



Independent School District 719
District Services Center 4540 Tower St SE Prior Lake, MN 55372
Phone: 952.226.0000 Fax: 952.226.0049

Skyward Employee Access is the School District's online system, which provides employees with their personal payroll information at their fingertips. You will have immediate access your current pay detail, past check history, year-to-date earnings, current tax status (W-4), and W-2 information. If eligible, employees will have access to view paid sick leave, family illness/bereavement, and personal leave.

What does this mean for employees?

- Skyward Employee Access will be the District's official means of providing all employees with their pay detail.
- All District 719 Employees are required to use Direct Deposit.
- Advice of Deposits are not printed for employees.
- If an employee has not provided the required information to switch to Direct Deposit, or if an emergency situation should arise involving the employees bank account, exceptions may be granted and a check provided. The employee shall personally pick up their check at the District Service Center on payday between 8:00 am & 4:00pm. Proper ID will be required.

Important Information:

You login information for Skyward Employee Access will be emailed to your personal email from our Technology Department.

**Technology Department
952-226-0060**

**Notifications of direct deposit will be sent to your district email address (provided by Tech Dept).
On-call and seasonal employees shall receive notification at your personal email address.**

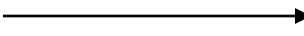


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Skyward Employee Access

Connect to www.plsas.org

1. Login to our staff portal on our district website

2. Select the "Skyward" icon 

OR

3. [Follow the link to access Skyward directly](#)



Skyward
Cloud SSO

Employee Information Button

Employee Information Tab:

Personal Information: Contains your personal profile information including your assignment and step/lane history.

Payroll Tab:

Check History Button

The check history tab provides your payment history and check detail. Simply click on the check number desired to view detail of that payment type, as well as deductions and benefits associated with that pay.

To print your check detail, select the print option in the upper right corner of the screen.

Check Estimator Button allows you to see how changes affect your pay

Calendar YTD Button provides January to December totals

Fiscal YTD Button provides July 1 to June 30 totals

Direct Deposit Information Button indicates which bank you have elected for your deposit

W-2 Information Button provides W-2 tax statement for each year worked. Click on the year to see detail

W-4 Information Button provides your current tax exemption status

Flex Information Button provides your flex elections if you are enrolled in the program

Time Off Button:

Provides time off balances, detailed history of all past usage and the ability to request additional time off electronically.

Please note: The time off system reflects the current and the next school year. When entering a time off request, please verify that the dates are entered with the correct date and year.

You will receive your Skyward Employee Access login and password from the Technology Department 952-226-0060.