



Tumwater School District

How to View Your Payroll And Time Off Information

Logging on directions:

- NEW and Current users - Go to the Tumwater School District homepage at: <http://www.tumwater.k12.wa.us>. On the Tumwater School District home page, click on the “Qmlativ” logo (apple logo).
- NEW and Current users – At the Qmlativ logon screen, enter your login ID and password.
- NEW users - Your login ID is your **firstname.lastname**. For example Sally Smith is “**sally.smith**” with no spaces. First and last names are those shown on your social security card and your paycheck. Your password is **tumwater** for your first logon. You will be prompted to change your password the first time you log in.

If you currently have Family Access through Qmlativ, please continue to use your current Login ID and Password. Your Family Access and Employee Access accounts will be linked.

Directions for viewing and printing your Wage Statements:

- Once you are logged into Qmlativ, click on the house icon and select Employee Access if needed.
- Click on the Payroll Check History icon.
- To print paycheck information, click on the down arrow next to the check date you wish to print and select Wage Statement.
- On the next screen click “Run Report”

Directions for viewing your Time Off information:

- Once you are logged into Qmlativ, click on the Time Off Balances icon. Your current balance information will be listed.

Additional Help??

What if I have trouble logging in, or don't know my login ID or password? What if I see a problem or have a question about my payroll or leave information?

- Contact the Payroll Department at 360-709-7029