Employee Access

Employee Access is available through Skyward-on the website: **Staff\Skyward.**

Notice that the bottom of this screen has you logging into "ALL Areas."

Once you are logged in, you should see the "Jump to Other Systems" field with Employee Access as an option.

After you click on Employee Access, this is the screen that should open up:

Once you Click on Employee Information this screen will open up:
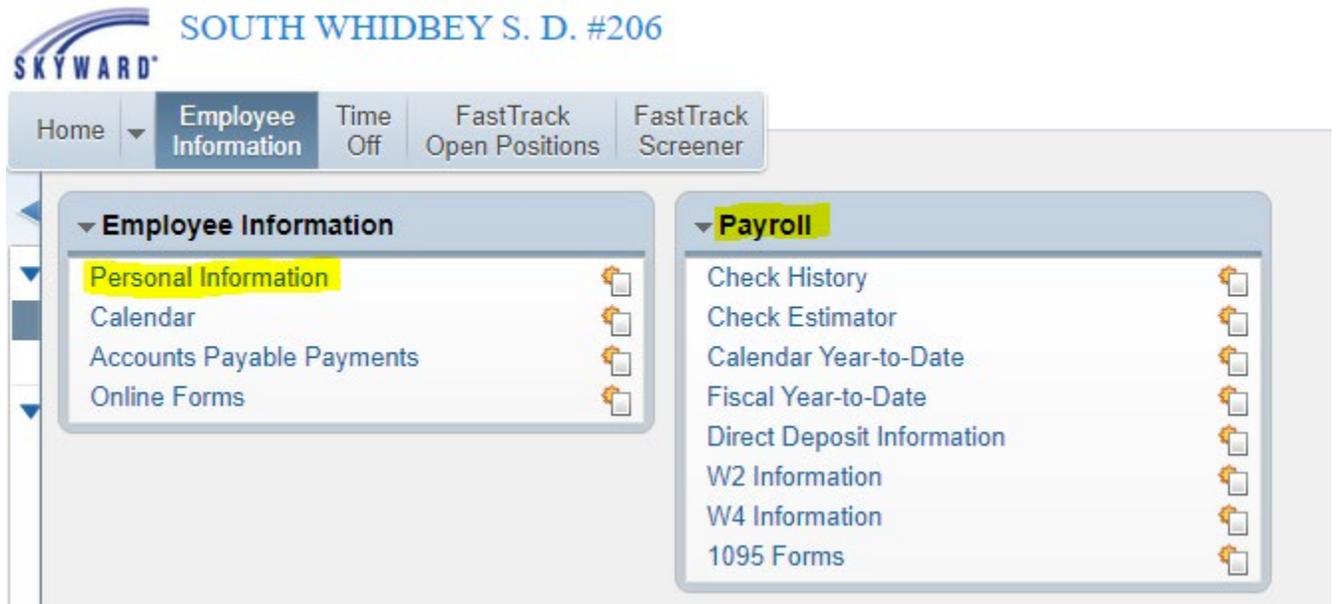
Here you can access many items under Payroll such as Check History, W2 forms, Check Estimator, Etc. You can also click on Personal Information which will open up an additional screen (see column on the right) which also give you access to these Payroll Items as well as additional things you can check such as your address, phone numbers and email addresses, etc.
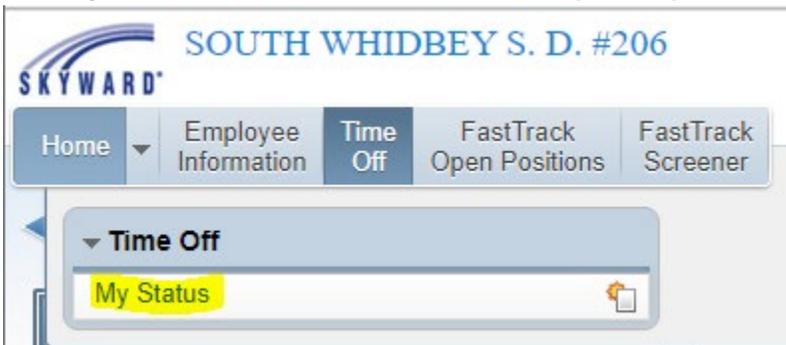
You can also check available balances of sick leave, personal leave, etc. through Time Off Status. This can be accessed here OR on the original Employee Access Screen (See below):
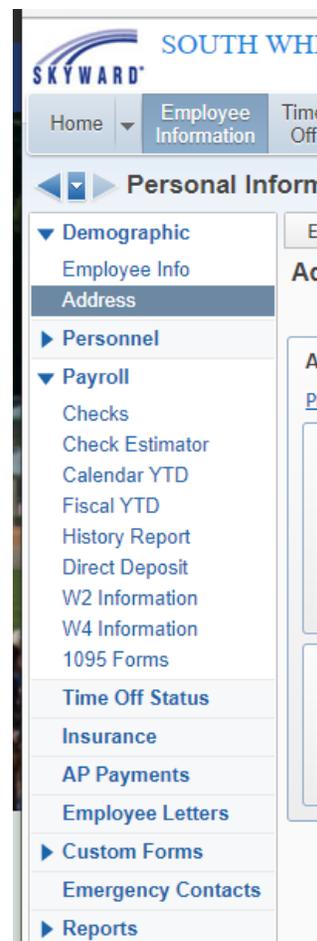
Original Employee Access Screen:
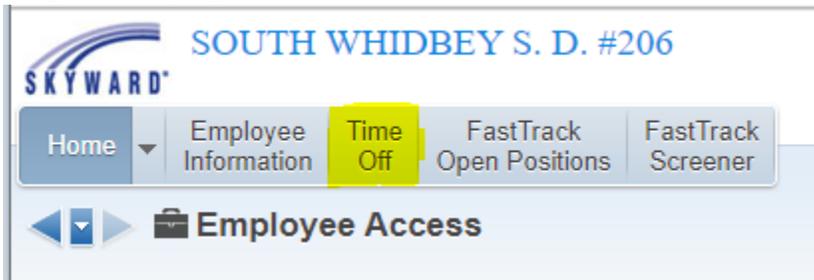
Once you click on Time Off this screen opens up:

You will need to click on My Status which will open up this screen:

Time Off Code ▲	Prior Year Remaining	Allocated	Used	Remaining	Approved	Waiting	Available
▶ Personal Leave		119h 00m	95h 00m	24h 00m			24h 00m
▶ Sick Leave		470h 17m	278h 30m	191h 47m			191h 47m

Be sure to look at Available Balance for the hours you have left. The Allocated, Used and Remaining Hours will reflect the total hours you have ever been allocated or used since you have been employeed or since we implemented Skyward in 2010.

Remember that your absences do not post in Skyward until the following month so Available balances are typically through the previous month. You may have to subtract any hours you have already used in the current month for an accurate total. To see detail, click on the carrot to the left of the leave you are checking.

When I click on the carrot next to sick leave, it opens up detail like this:

This shows the most current absences that were posted to the account. To see the detail for all transactions, click on "More Time Off Transactions" This will open all the detail for that leave type since you since you have been employed or since we implemented Skyward in 2010.

Other items to be aware of:

- Check Estimator allows you to see what your paycheck would look like if you make changes to withholdings, deferred comp, etc. It does not allow you to actually make those changes. You would need to submit the proper forms to payroll for these changes to happen.

- You can request updates to your address, phone number and or email directly through Employee Access\Employee Information\Personal Information. The change will not take place until Payroll or HR approves the update.

- You can view your Direct Deposit and W4 Information but must submit forms to payroll to make changes.

- In order to print a W2 form out of Skyward, you must highlight the year you want to print and click on "View W2 Form" on the right side of the screen. You will be required to enter your social security number to continue. Enter the SS# and click Print. This will open a PDF that you can review and send to a printer, if you need a hard copy.

- Need help understanding your W2 Form? "How is my W2 Calculated?" is a field that is directly under the "View W2 Form" field on the right. This is a statement you can view or print that breaks down the details of what is included in each box of your W2 form.

- In order to print a 1095C form out of Skyward, you must highlight the year you want to print and click on "View PDF" on the right side of the screen. You will be required to enter your social security number to continue. Enter the SS# and click Print. This will open a PDF that you can review and send to a printer, if you need a hard copy.

- AP Payments in Employee Access\Employee Information\Personal Information will list any expense reimbursements that have been processed.

- Employee ID can be looked up in the Personnel Info tab