Employee Access

1. On the District web page, click Business Office /Skyward Employee Access.
2. The Skyward login screen comes up
3. To view paystubs:
    a. Click Employee Information
    b. Under Payroll click Check History
    c. List of paychecks comes up with most recent at the top of the list
    d. Highlight the information to view and click either Show Check or Show Check with YTD Amounts (right side of screen). Show check will give just the information for the payroll date selected; Show Check with YTD Amounts will show both the current and calendar year-to-date information.
    e. To print the paystub, click Print on the right side of the screen. Click Back to close out this window.
    f. When finished, click either the back arrow at the top left of screen or exit to leave the program
4. To view sick, personal and vacation information:
    a. Click Time Off
    b. Click My Status
    c. Screen comes up with summary information on each available category. To see detail information on any of the categories:
        i. Click the arrow to the left of the category (arrow points to right)
        ii. Detail, including dates of use, will drop down
        iii. Print this information by clicking Print Time Off Transaction
        iv. To close the detail, click on the arrow (which now points down)
        v. When finished, click either the back arrow at the top left of screen or exit to leave the program

Other Features Available under Payroll:

Check Estimator: Allows employees to determine what happens to their paycheck if there are changes to salary or deductions. For instance, an employee completes their tax return and finds that either the payment or refund is too large and wants to change the number of exemptions being claimed. This feature allows employees to experiment WITHOUT affecting their actual payroll. If employees decide to make a change after testing the results using Check Estimator, the payroll department must be notified in writing.

1. Click Check Estimator
2. Any of the fields can be changed or selected
3. Click Continue Check Estimator Process
4. Any of the fields can be changed or selected
5. Click Calculate Check
6. Enlarge the report by holding the cursor over the bottom section and clicking the plus sign in the gray bar that appears. The report shows exactly what the payroll would be with the changes that were made.
7. Close the report. Continue to make changes as desired or click Back
8. When finished, click either the back arrow at the top left of screen or exit to leave the program

Calendar or Fiscal Year-to-Date: Both features display the same information but for different time frames. Calendar year is January through December and Fiscal is July 1 through June 30.

1. Click either Calendar or Fiscal Year-to-Date
2. Highlight the year to display
3. Click on the right facing arrow next to the selected year
4. Information available is Taxable Wage Information, Pays, Deductions and Benefits. Select which category to view or click Expand All to view all categories
5. The information can be printed by clicking View Printable Details/Print This Page
6. Close the window
7. Close the information by clicking the down-pointing arrow next to the year selected
8. When finished, click either the back arrow at the top left of screen or exit to leave the program

Direct Deposit Information: Indicates the information on district record for deposit of net payroll. If bank information changes at any time, notify the payroll department in writing. This feature allows employees to verify the change has been processed.

1. Click Direct Deposit Information
2. View and verify
3. When finished, click either the back arrow at the top left of screen or exit to leave the program

W4 Information: Indicates the information on district record for withholding status and number of exemptions.

1. Click Direct Deposit Information
2. View and verify
3. When finished, click either the back arrow at the top left of screen or exit to leave the program