

Town of Westwood

Commonwealth of Massachusetts



Office of the Finance Director

TO: All Employees
FROM: Finance Director & Town Accountant
RE: Enhanced Payroll Online Service

As part of enhancements we are making to our payroll process, we will be utilizing an updated on-line payroll access service entitled “*Employee Forward*”.

Within this system, you will be able to review your pay-stubs, as well as view, download and print your W-2 form each February.

Initial Sign on to New “Employee Forward” Access

You will receive an email directly from “Employee Forward”. The email will provide a link that you can click to set up your own username and password. This will be an easy process and you will see all of your information.

- The email will come from no-reply@employeeforward.com to your personal email address
- Please check your junk and clutter folders if you do not receive the email.

Please follow the instructions to set up your account.

Using the System after Sign On

Once you are signed up and registered, going forward you will be able to access your payroll information at <https://www.employeeforward.com>.

To access your W-2 information, follow the steps below:

- Click on the “Taxes” tab.
- Click on the “Taxes” drop-down box and choose the “W2s” option. Your available W-2 forms will be listed by year.

Please contact Marie O’Leary (moleary@townhall.westwood.ma.us) if you have any questions

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