

Electronic W2's



We are pleased to announce you have an option to receive your W2 electronically. On **Friday 10/6/2017** the W2 screen option will be available for your selection when logging on.

You must consent to receiving an Electronic Copy. Otherwise you will receive a paper copy. To receive an electronic copy of your W2, please log into Skyward and select the option pictured below:

Electronic
Paper
Ask me again

Options for Receiving my 2017 Form W2

Please make a selection as to how you would like to receive your W2 form this year.

I do not need a printed copy of my Form W2 from my employer. I will print my own Form W2 from Employee Access.

I want to receive a printed copy of my Form W2 from my employer.

Ask me again later.

Save
Back

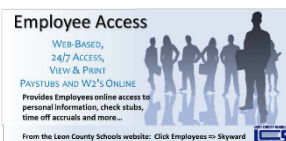


You must make this selection by December 15, 2017.



If you **do not** make a selection to receive your W2 electronically by the date indicated, you will *continue to receive a printed copy of your W2.*

Major advantages of Electronic W2s:



- You no longer have to wait until the end of January to receive your W2.
- W2's can be re-printed at any time by logging into Employee Access or Click on [print instructions](#).
- You will have electronic access to all your historical W2s since 2012.

Please [click here](#) to review the video on how to select the option to receive an electronic copy of your W2 using Skyward Employee Access.

Payroll will notify the District in January when your electronic version of W2 is available.

You can use Windows, Apple (MaC, iPad, MacBooks) and smart phones



SKYWARD Employee Access – Electronic W2's

(iPhone and Androids) to make your Electronic W2 selection.

Any questions should be directed to the TIS HELPDESK at 487-7524 or email questions to helpdesk@leonschools.net.

From LCS Website (<http://www.leonschools.net>), click on “LCS Employees” tab then select “SKYWARD LOGON” to logon.

