

**View Paychecks/W-4, W-2, W-2 Consent:**

**GISD Employee Self-Service - Substitutes** > Payroll

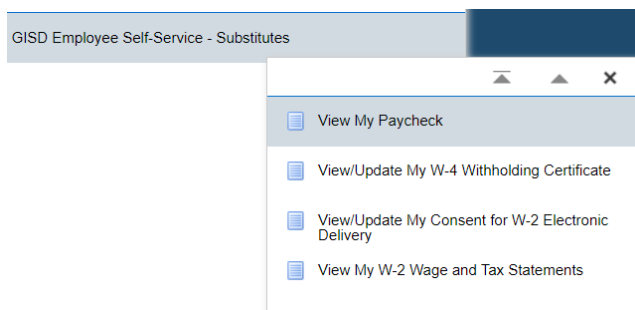
URL link to Oracle.

<https://oraproddmz.garlandisd.net:4443>

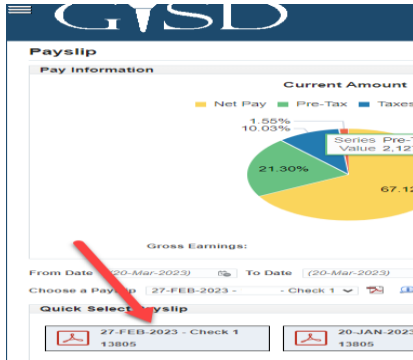
Click on the Hamburger on top Left corner



Click **“GISD Employee Self-Service - Substitutes”** from the menu and select **“View My Paychecks”**



Select View My Paycheck



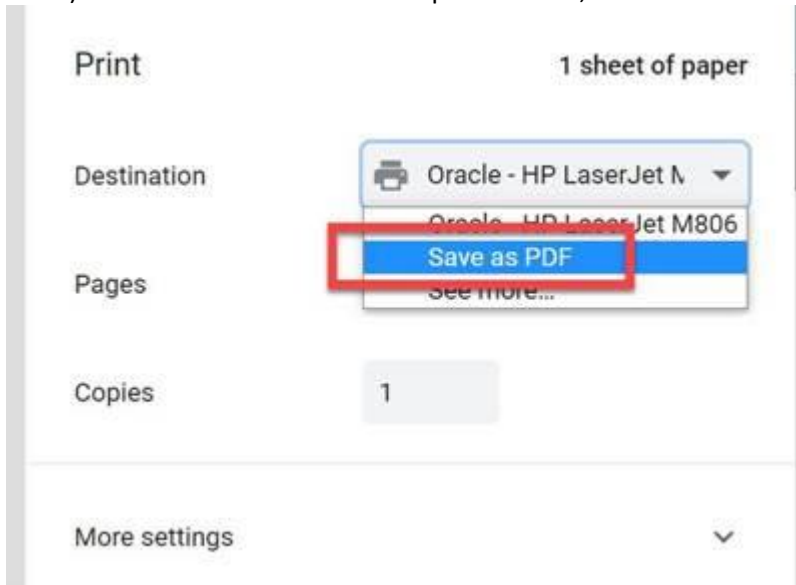
### Print Paystubs:

When viewing paystubs or W2s, do the following to save your as a PDF document that you can then print.

- 1) Click on the PDF icon of you payslip
- 2) In the top right of your browser, click on the **Printer** icon

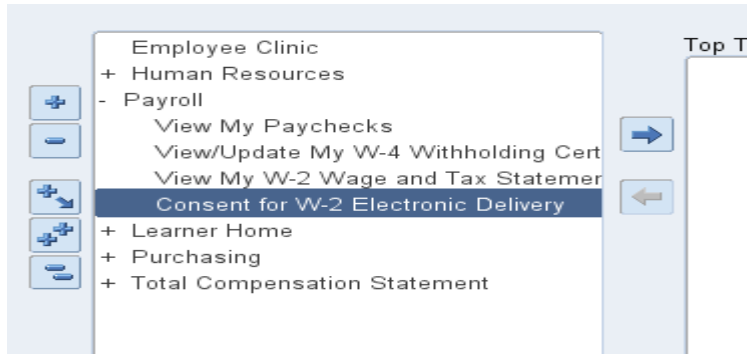


- 3) In the Print **Destination** drop down field, choose **Save as PDF**



- 4) Then choose **Save** at the bottom of the screen
- 5) In the **Save As** dialog box, now save to a folder and filename of your choice
- 6) You can then open the document and print, or share, as normal.

## Update W2 – Consent for W-2 Electronic Delivery – this will let you see your W2s online.



## Select Update and change the selection – You will be able to view the next day..

### W-2 Online Consent - Important Disclosure Notice

IRS regulations require that employees provide their consent to receive Form W-2 in an electronic format.

An employee who consents to receiving Form W-2 electronically, agrees that:

- The employee is responsible for printing their electronic Form W-2 from Oracle Employee Self-Service
- Form W-2 will be available online no later than January 31st of the following calendar year
- GISD will not print and mail a paper copy of Form W-2 to the employee

Conversely, an employee that *does not* consent to receiving Form W-2 electronically, agrees that:

- GISD is responsible for printing and mailing a paper copy of Form W-2 to the employee
- Form W-2 will be mailed no later than January 31st of the following calendar year
- Form W-2 will be mailed to the employee's address on record

#### Instructions

In the table below, choose **Update** to make changes to your Consent for W-2 Electronic Delivery preference. After updating, choose **Next** to review and submit.

Employee Name **George, Bobby**

### Consent for W-2 Electronic Delivery

Select Object: **Update** | \*\*\*

Select Status	Consent for W-2 Electronic Delivery
<input checked="" type="radio"/>	I consent. I am responsible for printing my W-2 online.

Table Diagnostics

### Consent for W-2 Electronic Delivery

Employee Name [REDACTED]  
Organization Email Address [REDACTED]

Employee Number [REDACTED]  
Business Group **Garland ISD**

Cancel **Apply**

Make your selection below and then choose **Apply**. Choose **Cancel** to keep your existing preference and return to the previous page.

\* Consent for W-2 Electronic Delivery | I consent. I am responsible for printing my W-2 online.

Cancel | Printable Page | Back | **Submit**

Employee Number [REDACTED]  
Business Group **Garland ISD**  
Job Title **8810.DISTRICT SPECIALIST**  
Supervisor **Garland, Jason**

