



## Recreation & Community Services Department

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[www.wawmrec.com](http://www.wawmrec.com)

# MEMO

**To: All employees with direct deposit**

**From: WAWM RCS Administration Team**

**Date: June 19, 2018**

**RE: Employee Access on Skyward!**

Effective July 1, 2018, West Allis-West Milwaukee Recreation and Community Services Department employees can use Skyward-Finance to view employee information (e.g., name, address, telephone, etc.) and check payroll history. We will NO LONGER distribute or print direct deposit payroll slips.

### **To log on Employee Access using Skyward-Finance:**

1. Go to the District Website at [www.wawm.k12.wi.us](http://www.wawm.k12.wi.us)
2. Click on: **Staff**
3. Click on: **Staff tools**
4. Click on: **Skyward**
5. Click on: **Skyward Finance**
6. Enter: Login ID = full last name and the first initial of your first name.  
For example: George Washington = washington      Besty Ross = rossb
7. Enter: Password = your birth date mmddyy (For example 061918)
8. The system will prompt you to change your password
9. Click on: **Employee Information**
10. Click on: **Check History** to view a paycheck.

***If you have questions, please contact Kevin Clark 414.604.3024 or  
[clarke@wawmsd.org](mailto:clarke@wawmsd.org)***