

The 2017 W-2's are now available for you to print from the TEAMS Employee Service Center. The link can be found on the Home Page or in the Staff Only section of the Willis ISD webpage and at the bottom of this email.

HOPEFULLY WE'VE ANSWERED ALL YOUR QUESTIONS BELOW - PLEASE READ DETAILS

1. Use only Google Chrome as your browser.
2. Go to the TEAMS Employee Service Center Link found in the Staff Only section of our webpage www.willisisd.org

Current Employee:

- **What is my User Name: Same as what you use to login to TEAMS daily**
- **What is my Password: Same as what you use to login to TEAMS daily**

Former Employee: You must "Register" first to login into our new system TEAMS

3. Once you log in, click My Payroll Information tab and select My W-2 then print for a copy of your W-2.

Please verify your SS# on the form and notify our office if there is a discrepancy.

FAQ's:

Box 1: This is not my salary for 2017: *This is your TAXABLE income not the GROSS income. Any pre-tax deductions you may have lower the gross income reported.*

Box 12: If there is a code or codes in this box, what does it mean?

- BB – *Roth 403(b) Deduction*
- DD – *Health Coverage Cost - includes the employee and employer cost*
- E – *403(b) Annuity Deduction*
- G – *457 Deferred Compensation Deduction*

Box 14: If there is an item in the box, what does it mean?

- Cafeteria Plan- *This amount includes benefits that were deducted pre-tax (i.e. dental, vision, cancer, flex or health savings accounts, etc.).*
- TRS - Stands for Teacher Retirement Plan - *This is your contribution total to your retirement account,*

Do I have to include the amounts in Box 12 & 14 on my tax return? *Contact your CPA or Tax Advisor, we cannot advise you on anything to do with filing your taxes.*

Link to TEAMS Employee Service Center:

<https://willis.tx01.teams360.net/servicecenter/EntryPointSignOnAction.do>

If you have further questions, email either Kayla or myself @:

Kayla – kwaldo@willisisd.org

Denise – dbrenner@willisisd.org

Thank you,