Employee Access is part of the SKYWARD system. This system allows you to access form W2.

LOG IN:

- Go to https://www.escambiaschools.org/
- Select the Skyward icon
- Enter a Login ID
- Enter a password
- Select Sign In



TO VIEW and PRINT FORM W2:

- Select Employee Information
- Under *Payroll* choose *W2 Information*

me - Employee Time Off			
- Employee Information		- Payroll	
Personal Information	¢.	Chack History	\$
Calendar	20	Check Estimator	9
Modify HR Calendar Events	•	Calendar Year-to-Date	9
Accounts Payable Payments	•	Fiscal Year-to-Date	e.
Online Forms	C	Direct Deposit Information	9
		W2 Information	e.
		W4 Information	¢
		1095 Forms	4

• Select the Year you would like to View and print



• Click the View W2 Form icon

View W2 Form

• You will be required to enter your full Social Security Number to create the W2 pdf document.

Confirm Authorization	()
To confirm authorization to print Security Number of this employe	this W2, enter the full Social ee:
Print	Cancel

- After you enter your Social Security number the W2 pdf document will download to your computer for viewing and printing.
- If you want to see how your W-2 was calculated click the *How is my W2 calculated* icon.

