How to View Your W2

• Log onto the Portal at <u>www.scps.k12.fl.us</u>



- If you are experiencing difficulty with your username or password, please contact th Help Desk for SCPS, (407) 320-0350.
- Once logged into Clever, Select the Employee Self Service icon.



• Follow the path below to find your W2 information. Select View W2.

Favorites 🔻	Main	Menu 🔻	_						
ORACL		Fluid Home Company Directory	♦ Search				>	Advanced Search	n 🖸
Company		Manager Dashboard Talent Summary		Pen	ding A		als		
Search by Name		SCPS Self Service Management Calif Service	Time Reporting Personal Information				at this time	ð.	
My Profile		Manager Self Service Secretary Self Service Recruiting	Payroll and Compensati Benefits		View I Dir W-4 T		ck		
		Workforce Administratio Benefits Compensation	Recruiting Employee Forms Evaluation		View	W-2/W	-2c Forms		

• Click on "Year End Form." You may change the year if needed as long as you had consented to receive the form online.

					View a Different Tax Year
Selec	t Year End F	orm			Personalize 🔁 1 of 1
Tax Year	W-2 Reporting Company	Tax Form ID	Issue Date	d Form	Filing Instructions
2018	SCS	W-2	01/23/2019	Year End Form	Filing Instructions