## W-2 Instructions for Teachers, Staff, &

Admin Created: 2/13/2024

 Login to ClassLink with your Computer
Username and Password

### Sign in to ClassLink



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







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

3. Select EAC (Employee Access Center)

#### **HR Links**





#### EAC (Employee Access Cent...

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



Employee Tasks Demographic Information Additional Information Payroll Checks Salary and Benefits Leave Information Task List

Previous



## 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
	0	1
2021	0	1
2020	0	2

6. The PDF will **download**.



