



- All 2017 W2 forms will be sent **VIA EMAIL ONLY**.
- Open the W2 email attachment by entering the last four digits of your SSN.
- You may want to print your W2 for your records.
- W2 forms will be emailed to the same email address as your direct deposit notifications.
- If you are not receiving direct deposit notifications, contact Payroll immediately.

YOU HAVE HOMEWORK:

Please verify your address on your direct deposit notification email, or on the ESS website. The address listed will be the address that will show on your W2 form.

**SECOND SEMESTER
BEGINS ON MONDAY
JANUARY 8TH!**



WELCOME NEW FALL HIRES!

Certified

Tucker Dunn—FWHS
Bobby Edwards—FWHS
Alena Laguna—Hendricks
Robert Meer—FWHS
Crianna Posada—Walter Douglas

Support

Nicolas Altamirano—FWHS
Maria Anaguano—Douglas
Teresa Austin—Business Office
Teresa Botkin—Transportation
Michelle Bulisache—Richardson
Renee Christian—Transportation
Fernando Coronado—Maintenance
Richard Diaz—FWHS
Travis Frank—SPHS
Casey Gurnett—Maintenance
Karen Gusk—Business Office
Lisa Heffernan—Transportation
Irma Luna De Chavez—Maintenance
Erica Pacheco—Laguna
Reta Ross—Douglas
Ariana Ruiz—SPHS
Oliver Smith—Transportation
Janet Stresing—Transportation



Flu season is in full swing! For those of you enrolled in our Blue Cross/Blue Shield health plan, don't forget to use **TELEDOC!**

You have 24/7 access and you will receive convenient, quality care from a variety of licensed healthcare professionals for issues like cold and flu symptoms, bronchitis, allergies, and much more. If medically necessary, a prescription will be sent to the pharmacy of your choice. So skip the long wait at urgent care and call 1-800-835-2362.

END OF YEAR TAX INFORMATION

- You may wish to save your final paycheck of the year for your taxes.
- You may want to print your W2 to keep with your tax records.
- You can always check your *Year to Date* earnings in ESS by clicking on **Pay/Tax Information** then click on **YTD Information**.

**New Year's Resolution
2018:
Send Facebook Content
To Dr. Parkinson!**