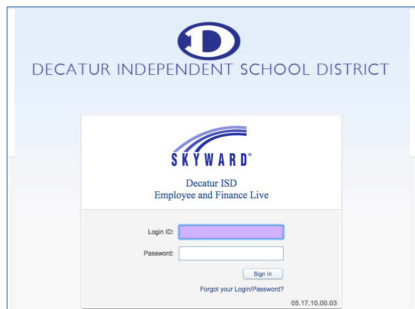


Skyward Employee Access (Payroll): Updating W2 Options

Log-in to Employee Access

- Go to www.decatursisd.us
- Select Staff
- Click Skyward Employee
- Access
- Enter your Log-In and password

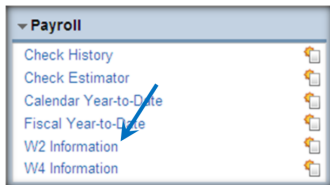


Updating W2 Options

- **Select Employee Information**



- Under Payroll, select W2 information to view your W2's

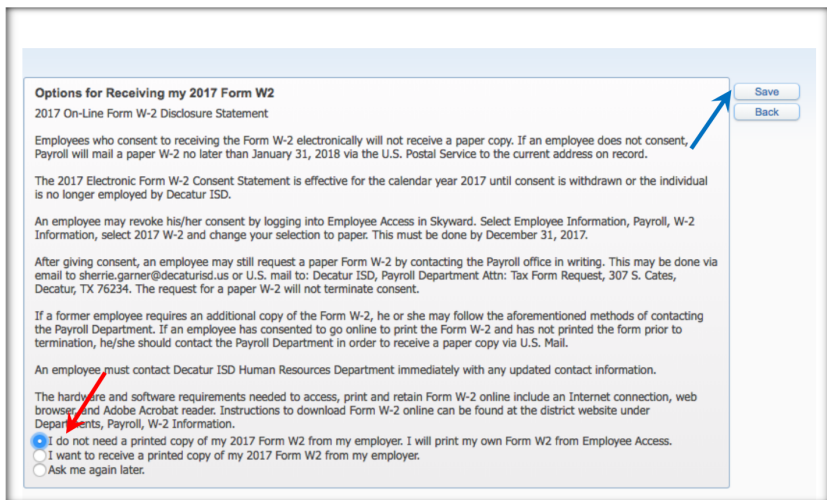


- To the right, **click "Options for Receiving My 20XX SW2"**



Skyward Employee Access (Payroll): Updating W2 Options

- On the W2 Options screen, **select an option to receive your W2 toward the bottom of the screen.**
- Click **Save**



Options for Receiving my 2017 Form W2
2017 On-Line Form W-2 Disclosure Statement

Employees who consent to receiving the Form W-2 electronically will not receive a paper copy. If an employee does not consent, Payroll will mail a paper W-2 no later than January 31, 2018 via the U.S. Postal Service to the current address on record.

The 2017 Electronic Form W-2 Consent Statement is effective for the calendar year 2017 until consent is withdrawn or the individual is no longer employed by Decatur ISD.

An employee may revoke his/her consent by logging into Employee Access in Skyward. Select Employee Information, Payroll, W-2 Information, select 2017 W-2 and change your selection to paper. This must be done by December 31, 2017.

After giving consent, an employee may still request a paper Form W-2 by contacting the Payroll office in writing. This may be done via email to sherrie.garner@decaturisd.us or U.S. mail to: Decatur ISD, Payroll Department Attn: Tax Form Request, 307 S. Cates, Decatur, TX 76234. The request for a paper W-2 will not terminate consent.

If a former employee requires an additional copy of the Form W-2, he or she may follow the aforementioned methods of contacting the Payroll Department. If an employee has consented to go online to print the Form W-2 and has not printed the form prior to termination, he/she should contact the Payroll Department in order to receive a paper copy via U.S. Mail.

An employee must contact Decatur ISD Human Resources Department immediately with any updated contact information.

The hardware and software requirements needed to access, print and retain Form W-2 online include an Internet connection, web browser and Adobe Acrobat reader. Instructions to download Form W-2 online can be found at the district website under Department, Payroll, W-2 Information.

☒ I do not need a printed copy of my 2017 Form W2 from my employer. I will print my own Form W2 from Employee Access.
☐ I want to receive a printed copy of my 2017 Form W2 from my employer.
☐ Ask me again later.

Save
Back

For payroll or Skyward log-in issues, contact:
Sherrie Garner
940-393-7112
sherrie.garner@decaturisd.us