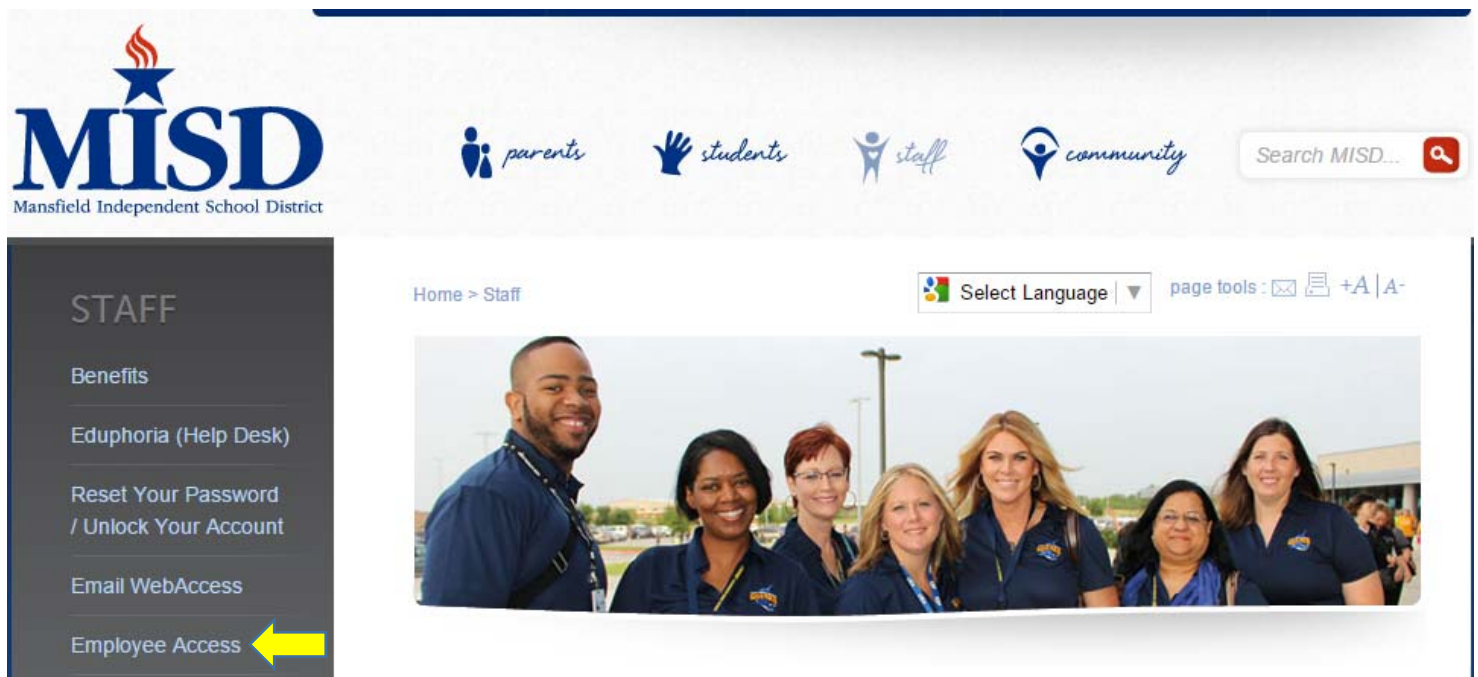


Log into Employee Access by going to www.mansfieldisd.org.

Click on “Staff” tab on left side of page.



Click on “Employee Access” on left menu bar.



Click on “Login” for Employee Access.

DEPARTMENTS

Business Services

Financial Transparency

Calendar of Deadlines

Business & Financial Services Manual

Student Activity Manual

Training Materials

EMPLOYEE ACCESS

Home > << Business Services > Employee Access

Select Language

page tools: [Icons]

Employee Access

What Do I Have Access To?

Employees now have the ability to access their own payroll and personal information online 24 hours a day, 7 days a week.

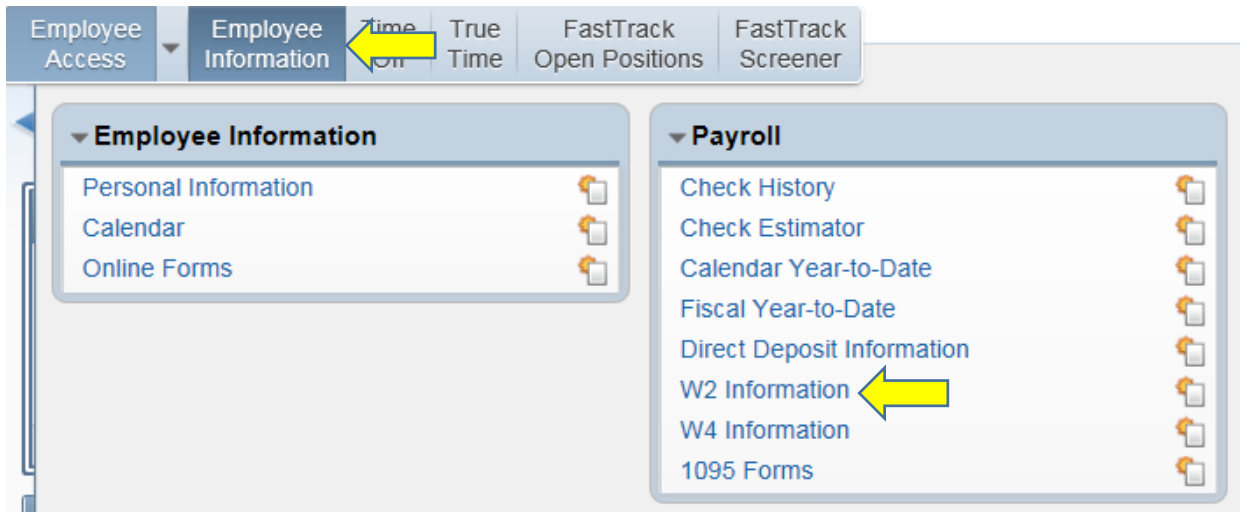
Employee Access

Employee Access allows employees to review their personal, payroll, time off, and contract information online 24/7.

Login

**Login with your ID & Password.

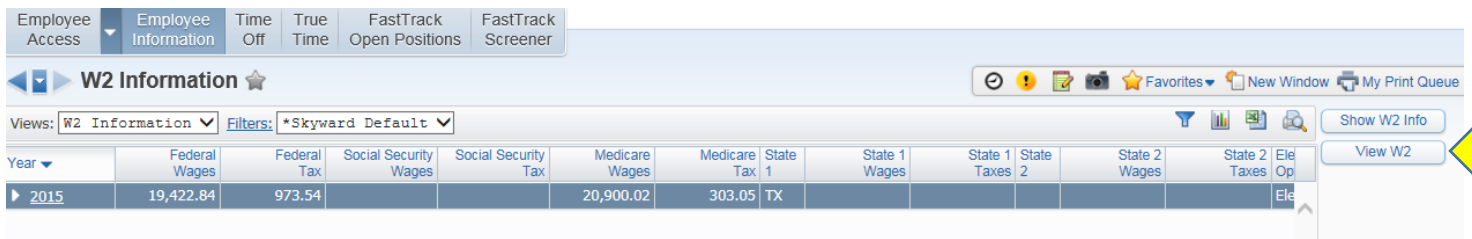
Once inside Employee Access, click on Employee Information. This will drop down the Payroll Menu. Click on W2 Information.



Employee Access | Employee Information | Time Off | True Time | FastTrack Open Positions | FastTrack Screener

- Employee Information
 - Personal Information
 - Calendar
 - Online Forms
- Payroll
 - Check History
 - Check Estimator
 - Calendar Year-to-Date
 - Fiscal Year-to-Date
 - Direct Deposit Information
 - W2 Information
 - W4 Information
 - 1095 Forms

Click "View W2" on right side of screen.



Employee Access | Employee Information | Time Off | True Time | FastTrack Open Positions | FastTrack Screener

W2 Information

Views: W2 Information | Filters: *Skyward Default

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	State 2 Wages	State 2 Taxes	Ele Op
2015	19,422.84	973.54			20,900.02	303.05	TX						

Show W2 Info | View W2

Enter your Social Security Number and click print.

The screenshot shows a web browser window titled "W2 Information". At the top, there are navigation icons and a "My Print Queue" button. Below the browser window, a table displays W2 data for the year 2015. A modal dialog box titled "Confirm Authorization" is centered on the screen, asking the user to enter the full Social Security Number of the employee to confirm authorization to print the W2. The dialog has "Print" and "Cancel" buttons.

Year	Federal Wages	Federal Tax	Social Security Wages	Social Security Tax	Medicare Wages	Medicare Tax	State 1 Wages	State 1 Taxes	State 2 Wages	State 2 Taxes	Ele Op
2015	19,422.84	973.54			20,900.02	303.05	TX				

Click "Open" in bar at bottom of screen.

The screenshot shows a file download bar at the bottom of the browser window. The text reads: "Do you want to open or save 2015W2.pdf (47.2 KB) from skywardbis.mansfieldisd.org?". There are "Open", "Cancel", and "x" buttons. A yellow arrow points to the "Open" button.

This will create a PDF copy of your W2.

1	19422.84	973.54	2	Fed. income tax withheld
3	Social security wages		4	Soc. sec. tax withheld
5	Medicare wages and tips		6	Medicare tax withheld
Employer's name, address, and ZIP code MANSFIELD INDEPENDENT SCHOOL D 605 E BROAD ST MANSFIELD TX 76063				
7	Social security tips		8	Allocated tips
9			10	Dependent care benefits
11	Nonqualified plans		12a	
			12b	
13	Statutory employee	Retirement plan	Third-party sick pay	12c

You may now print or save this copy for your records.