**Who, What, When, Why?**  
Employees use this feature to view W2 information.

Anyone that receives a W2 can use this area to view W2 information once the W2 process is complete.

The interface also includes a 'Print this tutorial' button, a 'Queue' indicator, and a 'District News' section at the bottom left. The footer contains copyright information for Skyward, Inc. and the system environment: Windows XP / Internet Explorer 8.

Slide 2 - Slide 2

The W2 Information browse displays.

This browse lists each year for which a W2 statement exists.

Year	Federal Wages	Federal Tax	Social Security Wages	Social Security Tax	Medicare Wages	Medicare Tax 1	State 1 Wages	State 1 Taxes 1	State 1 Taxes 2
2011	36,458.68	3,607.40	21,312.68	895.14	21,312.68	309.04	36,658.68	1,211.02	
2010	1,950.00	305.53	1,950.00	120.90	1,950.00	28.28	1,950.00	118.13	

20 2 records displayed Year: ABC

Slide 3 - Slide 3

The screenshot shows the Skyward W2 Information interface. At the top, there is a navigation menu with options like Home, Employee Information, Time Off, True Time, FastTrack Open Positions, Work Requests, Account Master, Purchasing, Expense Reimbursement, and Online Open Enrollment. Below the menu is a breadcrumb trail for 'W2 Information' and a 'Show W2 Info' button. A table displays W2 data for two years: 2011 and 2010. The 2011 record is highlighted. A yellow callout box with a pointer to the 'Show W2 Info' button contains the text: 'To view the statement with the calculations highlight the W2 you wish to view and click Show W2 Info.' At the bottom of the table, it says '20 2 records displayed' and 'Year: [input field] ABC'. The Skyward logo is in the top left corner.

Year	Federal Wages	Federal Tax	Social Security Wages	Social Security Tax	Medicare Wages	Medicare Tax
▶ 2011	36,458.68	3,607.40	21,312.68	895.14	21,312.68	309.04
▶ 2010	1,950.00	305.53	1,950.00	120.90	1,950.00	28.28



Enter SSN and Print

Slide 5 - Slide 5

W2 Information - 05.12.10.00.19-10.2 - Windows Internet Explorer

### W2 Information

2011 W2 Information Statement for PABLO AGUINAGASCR

Payrolls through 12/31/2011  
This statement is intended to explain how the amounts on your W2

**General Tax Information**  
PABLO Y AGUINAGASCR  
5000 FAST FOOD AVE  
STEVENS POINT WI 54481-0000

Federal Filing Status: 00 - S  
State Filing Status Wt: 00 - S  
Advanced EIC Payments: No

**Pay and Tax Amounts**

Gross Earnings	28,477.88	Other Deferred	
- Retirement	0.00	HEALTH	72.00
- Flex Benefit Plan		Retire EE	0.00 *
- Other			
- Deferred 401(k)			
- Deferred 403(b)			
- Deferred 408(k)(6)			
- Deferred 457(b)			
- Deferred 501(c)(18)(D)			
- Emp Business Expenses			
- Health Savings Acct(HSA)			
- Other Deferred			
+ Excess Life Insurance			
+ Taxable Benefits	0.00		
= Taxable Gross Wages	36,458.88		

[Calculated Wages and W2 Box](#)

**From Taxable Wages to Net Pay**

- Federal Tax	3,607.40	(Box 2)
+ EIC	0.00	(Box 9)
+ Reimburse/Reclass Deds	0.00	
+ Reimburse/Non Tax Travels	0.00	
- Social Security Tax	895.14	(Box 4)
- Medicare Tax	309.04	(Box 6)
- State Tax	1,211.02	(Box 17)
- Voluntary Deductions	0.00	
- Excessive Life Insurance	0.00	(Box 12C)
- Taxable Benefits	0.00	
= Net Pay	30,376.08	

**Request Complete**  
2011 W2 Information Statement has finished processing.

[View Report](#) [Back](#)

1. The option to print is available. Click Print.

2. Click View Report.