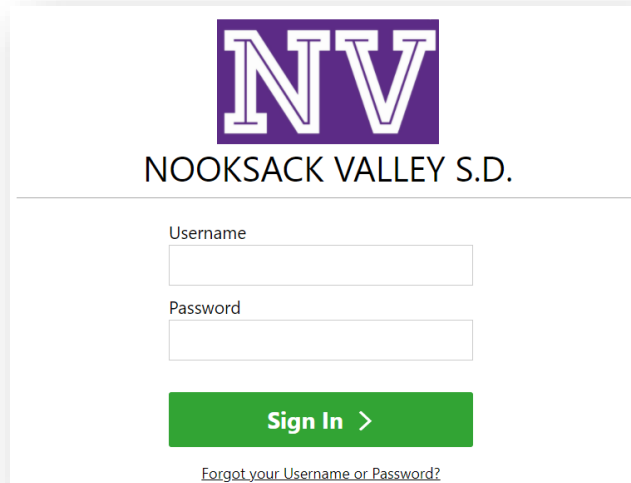# Employee Access Instructions
Accessing Your Pay, Leave and Other Information

Employees access their pay information online by logging into their Qmlativ Access with their Login ID and password. (This is a different login/password than the one you use to log into the district's computer network or ReadySub.) This is where you will be able to look at your check, leave and other information.

Click on the Skyward link icon near the top of the district website (www.nv.k12.wa.us). The first time you login or if you forget your login/password at any time, click on *"Forgot Login or Password?"*.
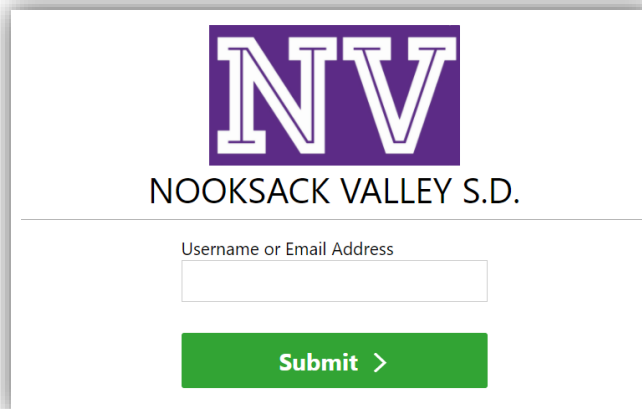

You will be directed to the screen below. For employees your school email address will be the address that is in the system. For substitutes, coaches, game assistants, tutors, and summer staff, enter the email address that you submitted to Human Resources with your employment information.


You will receive an email that will give you a link to click or paste into your web browser to reset your password. The email will include your login name.

Three unsuccessful logins will cause the system to lock you out. If this happens, you will need to call Payroll.

> *Important:* To prevent others from accessing your information, do not leave this system open on your computer.

After logging in select *Employee Access* from the drop down to the immediate right of your home button. You may or may not have additional choices.
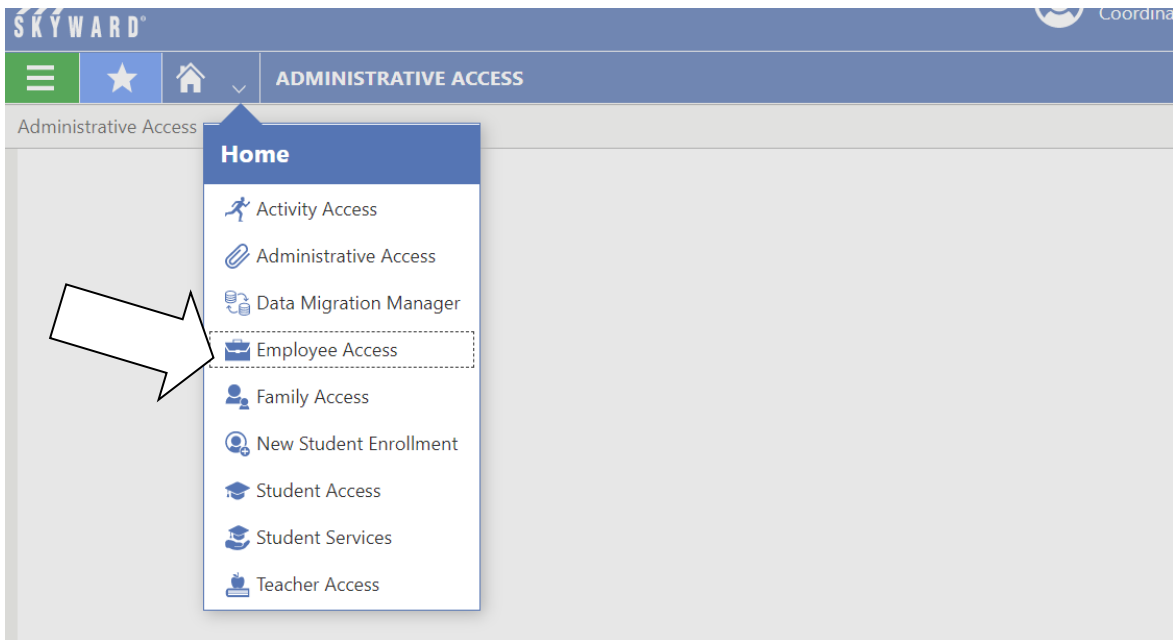

View Paycheck Information – *Click on "Payroll Check History"* via the menu list represented by three lines in green.
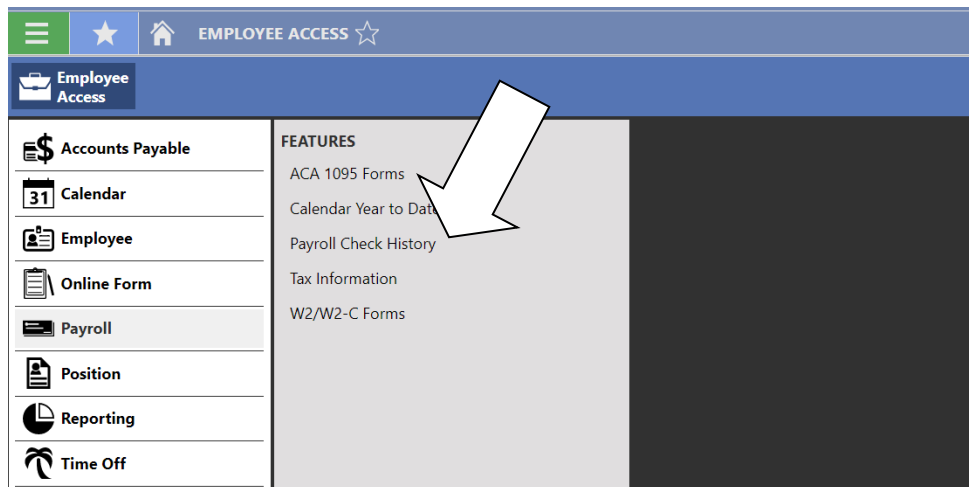
You will be able to view and print your payroll information here. Check information will be available by the 25th of each month. Please review the information each month and notify the Payroll Office if you see an error. The actual transfer of funds into your bank account will always occur on the last weekday of the month.

"Tax Information" will show what you are claiming. *"W2 information"* is where to get a copy of your W2.

View Leave Balances – Click on *"Time Off"*, to view your leave information.
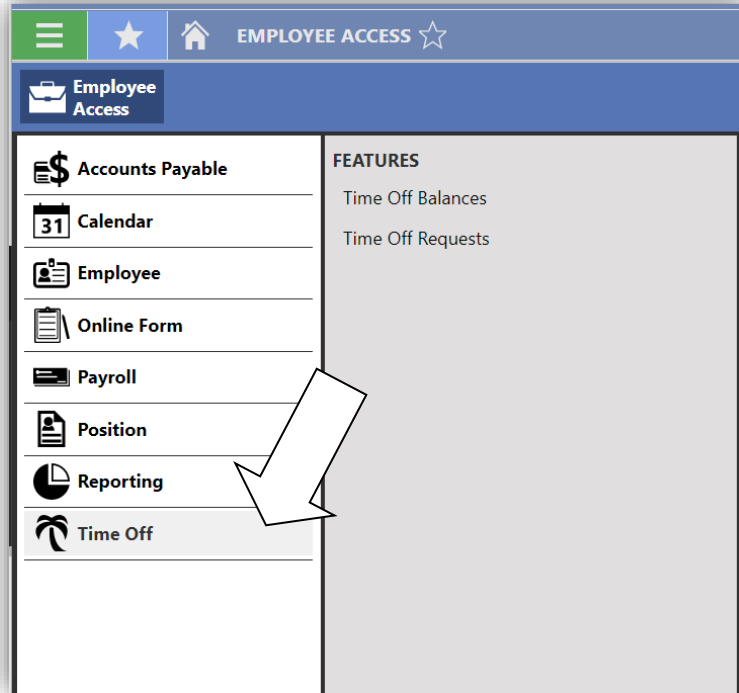
If you need assistance to login, please contact your building Secretary.

Payroll questions should be directed to the Payroll Office. The information in Employee Access is for view and print only. Any changes you wish to make in deductions or in your W4 have to be made directly with the Payroll Office.