# How to print a Pay Stub or W2

1. Navigate to https://www.hatchschools.net/
2. Click Staff Resources https://www.hatchschools.net/staffresources
3. Click Employee Self-Service (iVisions) https://tyler-hatchvalleypsnm.okta.com/
4. Enter your School Email address in the username box.
5. If you have not logged in here, you will need to enter your home zip code and last 4 of your SSN. (You should not be required to enter a password. If you are, please clear your cookies and try again.)
6. Click Next.
7. Choose your Gmail account.
8. On the Left side of the screen, click the drop-down menu on My Pay
9. Click Pay & Tax Information.
10. Click View Paycheck on the Right side of the screen, halfway down the page.
11. To print your Tax Documents, select the correct year (last year is 2024, so choose 2024 from the drop-down menu) then click the W2 for Tax Year: 2024.


If you have any other questions, please do not hesitate to call the Business Office.