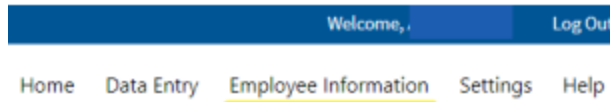


Web Link Instructions

Log in to Web Link



Select Employee Information

You may choose from the following options:

- ✓ **Payroll and Compensation**
- ✓ **Personal Information**

For the first time viewing only, agree to the consent form by selecting the first check box, and clicking “Continue”.

Payroll & Compensation

➤ **Check History/Reimbursements**

This screen will show all available paycheck history information by most recent check date order. To view a particular paycheck, click [View](#) to the right of the amount column, an additional window will open up your check stub. Once opened up, you can download/print a copy of your pay stub.

➤ **W2s Information**

You will receive notification each year once W2s are available for the current year. Once available you may [View/Print W2](#) or [Save W2](#) information.

If printing your W2 information print each page accordingly
“Copy B”, “Copy C” and (2) Copy 2’s as well the instructions that are normally included on the back of your W-2.

Personal Information

➤ Contact Information

Select this option to update your Address – Phone Number(s) – and Personal Email Address (not your school business email)

Please note – If any changes are made to these fields you also need to report these changes to your SIS coordinator by phone or email.

Be sure to click the save button at the bottom left of the screen 

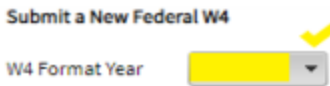
➤ Direct Deposit

You **cannot** change your direct deposit through Web Link - For any changes please contact Payroll at Central office.

➤ Federal W4

You may use this field to view or change your current W4.


To Submit a New Federal W4 form

Select the drop down year 

Select **Submit New W4** 

A new W-4 will appear. Select **View/Print IRS Form W4** 

In the highlighted fields click each to complete new changes.

On step 5 Be sure to select “I Agree” **Step 5: Agreement** you must then select save at the bottom left of screen. 

➤ **Emergency Contacts**

You may use this field to Add/Update your Emergency contact information in the event of an emergency.

➤ **Medical Information**

Your school nurse will need to document your medical information through SIS; however you may also use this field for your most current medical information.

Please note – If any changes are made to these fields you also need to report these changes to your school nurse to document in SIS.

If you have questions or if need further assistance please contact your building office or Central office.