



View and Download W-2 Wage and Tax Statement

This information is for employees who have a login and password to a school computer (an Active Directory login).

Your W-2 is available to view and download today through the [Infinite Visions Web Portal](https://ivweb.whitfield.k12.ga.us/ess) at <https://ivweb.whitfield.k12.ga.us/ess>. After you log in, you should see a message that says, "Click the link to review and print your W-2 Wage and Tax Statement."

If that does not work for you, move your mouse cursor over "Employee Resources" in the navigation links to click on "W2 Information," then click the link to review and print your W-2 Wage and Tax Statement. You should see a link directly to your pay stub on the Welcome page along with several options for you to explore in the menu bar. If you don't see the link, focus on "Employee Resources" in the menu bar and trace your mouse cursor down to "Compensation" and click on "Pay Period." There's your pay stub!

Please review the information there to confirm your salary and deductions are correct. The people who work in the Finance Department want to help you if you find a problem. Staffing is limited, so your best course of action to get help if you encounter a problem is to send an email to manda.clark@wcs.ga.net.

First time logging in?

Visit the Infinite Visions website at <https://ivweb.whitfield.k12.ga.us/ess> and follow these directions to access your information.

If you do not already have a User Name and Password to log in, follow these instructions to access your information:

- Look on the far right just below the blue menu bar and click on "Login."
- Enter the same user name and password you use to log in to your computer every day.
- You will see a box on the right that says "Employee Link." Please fill in the three boxes with:
 1. Last four digits of your social security number
 2. Home ZIP code
 3. Your date of birth (mm/dd/yyyy)
- After you click "Register," the Portal will ask you to confirm your home address. Make any necessary corrections and click "Link."

Congratulations! You are now confirmed as an authorized portal user! From now on, you will log in to the Web Portal using the same user name and password you use to log in to your computer every day. Go back to the beginning of this message and follow the directions to download and review your W-2.