Getting Started with Skyward Employee Access
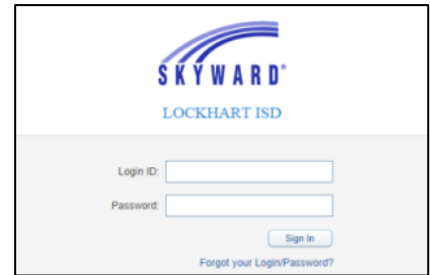
Employee Access allows employees to review their personal, payroll, time off, and contract information.

To Login to Employee Access:

- Go to www.lockhartisd.org
- On the menu bar under **Staff** select **Employee Access**
- Enter your Login ID and password.
- Contact your campus TIMS if you do not have your ID or password.

To View Check History:

- Select **Employee Information**
- Choose **Payroll**
- Select **Check History** to display a list of checks
- Select the check date
- Click the **Show Check** button
- Click Print
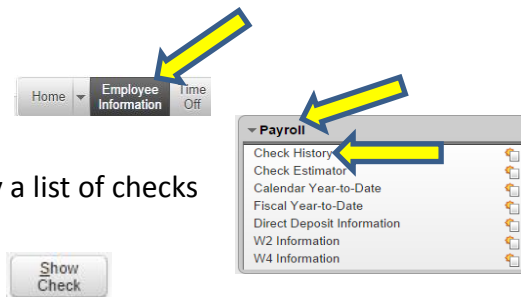
To View Form W-2:

- Select **Employee Information**
- Choose **Payroll**
- Select **W2 Information** to view your W2's
- Select the year, then click the **View W2** button
- Enter your social security number to confirm authorization
- Then click Print