

W-2 Instructions for Teachers, Staff, & Admin

Created: 2/13/2024

1. Login to **ClassLink** with your **Computer Username** and **Password**

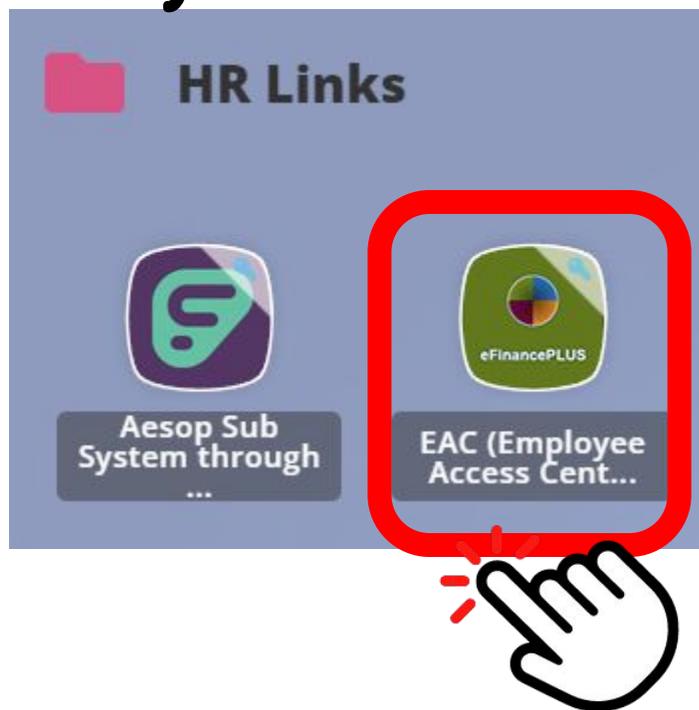


2. Go to the **HR Links Folder**

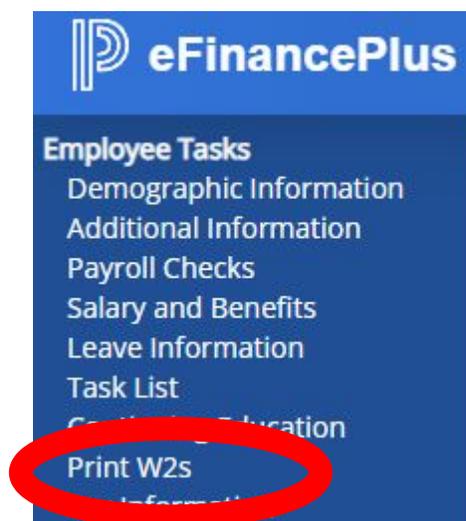


W-2 Instructions for Teachers, Staff, & Admin (Continued)

3. Select **EAC (Employee Access Center)**

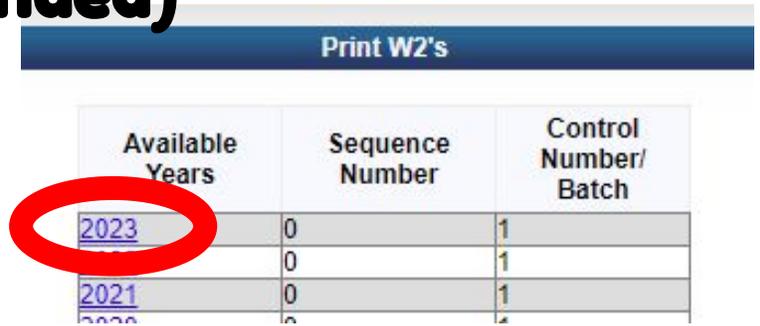


4. Click **Print W2s** on the left hand side



W-2 Instructions for Teachers, Staff, & Admin (Continued)

5. The available Ws2 will show. **Click this year's W-2.**



Available Years	Sequence Number	Control Number/ Batch
2023	0	1
2022	0	1
2021	0	1
2020	0	1

6. The PDF will **download.**

