

Slide 1 - Slide 1

The screenshot shows the Skyward Employee Access web application interface. At the top, the browser title is "Employee Access - 05.12.10.00.19-10.2 - Windows Internet Explorer". The user is logged in as "Pablo Aguinascr". A "Print this tutorial" button is visible in the top right. The main navigation bar includes "Home", "Employee Information", "Time Off", "True Time", "FastTrack Open Positions", "Work Requests", "Account Master", "Purchasing", "Expense Reimbursement", and "Online Open Enrollment".

Three main content areas are visible: "Employee Information", "Payroll", and "Professional Development". The "Payroll" area contains a list of links: "Check History", "Check Estimator", "Calendar Year-to-Date", "Fiscal Year-to-Date", "Direct Deposit Information", "W2 Information", and "W2 Information". A yellow callout box is positioned over the "W2 Information" link in the Payroll section.

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.

At the bottom of the page, there is a footer with "© 2013 Skyward, Inc. All rights reserved.", "Finance", and "Windows XP / Internet Explorer 8". The browser's address bar shows "Local intranet" and the zoom level is set to 100%.

Slide 2 - Slide 2

The screenshot shows a web browser window titled "W2 Information - 05.12.10.00.19-10.2 - Windows Internet Explorer". The page header includes the Skyward logo and "Skyward School District 1". A navigation menu contains links for Home, Employee Information, Time Off, True Time, FastTrack, Work, Account, Purchasing, Expense Reimbursement, and Online Open Enrollment. The user is logged in as Pablo Aguinagascr. The main content area displays "W2 Information" with a filter set to "*Skyward Default". A table lists W2 data for the years 2011 and 2010. A yellow callout box points to the table with the text "The W2 Information browse displays." Another yellow callout box points to the table with the text "This browse lists each year for which a W2 statement exists." The table has columns for Year, Federal Wages, Federal Tax, Social Security Wages, Social Security Tax, Medicare Wages, Medicare Tax, State 1, State 1 Wages, State 1 Taxes, and State 2. The bottom of the page shows a pagination bar with "20" records displayed and a "Year:" field.

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

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W2 Information - 05.12.10.00.19-10.2 - Windows Internet Explorer

Skyward School District 1

Pablo Aguinagascr Account Preferences Exit ?

Home Employee Information Time Off True Time FastTrack Open Positions Work Requests Account Master Purchasing Expense Reimbursement Online Open Enrollment

W2 Information ☆

Views: W2 Information Filters: *Skyward Default

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

To view the **statement** with the calculations highlight the W2 you wish to view and click **Show W2 Info**.

20 2 records displayed Year: ABC

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The information statement displays. This statement shows how the amounts on the actual W2 were calculated.

2011 W2 Information Statement

Payrolls through 12/31/2011

This statement is intended to explain how the amounts on your W2 form are calculated

General Tax Information

PABLO Y AGUINAGASCR
5000 FAST FOOD AVE
STEVENS POINT WI 54481-0000

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

Pay and Tax Amounts

Gross Earnings	28,477.68	
- Retirement	0.00	
- Flex Benefit Plan	0.00	
- Other	0.00	
- Deferred 401(k)	0.00	(Box 12/D)
- Deferred 403(b)	60.00	(Box 12/E)
- Deferred 408(k)(6)	0.00	(Box 12/F)
- Deferred 457(b)	0.00	(Box 12/G)
- Deferred 501(c)(18)(D)	0.00	(Box 12/H)
- Emp Business Expenses	0.00	(Box 12/L)
- Health Savings Acct(HSA)	0.00	(Box 12/M)
- Other Deferred	-7,981.00	
+ Excess Life Insurance	0.00	(Box 12/C)
+ Taxable Benefits	0.00	
= Taxable Gross Wages	36,458.68	(Box 1)

Calculated Wages and W2 Box 1 are not equal

Other Deferred

HEALTH	72.00	
Retire EE	947.00	*
WCF	-9,000.00	

* Included in Box 12/14

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 12/C)
- Taxable Benefits	0.00	
= Net Pay	30,376.08	

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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 WI: 00 - S
Advanced EIC Payments: No

Pay and Tax Amounts

Gross Earnings	28,477.68
- Retirement	0.00
- Flex Benefit Plan	
- 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	36,458.68

Other Deferred
HEALTH 72.00
Retire EE 947.00 *

Request Complete
2011 W2 Information Statement has finished processing.

View Report Back

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 12/C)
- Taxable Benefits	0.00	
= Net Pay	30,376.08	

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

2. Click View Report.

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Employee: AGUINAGASCR PABLO Y

Views: W2 Information Filters: *Skyward Default

Year	Federal Wages	Federal Tax	Social Security Wages	Social Security Tax	Medicare Wages	Medicare Tax	State Tax 1	
▶ 2011	36,458.68	3,607.40	21,312.68	895.14	21,312.68	309.04	WI	36,6
▶ 2010	1,950.00	305.53	1,950.00	120.90	1,950.00	28.28	WI	1,9!

20 2 records displayed Year: ABC

The W2 Information is also available from the Personal Information area.
This concludes the tutorial.