Instructions:

Log into Skyward and click on Employee Information

Under the Payroll section, click on W2 Information (highlighted below)

ESCAMBIA CO. SCH SKYWARD Home Employee Time Information Off	IOOL DIS	TRICT - PRODUCTION	
 Employee Information 		- Payroll	
Personal Information	<u> </u>	Check History	<u>^</u>
Calendar		Check Estimator	1
Accounts Payable Payments		Calendar Year-to-Date	1
Online Forms		Fiscal Year-to-Date	1
		Direct Deposit Information	1
		W2 Information	1
L		W4 Information	1
		1095 Forms	1

Now you should see your W2 history. On the right side of your screen, click on *"Options for Receiving My 2022 W2 Electronically"* (shown below)

V2 Information 😭 🔂 Key Window 🖶 My Print Queue										
Views: W	2 Informatio	on 🗸 Filters: *Skyward De	fault 🗸				5	7 🔟		View W2 Form
Year 🔻	Form	Date Created	Federal Wages	Federal Tax	Social Security Wages	Social Security Tax	Medicare Wages	Electronic Option	t	How is my W2 calculated?
▶ <u>2021</u>	W-2							Electronic	^	
▶ 2020	W-2							Paper		
2019	W-2							Paper		Options for Receiving My
▶ 2017	W-2							Ask Later		2022 W2 Electronically
										Licensinduny

Options for Receiving my 2022 Form W2

In the "Options for Receiving my 2022 Form W2" pop up window, you are able to view and change your selection for receiving your W2. *Save* after updating your selection.

I do not need a printed copy of my 2022 Form W2 from my employer. I will print my own Form W2 from Employee Access.
 I want to receive a printed copy of my 2022 Form W2 from my employer.
 Ask me again later.