



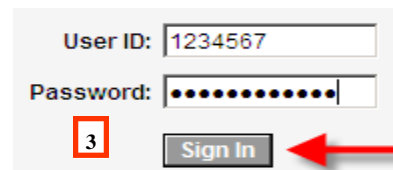
How Do I View & Print My W-2 Information?

1. Access the District Web Site at www.palmbeachschools.org
Click on the link at the top for 'Employees'.

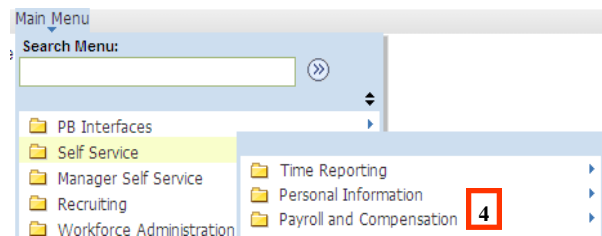


2. On the right side of the page, click on **Self Service**.
(If you receive a message about enabling cookies, please clear your cache and return to Step #1. If you receive an error about security, please click **Sign Out** and return to Step #1.)

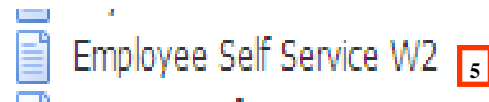
3. Enter your **User ID** and **Password** and then click on the **Sign In** button.
(If you don't know your User ID and/or Password, please click on the **Forgot Password** button on the District Web Site, and follow the instructions.)



4. At the **Self Service Menu**, click or hover over the **Payroll and Compensation**.



5. At the **Payroll and Compensation Menu**, select **Employee Self Service W2**.



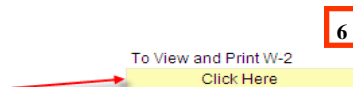
6. To view and/or print your W-2, click on the **Click Here** button.
A second window will open with your **Form W-2 Wage and Tax Statement for 2011**.

View and Print W-2 - 2011

Employee ID 1000000

Last Name, First Name

Street Address
City, State Zip Code



Form W-2 Wage and Tax Statement 2011			7 Social Security tips		1 Wages, tips, other compensation		2 Federal income tax withheld	
c Employer's name, address, and ZIP code School Dist of Palm Beach C FULTON-HOLLAND ED S 3300 Forest Hill Boulevard West Palm Beach FL 33406 USA			8 Allocated tips		3 Social security wages		4 Social security tax withheld	
			9 Advance ETC payment		41013.56		1722.57	
e Employee's name, address, and ZIP code Employee Name Street Address City, State Zip Code USA			10 Dependent care benefits		5 Medicare wages and tips		6 Medicare tax withheld	
			b Employer identification number (EIN) 59-6000783		11 Nonqualified plans		594.70	
A Employee social security number XXX-XX-XXXX			14v - FRS		14w - S125		12a	
			14x - 401R		382.56		12g	
13 Statutory employee <input type="checkbox"/>			Retirement plan <input type="checkbox"/>		14y - Sencor		19 Local income tax	
			Third party sick pay <input type="checkbox"/>		14z - 401A			
15 State	Employer's state ID number	16 State wages, tips, etc.	17 State income tax		18 Local wages, tips, etc.		20 Locality Name	