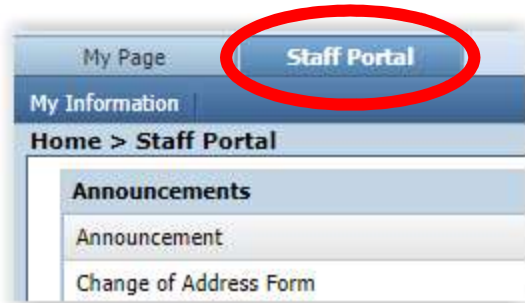


MIFFLINBURG AREA SCHOOL DISTRICT W2 REPORTING

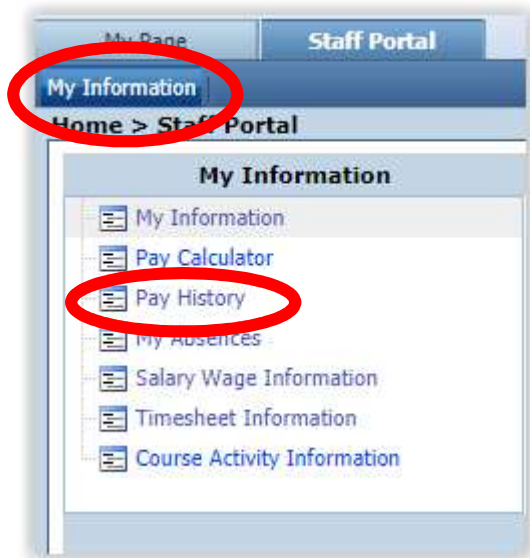
W2's are now going to be available on your staff portal.

Simply log on to your staff portal (Instructions on How To's are located on the MASD Intranet under How To Guides)

- Click on Staff Portal



- Click on My Information
- Click on Pay History



- Place a check mark in the box

A screenshot of the 'Pay History' form. The form has a header 'Pay History' and a section titled 'Run Options'. Below this, there is a 'Name:' field with a blacked-out value. At the bottom, there is a '* Year:' dropdown menu set to '2018'. A red circle highlights a checkbox with the text 'I consent to receive my Form W-2 electronically in the Staff Portal.' next to it.

MIFFLINBURG AREA SCHOOL DISTRICT W2 REPORTING

Once W2's are processed, they will be posted to the staff portal.

Follow the instructions from above.

When you click on the Pay History Menu

Change the Year to the Previous year

On the Far Right Hand side in blue type **"Print W2"**

The screenshot shows the 'Pay History' interface. At the top right, the title 'Pay History' is displayed. Below it is a section titled 'Run Options'. There is a 'Name:' field with a blacked-out value. Below that is a consent checkbox: 'I consent to receive my Form W-2 electronically in the Staff Portal.' with an unchecked box. At the bottom left of this section is a '* Year:' dropdown menu set to '2018'.

This screenshot is similar to the one above but shows the 'Print W2' button circled in red. The 'Name:' field is blacked out. The consent checkbox is now checked. The '* Year:' dropdown is still set to '2018'. On the far right, there is an 'ID' field, also blacked out. Below the consent checkbox, the text 'Display Net P' is partially visible.

Click on the W2 and you will be able to see your W2.