

W2's are now available via the Employee Service Center

Printing W2's

1. Log into the Employee Service Center as you normally would to view/print paystubs.
2. Select "My Payroll Information" below the "My Service Center Home" toolbar.
3. Select "My W-2". You will see all of your available W-2s.
4. Select "W2 Print" next to the 2019 W2 Year. You will be directed to your 2019 W-2 (via a pop up window).
5. Click the "Print" icon in the PDF document.
6. Print as you normally would any other document.

The Payroll Staff will be available Monday through Friday from 8:00 am to 4:00 pm to assist employees in printing W2's from the Employee Service Center; however, this assistance does not withdraw consent for W-2s to be issued electronically.

For assistance with Employee Service Center User ID or Password, please contact the Technology Help Desk at extension #3489.

Important Notice to all Employees

All benefits listed below have been reduced from taxable income and are reflected in Box 10, 12 and 14.

Box 10	Dependent Care Benefits.
Box 12-E	Annuity contributions made by employee.
Box 12-G	Annuity contributions made by employee.
Box 12-W	HSA contributions made by employee.
Box 12-DD	Health insurance payments made by both the employee and employer.
Box 14-Medical	Dental and vision insurance payments made by employee.
Box 14-TRS	Non-taxable portion of TRS (TRS Member Contribution).

By signing and accepting the employee handbook, employees have consented to receive all Payroll statements for the current school year, to include annual W-2 statements, in electronic format via the SEISD Employee Service Center while employed by SEISD.

You may request, in writing to Payroll, to receive all future issued W-2's in paper format. This request does not apply to SEISD W-2's that have already been made available and employees notified of issuance.

All employees have an obligation to inform the Human Resources Department of any changes in personal information, such as phone number, address, name change etc.

It is suggested that employees review their W-4 filing status annually and update accordingly. Please submit a new W-4 to the payroll office if you would like to make changes.

Consent and Former Employees of SEISD

All employees whom have not signed the Employee Handbook or who have separated from SEISD will receive a paper W2 which will be printed and mailed to employees on or before January 31st. Please note that the early release of paper W2's or holding W2's for pickup is not permitted during the month of January.