

## Directions for Non-Faculty Paid Coaches to retrieve W-2's:

### **Create a Time Keeper Account**

- Click on the following link : <https://timekeeper.cabarrus.k12.nc.us>

### **Once on Time Keeper, follow the steps below to create your sign in:**

Step 1: Enter Employee # - type in your Employee # (this # is the last 5 digits of your Social Security #)

Step 2: Enter Pin # - Enter the same number used in Step 1

Step 3: Timekeeper will then prompt you to change your pin #. (Your new pin # will need to be a four digit # between 1000-9999).

Step 4: Confirm that your Pin# was changed. (You will use your employee# and this Pin # from now on to sign on Time Keeper.)

- Once the above steps are successfully done you will be in Timekeeper.

### **Printing W2s**

#### **When signed into Time Keeper**

- To the left-hand side of Time Keeper is a menu titled **Inquiries** where you can access your check history, W2 information, etc.
- Click on Print W2s

**Note: Please contact Leighann Towell at 704-260-5687 if you have any questions or need assistance.**