

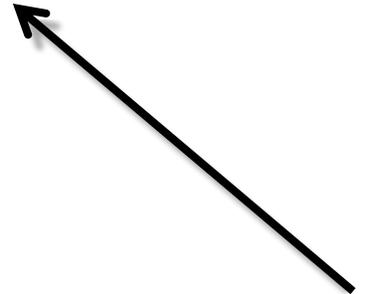
# EMPLOYEE ACCESS USER GUIDE

- 1) Visit Cheney Public Schools homepage: [www.cheneysd.org](http://www.cheneysd.org).
- 2) Click on the Skyward button in the upper right hand corner of the homepage.



Cheney Public Schools  
For our children, our world, our future

Employment ParentSquare Skyward Email CALENDARS Q

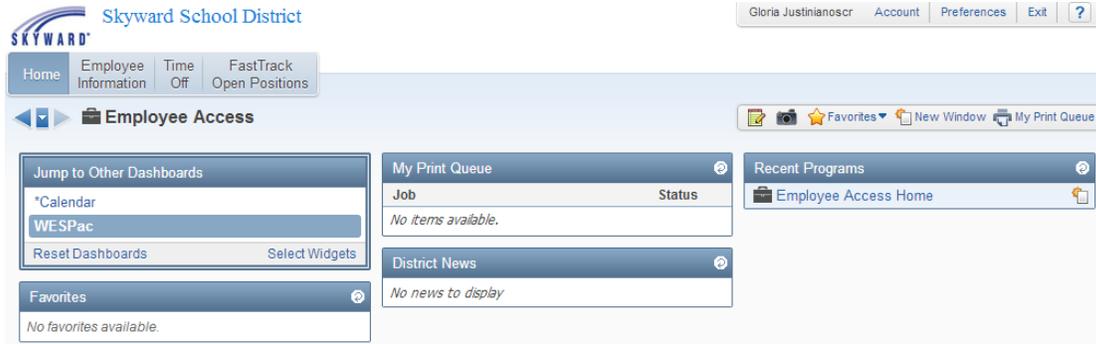


- 3) Enter your Login. If you have never logged in or do not have/remember your Login ID please click the Forgot Password link. An email will be sent to your district email account with your Login ID and a create/change password link. (If you continue to have difficulty logging in, contact the Technology Department, 509-559-4900.)

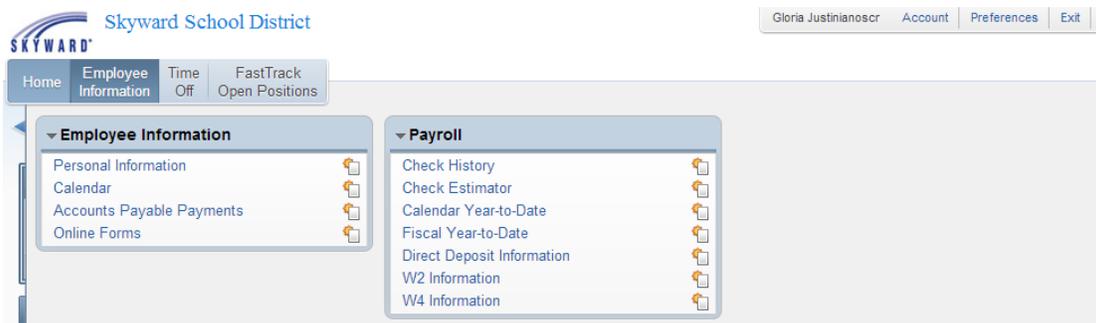
A screenshot of the Skyward login interface. At the top, the Skyward logo is displayed above the text 'Cheney School District No. 360'. Below this, there are two input fields: 'Login ID:' and 'Password:'. A 'Sign In' button is positioned below the password field. A link for 'Forgot your Login/Password?' is located below the sign-in button. At the bottom of the form, there is a 'Login Area:' dropdown menu currently set to 'Employee Access'. The version number '05.13.10.00.07-10.2' is visible in the bottom right corner of the login area.

# EMPLOYEE ACCESS USER GUIDE

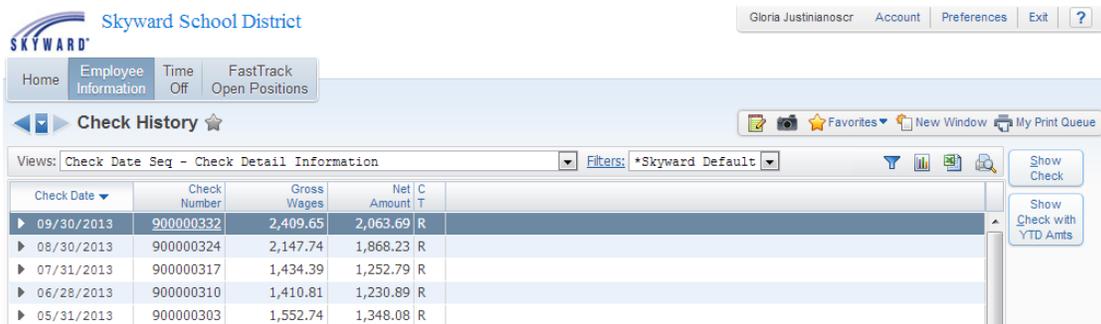
4) Below is a screenshot of the Employee Access dashboard.



5) Click Employee Information to display a selection window.



6) Selecting Check History will display as shown below.



# EMPLOYEE ACCESS USER GUIDE

7) Choosing a particular check and clicking on Show Check on the right hand side of the screen will display your paystub as shown below.

Check Number 900000332

Check Information for Gloria Justinianoscr

<b>Employer Information</b> Name: EMP 1 - Skyward Test School District Address: 36 Scramble avenue Scramble, WV 55555	<b>Employee Information</b> Name: Gloria Justinianoscr Address: 51 Scramble avenue Scramble, WV 55555
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[Print](#)  
[Back](#)

**Check Detail Information**

Check Date: 09/30/2013    Gross Wages: 2,409.65  
 Check Number: 900000332    Net Amount: 2,063.69  
 Check Type: Regular

**Taxable Wage Information**

	Federal	State	FICA	Medicare
Gross Wages:	2,409.65	2,409.65	2,409.65	2,409.65
Minus Deductions that Decrease Tax:	120.49			
Plus Taxable Benefits:				
<b>Taxable Gross Wages:</b>	<b>2,289.16</b>	<b>2,409.65</b>	<b>2,409.65</b>	<b>2,409.65</b>

**Pays**

Description	Rate	Factor/Hours	Amount	Retire Hours	WC Hours	Work Hours	Period End
<a href="#">CUSTODIAL 1</a>	12.08	57.00	688.56	57.00	55.31	57.00	09/30/2013
<a href="#">EXTRA TIME 613</a>	12.08	6.50	78.52	6.50	6.31	6.50	09/30/2013
<a href="#">EXTRA TIME 614</a>	13.13	16.50	216.65	16.50	16.01	16.50	09/30/2013
<a href="#">FOOD SERVICE 1</a>	837.02	1.00	837.02	97.80	94.84	97.75	09/30/2013
<a href="#">PARA ED 1</a>	588.90	1.00	588.90	74.80	72.53	74.75	09/30/2013
<b>Total:</b>			<b>2,409.65</b>	<b>252.60</b>	<b>245.00</b>	<b>252.50</b>	

Deductions				Benefits			
--Decrease Tax--				-----Taxable-----			
Description	Amount	Fed	St F/M	Description	Amount	Fed	St F/M
DENTAL-WEA/APA				DENTAL-WEA/APA	106.40		
Fed Inc Tax	29.75			FICA	149.40		
FICA	149.40			HC AUTH-WASHING	64.40		
MEDICAL-WEA/APA				MEDICAL-WEA/APA	424.60		
Medicare	34.94			Medicare	34.94		
SERS Plan 3	120.49		Y	SERS Plan 0			
VISION-WEA/APA				SERS Plan 2			
Workers' Comp	11.38			SERS Plan 3	208.33		
<b>Total:</b>	<b>345.96</b>			Unemployment 00			
				VISION-WEA/APA	16.25		
				Workers' Comp	175.99		
				<b>Total:</b>	<b>1,180.31</b>		

8) Selecting W2 Information will display as shown below.

SKYWARD

Home | **Employee Information** | Time Off | Expense Reimbursement

W2 Information

Views: W2 Information | Filters: \*Skyward Default

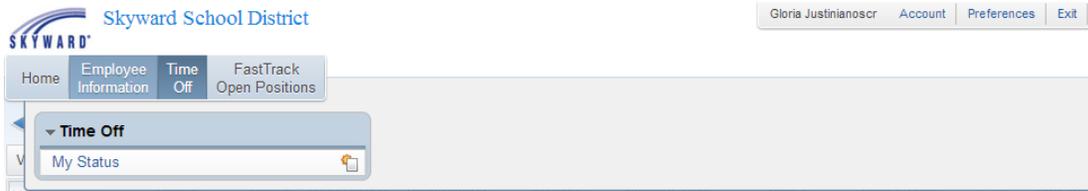
Year	Form	Date Created	Federal Wages	Federal Tax	Social Security Wages	Social Security Tax	Medicare Wages	Medicare Tax	State Tax
2023	W-2	01/08/2024 10:23 am	58,298.08	5,449.03	63,384.31	3,929.83	63,384.31	919.04	WA

View W2 Form

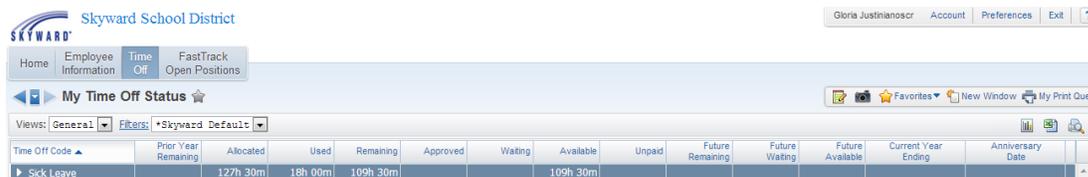
How is my W2 calculated?

# EMPLOYEE ACCESS USER GUIDE

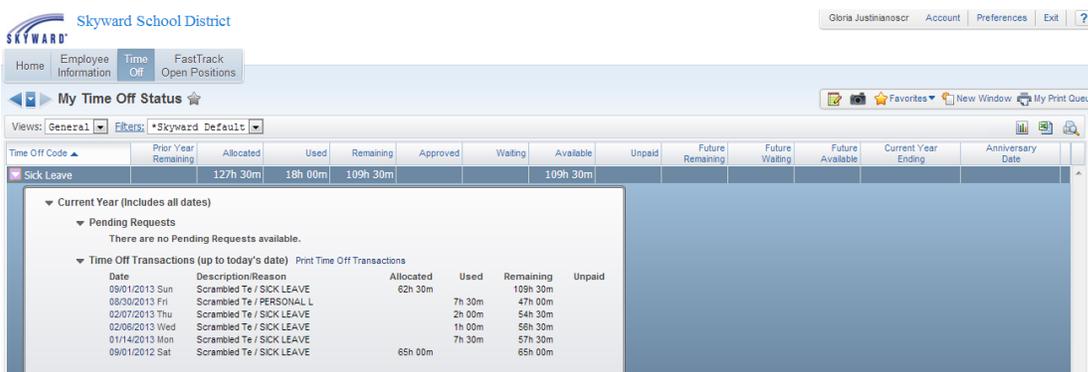
9) Selecting Time Off will display as shown below.



10) Selecting My Status will display as shown below.



11) Selecting Sick Leave (or desired leave category) will display as shown below.



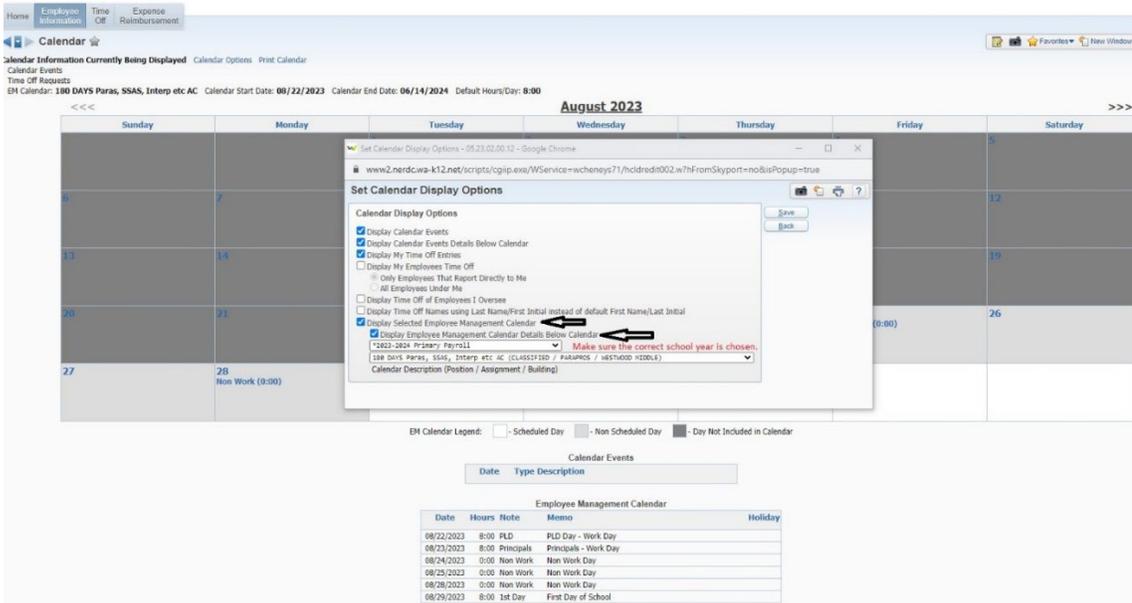
# EMPLOYEE ACCESS USER GUIDE

## 12) See your Calendar.

Cheney School District No. 360



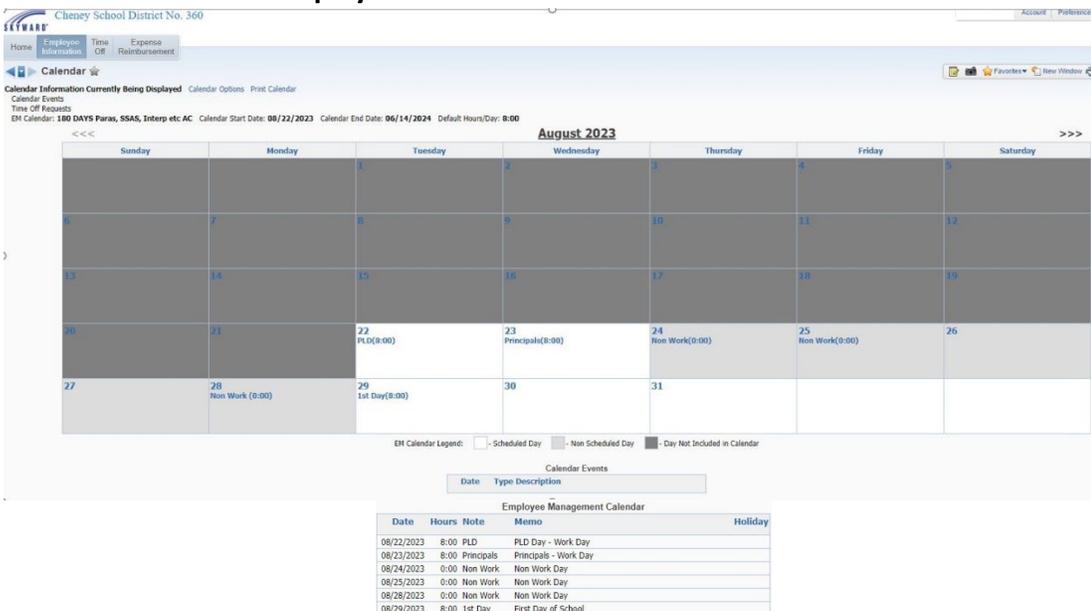
Click on Calendar then Calendar Options.



Click on Display Selected Employee Management Calendar and Display Employee Management Calendar Details Below Calendar.

Choose the correct school year and calendar options.

It will display as shown below.



# EMPLOYEE ACCESS USER GUIDE

## 13) Select Lane/Step History to see your step.

Cheney School District No. 360

Home Employee Information Time Off Expense Reimbursement

Personal Information

Demographic  
Employee Info  
Address

Personnel  
Personnel Info  
Lane/Step History  
Prof Development

Employee: [Employee Name]

Lane/Step History

Views: General Filters: \*Skyward Default

Type	Placement	Placement Code	Effective Date	Matrix	Lane	Step	Credits
1 CONTRACT	Your Job Placement Name	Class 21	09/01/2023	PR 23-24	PR01	2.00	0.00

## 14) Select Assignments to see your hourly wage. All of your contracts will show up.

Employee Access - Employee Tab

Demographic  
Employee Info  
Address

Personnel  
Personnel Info  
Lane/Step History  
Prof Development

Assignments  
Certifications  
1095-C  
1095-B

Payroll  
Checks

Employee

Employee: [ ]

Assignments

Assignment Information

Assignment Year: 2023-2024

Assignments

Position	Assignment	Group	Building
1 CLASSIFIED	PARAPROS		WESTWOO
2 CLASSIFIED	PARAPROS		WESTWOO
3 CLASSIFIED	PARAPROS		WESTWOO

Click on the ▶ to bring up more information.

Click on the ▶ for Payroll Information.

Employee Access - Employee Tab

Demographic  
Employee Info  
Address

Personnel  
Personnel Info  
Lane/Step History  
Prof Development

Assignments  
Certifications  
1095-C  
1095-B

Payroll  
Checks  
Check Estimator  
Calendar YTD  
Fiscal YTD  
History Report  
Direct Deposit  
W2 Information  
W4 Information  
1095 Forms

Food Service  
Account Information  
Payments  
Purchases

Employee

Employee: [ ]

Assignments

Assignment Information

Assignment Year: 2023-2024 Make sure the school year is correct.

Assignments

Position	Assignment	Group	Building
1 CLASSIFIED	PARAPROS		WESTWOO

Expand All Collapse All View Printable Details

Position Information

Assignment Information

Term Information

Salary Information

Payroll Information

Pay Code: INSTRUCTIONAL PARA	Frequency: M
Supervisor: [ ]	Contract Signed: [ ]
Pay Start: 09/01/2023	Pay Stop: 08/31/2024
Contract: 25,596.20	% Per Pay Period: 2,133.02
Daily Rate: 136.15	Hourly Rate: 19.45
Hours Per Year: 1,316	Minutes Per Year: 0

Payroll Account Distribution

# EMPLOYEE ACCESS USER GUIDE

15) View your degree by clicking on Professional Development.

Employee Access - Employee Tab

**Demographic**

- Employee Info
- Address

**Personnel**

- Personnel Info
- Lane/Step History
- Prof Development
- Assignments
- Certifications
- 1095-C
- 1095-B

**Employee**

Employee: Br

**Employee Inf**

**Name**

Former Nam  
Spouse Nam

**Phone**

Phone 1: ( )  
Phone 2: ( )



It will display as shown below.

Employee Access - Employee Tab

**Demographic**

- Employee Info
- Address

**Personnel**

- Personnel Info
- Lane/Step History
- Prof Development
- Assignments
- Certifications
- 1095-C
- 1095-B

**Payroll**

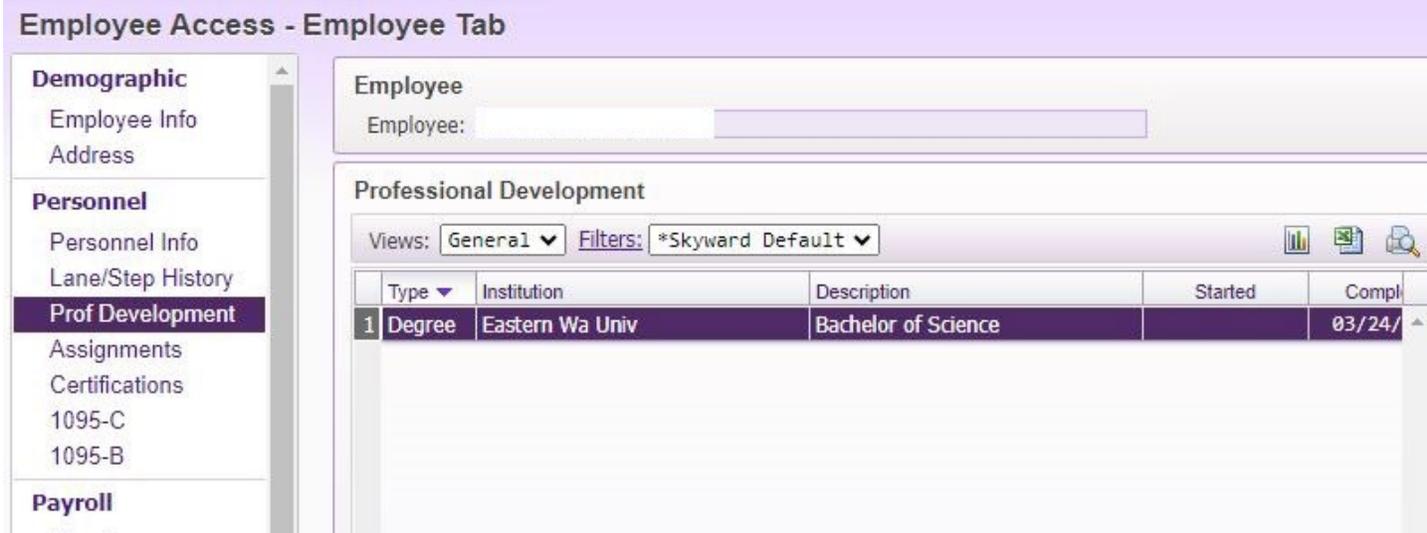
**Employee**

Employee:

**Professional Development**

Views: General Filters: \*Skyward Default

	Type	Institution	Description	Started	Compl
1	Degree	Eastern Wa Univ	Bachelor of Science		03/24/



## 16) Instructions for Finding Your Staff In Touch ID #

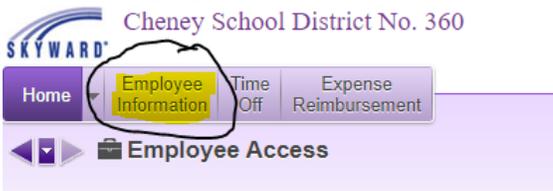
1. Log into your Skyward Employee Access



2. Make sure to click on Employee Access after logging in



3. Click on Employee Information



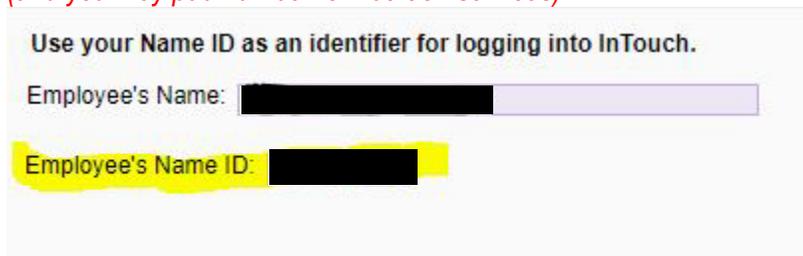
4. Under Employee Information; Click on Personal Information



- From the long column on the left, click on Custom Forms and then Click on Name ID



- Your Employee's Name ID is your InTouch username  
*(and your key pad number for nutrition services)*



- Your password for InTouch is your last name with correct capitalization.

*Please remember that you must log in to InTouch with your employee credentials to access your staff account. Staff accounts cannot be accessed using family access credentials.*

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Make a Payment Here: <https://wa-cheney.intouchrecepting.com/signin>



QR Code for Payments

If you are having troubles logging into InTouch please reach out for assistance.

Jennifer Cantrell  
[jcantrell@cheneysd.org](mailto:jcantrell@cheneysd.org)  
509-559-4595

## 17) Instructions on How Staff Members Can Make an Online Nutrition Services Payment

Make a Payment Here: <https://wa-cheney.intouchrecepting.com/signin>

Welcome to the InTouch Payment log in screen. If you have an account, please log in using your login credentials.

**Welcome to InTouch Recepting - Cheney School District's Online Payment Portal**

Welcome to Our Online Payment Site - No Transaction Fees!

Food Service, ASB fees, Test fees, Fines, Donations, etc.

**DONATIONS**

[Click here](#) to make a donation. If you can't find a group you wish to donate to; please wait until our board approves current year fundraisers and they will be made available after approval.

**NUTRITION SERVICES**

Please remember to fill out a [Benefits Application](#) through Nutrition Services along with the [Parental Consent Survey](#) prior to paying fees. Fees paid prior to becoming active in the Fee Waiver Program are non-refundable. If your student was directly certified through Nutrition Services, you still must fill out the Parental Consent Survey to opt in to the Fee Waiver Program.

User Name

Password

As a staff member you MUST login into your staff InTouch account to make a payment to your staff food service account. You CANNOT see your food service account if you log in to your family account.

### Staff Accounts

If you are a staff member in the Cheney School district log in with your Keypad ID Number and your last name (case sensitive) as the password.

Your username is your keypad ID sent to you by Nutrition Services.

Your Password is your last name with the first initial capitalized.

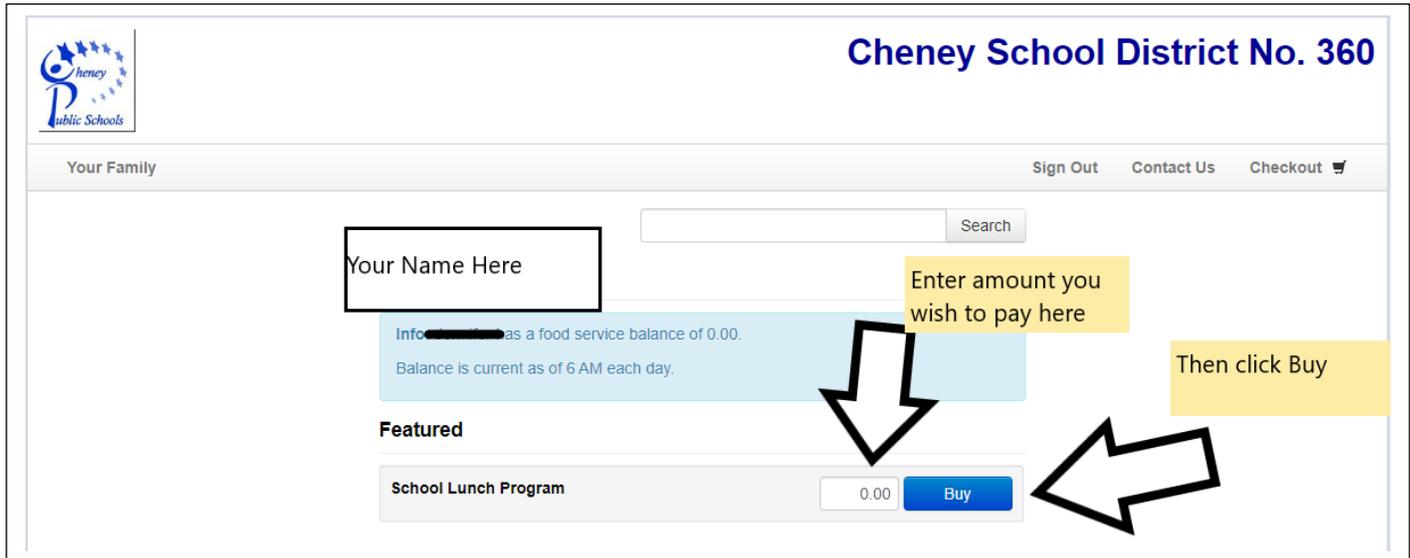
1. Once logged in, you will see a screen like this. Click on your name.

**Cheney School District No. 360**

Your FamilySign OutContact UsCheckout 

Who are you shopping for?

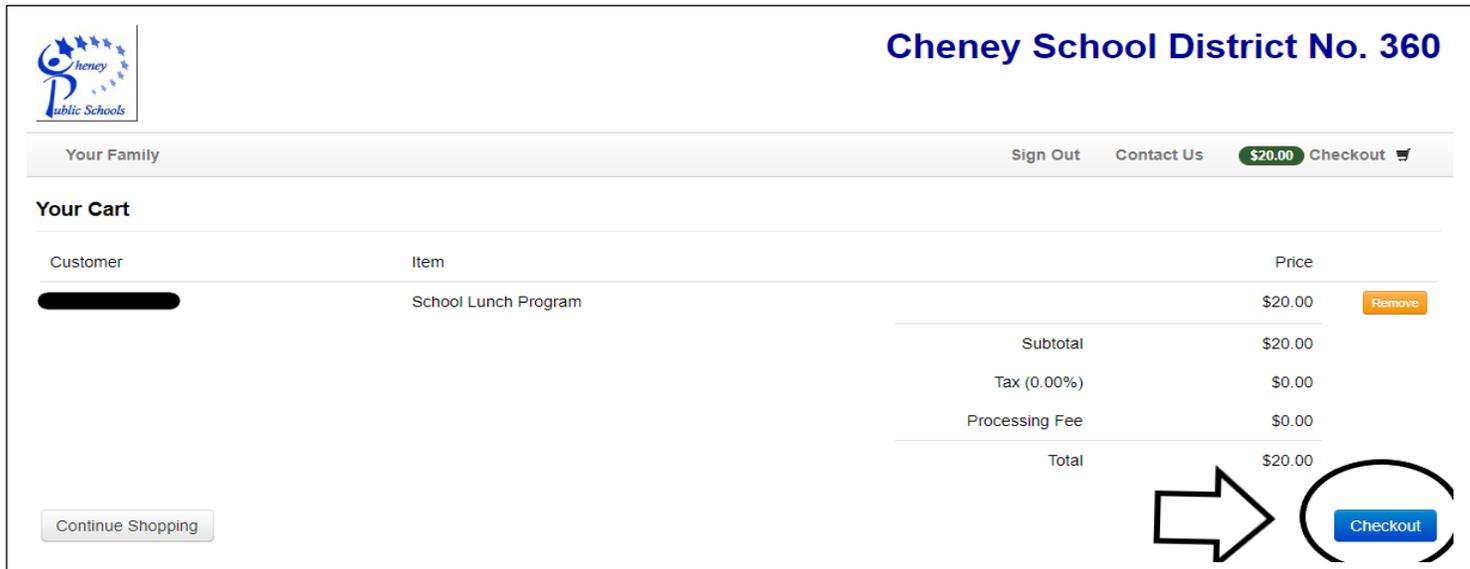
- Here you can see your Nutrition Services balance. Please keep in mind that Skyward speaks with InTouch overnight. Your balance might not show same day charges.
- You can also make a payment from this screen. First enter the amount you want to pay and then click “Buy”



- The total next to the checkout will change, in the top right corner. Click on “Checkout”



- This is your cart. You can make changes to your purchase here. Or you can Click “Checkout”



6. Enter your payment information
7. Click the box next to “I’m not a robot”
8. Click “Pay now”

Your Family
Sign Out   Contact Us   \$20.00 Checkout

### Payment

First Name

Last Name

Billing Street

Billing Zip Code

### Card Info

Credit Card #

Expiration

Card Security Code

I'm not a robot
 

reCAPTCHA  
Privacy - Terms

Pay Now

#### Summary

Customer	Item	Price
Jennifer Cantrell	School Lunch Program	\$20.00
Subtotal		\$20.00
Tax (0.00%)		\$0.00
Processing Fee		\$0.00
Total		\$20.00

Keep a copy of your receipt for your records, just in case there are any errors in the communication between Skyward and InTouch.

**✚ If you do not have a Nutrition Services account, your money will not transfer from InTouch to Skyward properly. Please make sure you have an account prior to making a payment. All new staff are notified via district email with their account information. Contact Nutrition Services at 509-559-4595**