EMPLOYEE ACCESS

THE BASICS FOR SKYWARD QMLATIV

Snohomish School District – Payroll Department
Hours 8 a.m .– 4:30 p.m., Monday - Friday Phone
(360) 563-7235 FAX (360) 563-7277
Email: Payroll.Department@sno.wednet.edu

Contents

Welcome to the Snohomish School District! We are pleased to share with you the details of the functionality that will be accessible to you in Employee Access. Employee Access is an area within Skyward Qmlativ, our district's new

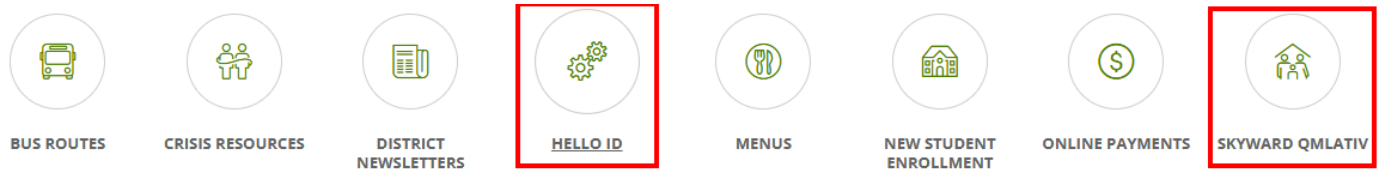
data management software as of July 2025. Using Employee Access, you will have the ability to make changes to some areas of your personal information housed in Skyward Qmlativ, in addition to view and print areas.

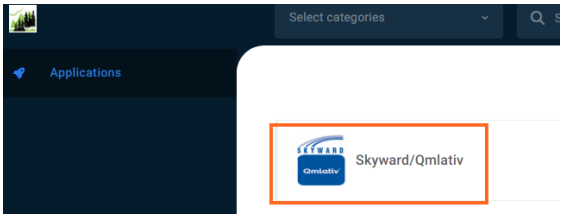
As a reminder, you can access Skyward Qmlativ on any district computer or through the Skyward Qmlativ link available on our district website.

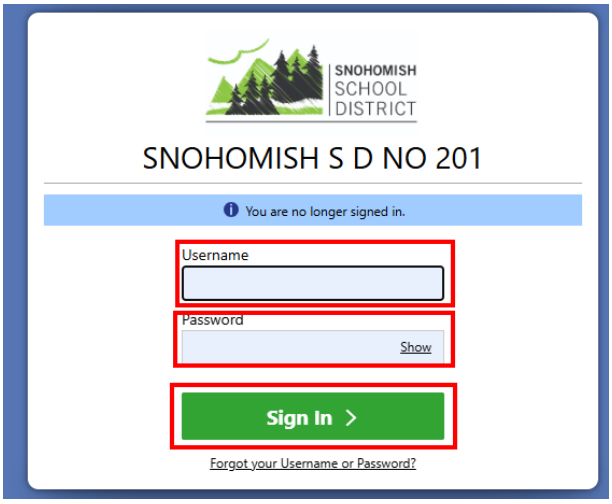
If you do not currently have or need a login for Skyward Qmlativ access and a password, please contact Shannon Smythe at (360) 563-7244 or Sonya Lang at (360) 563-7240 to obtain one.

Sign into Skyward Qmlativ Web/Employee Access:

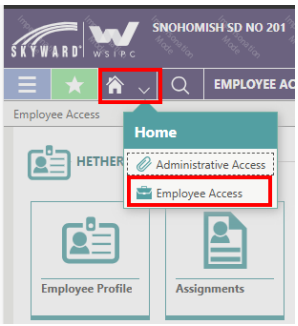
- You can find the link to Skyward Qmlativ on the Snohomish School District Home page by clicking the Skyward Qmlativ link or through HelloID and selecting the Skyward Qmlativ link. You should be able to sign in using the same username and password you had with the previous version of Employee Access.
- If you don't know your login information, please try the 'Forgot your Username or Password?' option to get directions for resetting your password sent to the email address on file.



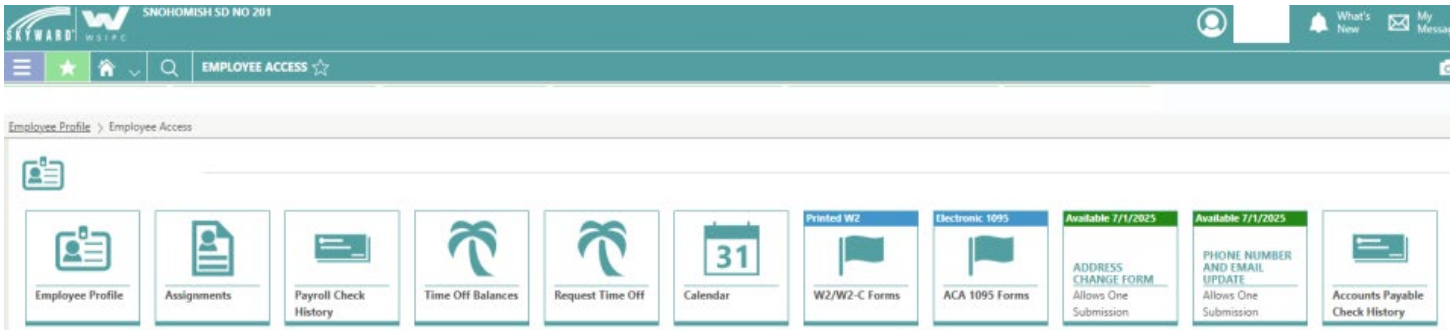




Employee Access: If you have multiple user interfaces you will need to select from the list as shown below.

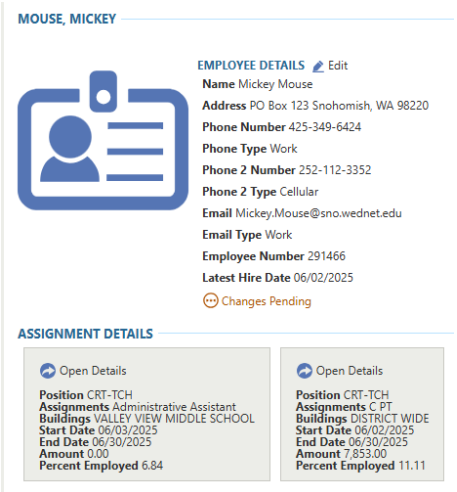


- Employee Access is an application that has several functions. The purpose of this handout is to give you an overview of the most used parts of Employee Access.
- Once you are in Employee Access, you will see a screen with tiles, such as My Profile, Check History, Time Off Balances, etc.



My Profile:

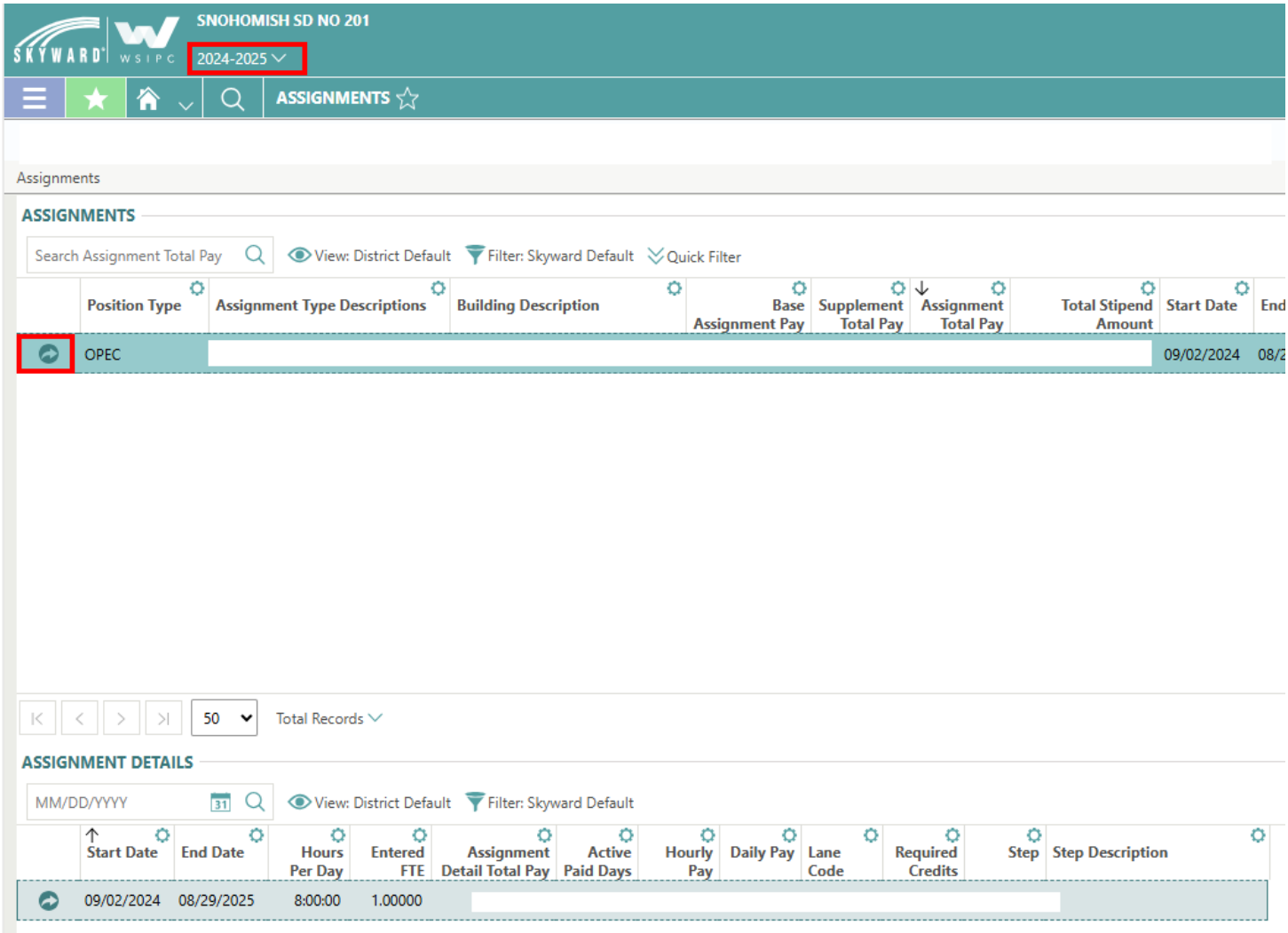
- Under Employee Profile, you can view your name, address, phone number, email address, employee number, and latest hire date.
- Under Assignment Details, you can view your Position, Assignment, Building, Start Date, End Date, Amount, and Percent Employed for each assignment.

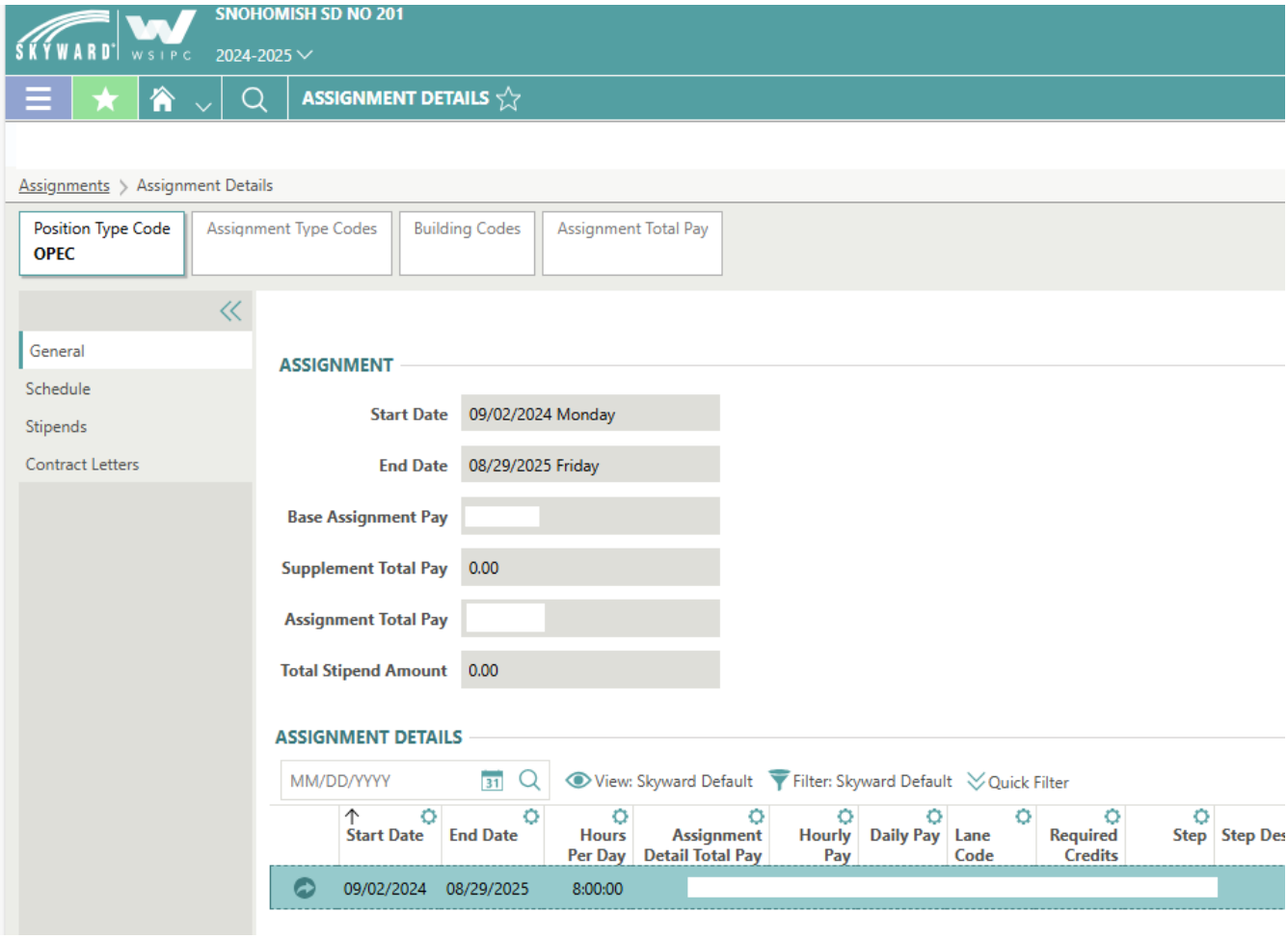


Assignments:

- In the Assignments screen, you will see a list of your existing Assignments.
- Under the Assignment Details heading, click the icon to the left of an assignment detail if you wish to view additional information for that assignment detail, such as the Start Date, End Date, and Hourly Pay. Information on this screen cannot be modified.

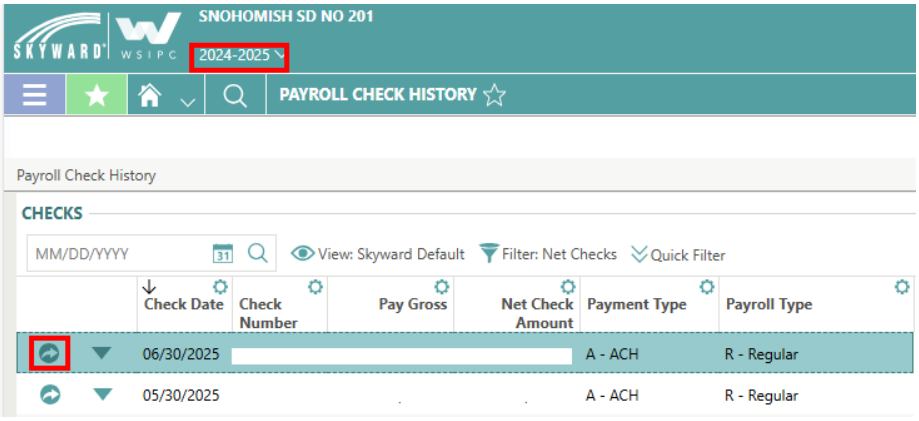
- **PLEASE NOTE YOU MAY NEED TO TOGGLE TO THE CORRECT FISCAL YEAR TO SEE THE INFORMATION YOU ARE LOOKING FOR.**

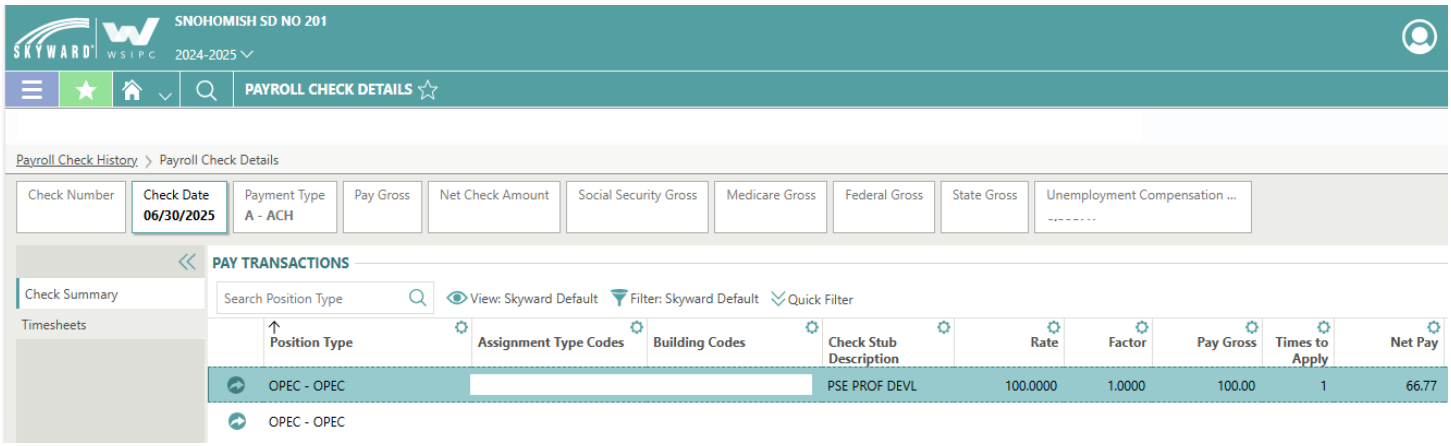




Payroll Check History/Print Statement:

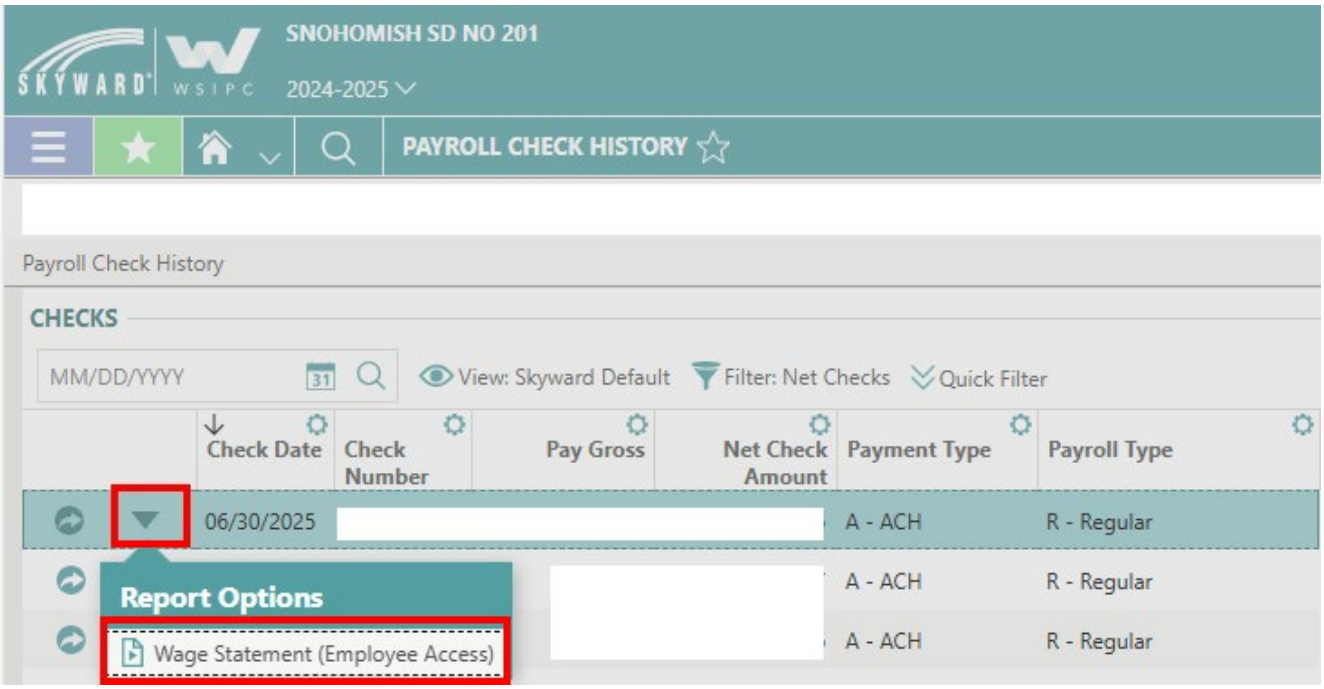
- Click the icon to the left of the desired check to view details about pay, deduction, and benefit transactions.

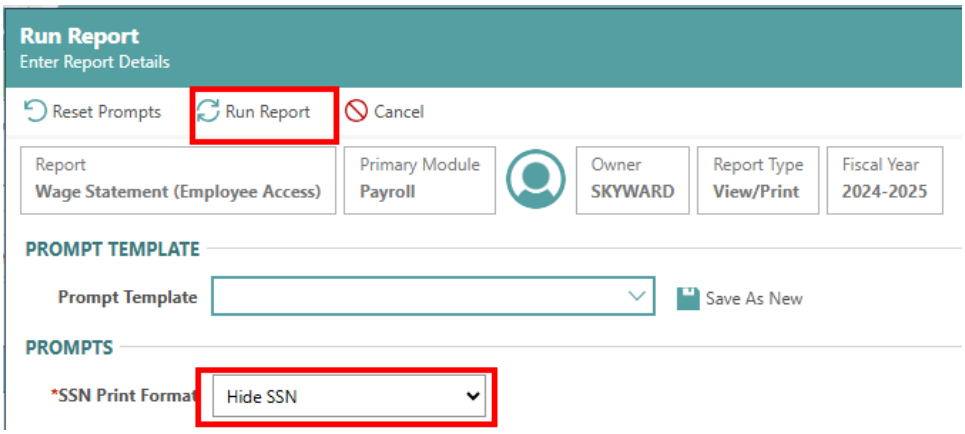


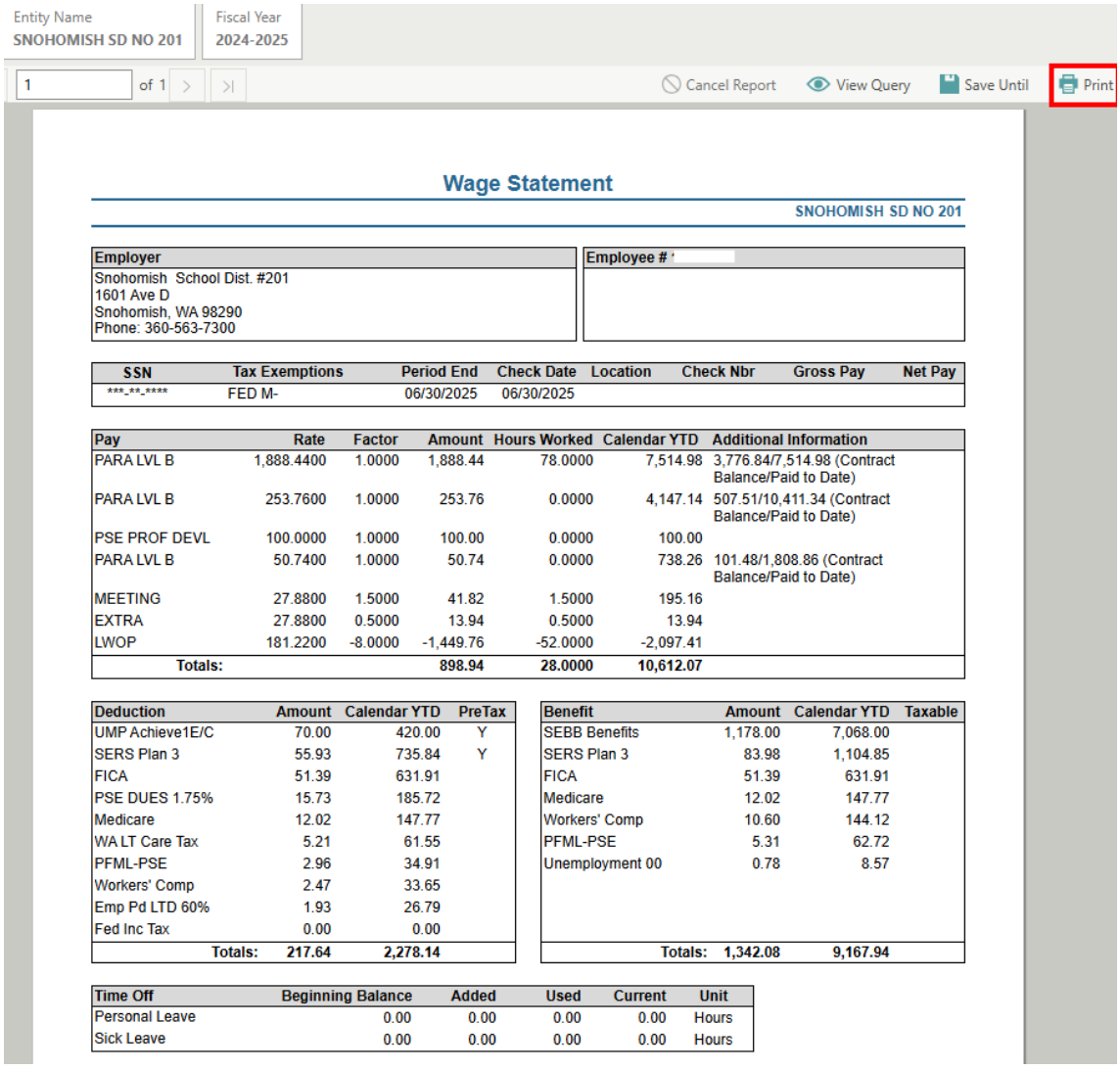


Printing Your Wage Statement:

- Click the ▼ icon to the left of the desired check to print a check stub. ✓ Select Wage Statement (Employee Access). ✓ Run Report ✓Print or Download (You can choose full SSN, last 4 digits or Hide)







Wage Statement

SNOHOMISH SD NO 201

Employer	Employee #
Snohomish School Dist. #201 1601 Ave D Snohomish, WA 98290 Phone: 360-563-7300	

SSN	Tax Exemptions	Period End	Check Date	Location	Check Nbr	Gross Pay	Net Pay
-**-*	FED M-	06/30/2025	06/30/2025				

Pay	Rate	Factor	Amount	Hours Worked	Calendar YTD	Additional Information
PARA LVL B	1,888.4400	1.0000	1,888.44	78.0000	7,514.98	3,776.84/7,514.98 (Contract Balance/Paid to Date)
PARA LVL B	253.7600	1.0000	253.76	0.0000	4,147.14	507.51/10,411.34 (Contract Balance/Paid to Date)
PSE PROF DEVL	100.0000	1.0000	100.00	0.0000	100.00	
PARA LVL B	50.7400	1.0000	50.74	0.0000	738.26	101.48/1,808.86 (Contract Balance/Paid to Date)
MEETING	27.8800	1.5000	41.82	1.5000	195.16	
EXTRA	27.8800	0.5000	13.94	0.5000	13.94	
LWOP	181.2200	-8.0000	-1,449.76	-52.0000	-2,097.41	
Totals:			**898.94**	**28.0000**	**10,612.07**	

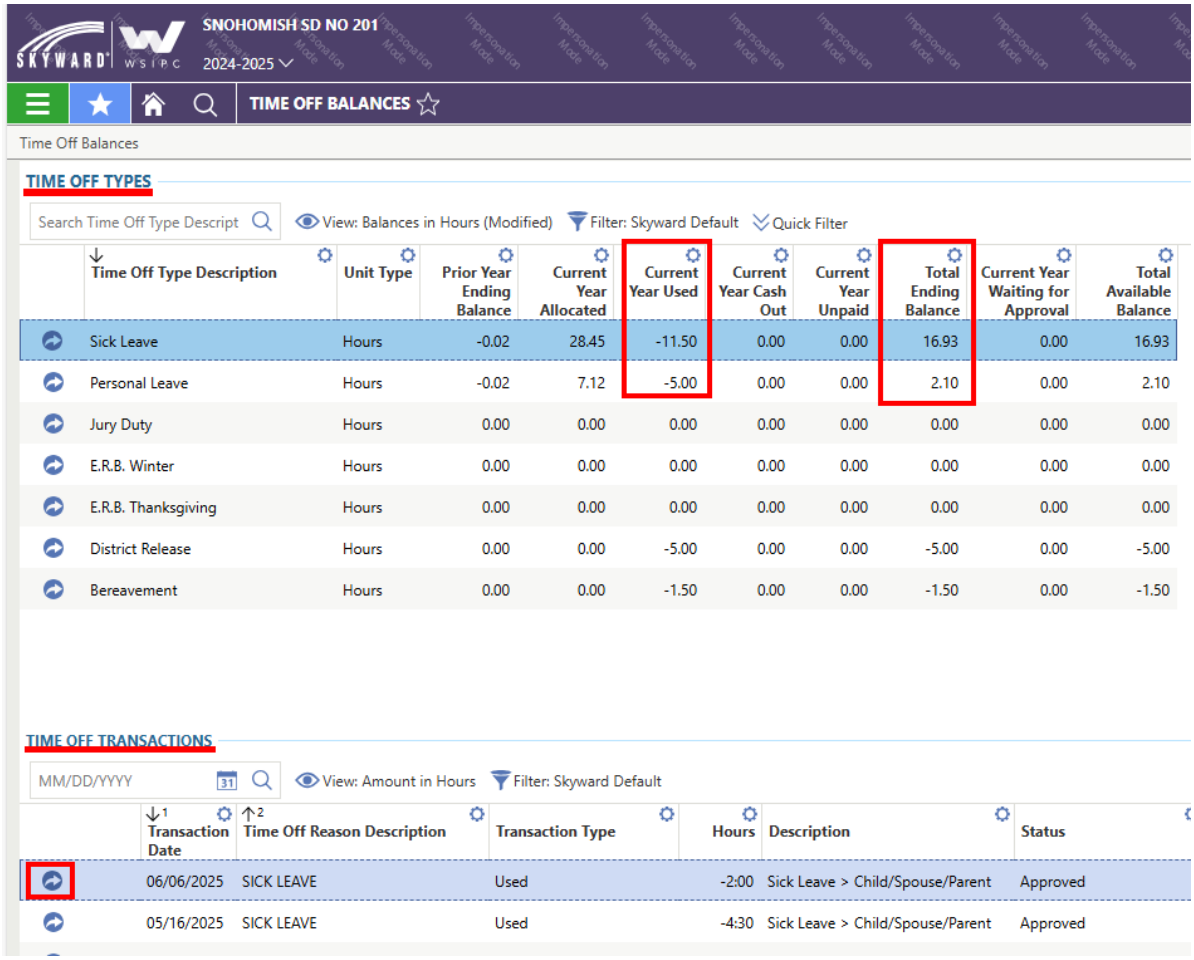
Deduction	Amount	Calendar YTD	PreTax
UMP Achieve1E/C	70.00	420.00	Y
SERS Plan 3	55.93	735.84	Y
FICA	51.39	631.91	
PSE DUES 1.75%	15.73	185.72	
Medicare	12.02	147.77	
WA LT Care Tax	5.21	61.55	
PFML-PSE	2.96	34.91	
Workers' Comp	2.47	33.65	
Emp Pd LTD 60%	1.93	26.79	
Fed Inc Tax	0.00	0.00	
Totals:	**217.64**	**2,278.14**	

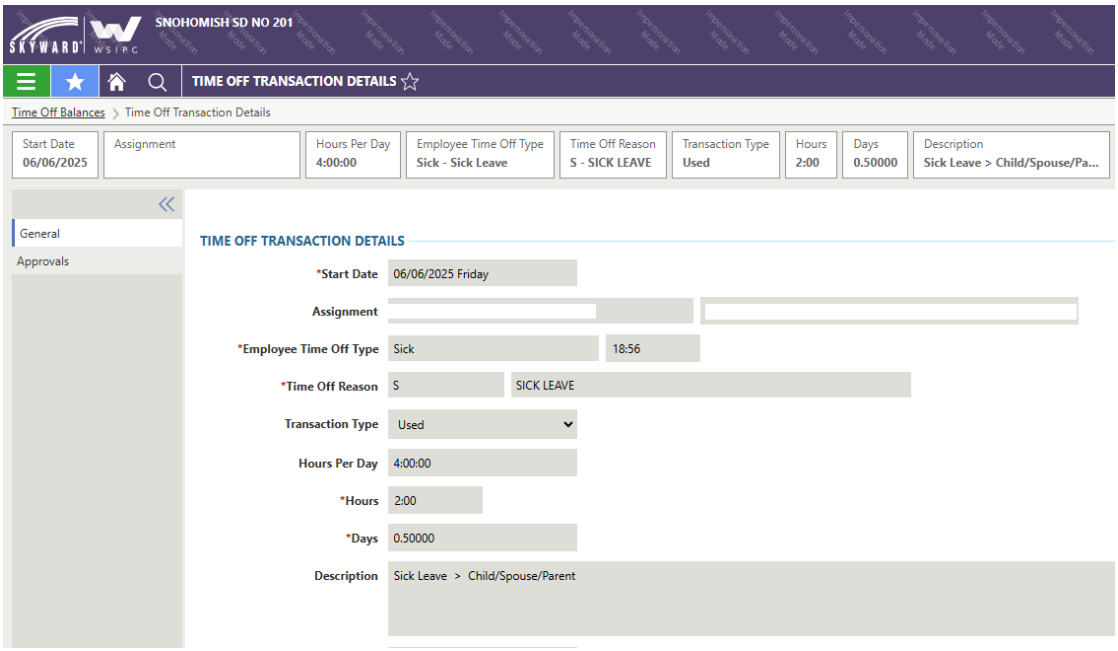
Benefit	Amount	Calendar YTD	Taxable
SEBB Benefits	1,178.00	7,068.00	
SERS Plan 3	83.98	1,104.85	
FICA	51.39	631.91	
Medicare	12.02	147.77	
Workers' Comp	10.60	144.12	
PFML-PSE	5.31	62.72	
Unemployment 00	0.78	8.57	
Totals:	**1,342.08**	**9,167.94**	

Time Off	Beginning Balance	Added	Used	Current	Unit
Personal Leave	0.00	0.00	0.00	0.00	Hours
Sick Leave	0.00	0.00	0.00	0.00	Hours

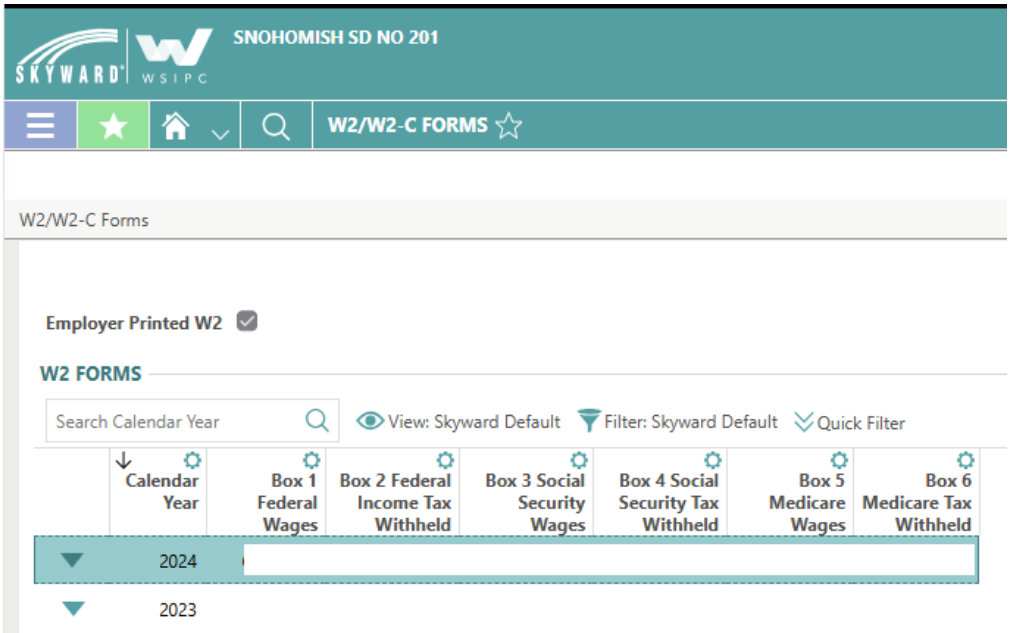
Time Off Balances:

- Displayed here are Time Off Descriptions, Allocated hours, Used hours, Remaining hours, Available hours, and Unpaid hours for the Time Off Codes assigned to you.
  - The information displayed is on a one-month delay for employees using Frontline, so any time off taken in the current month is not reflected.
  - Under the Time Off Type Description heading, highlight the Time Off Type you wish to view details for.
    - ✓ In this area, you see the time off types allocated to you, such as Vacation or Sick Time, along with the amount used in the Current Year and the Current Year Ending Balance.
    - ✓ Under the Time Off Transactions heading, you see a list of Transactions associated with the time off type you selected.
    - ✓ For each time off transaction, you see the Date, the Time Off Reason, Amount of Time Used or Allocated, Approval Status, etc.

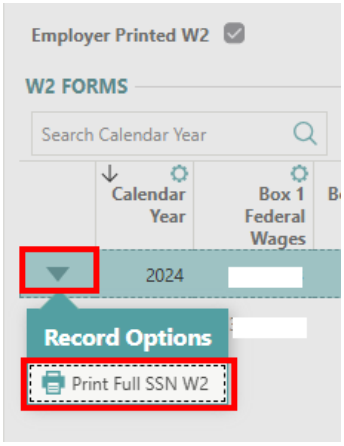




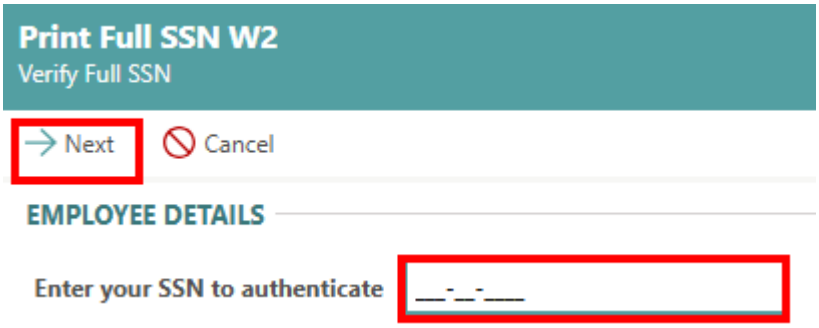
W2 Information:



- A printable W2 Information Statement for a selected year is available by highlighting the year and clicking the down arrow.



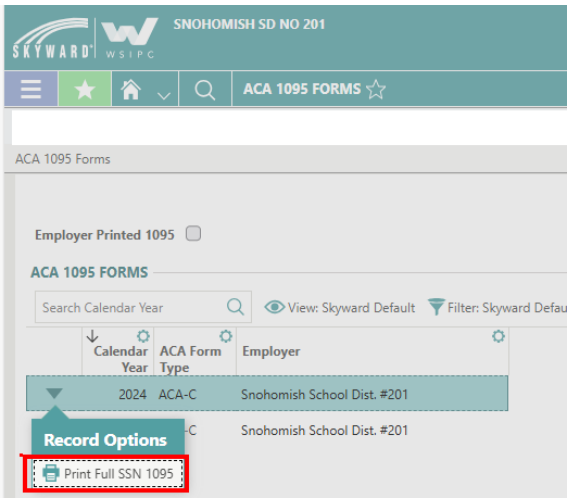
- You will then need to verify your Social Security Number and select Print Full SSN W2.

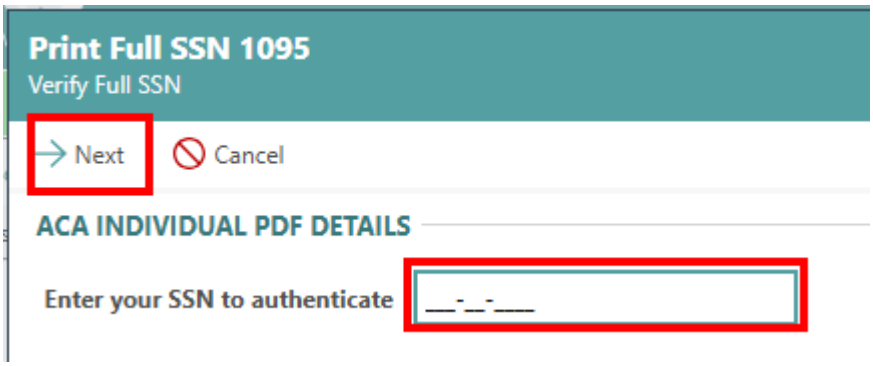


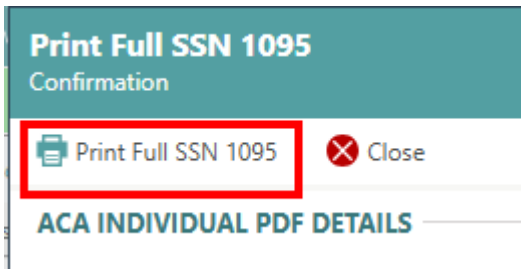
- For each Calendar Year it will display Federal Wages, Federal Tax, Social Security Wages, Social Security Tax, Medicare Wages, Medicare Tax, and State Information

ACA 1095 Information:

- Displays your current 1095 information. This form may also be printed.







Address Change Form:

- Submit change of address form for approval.

Phone Number and Email Update:

- Submit change of phone number or personal email for approval.

W4:

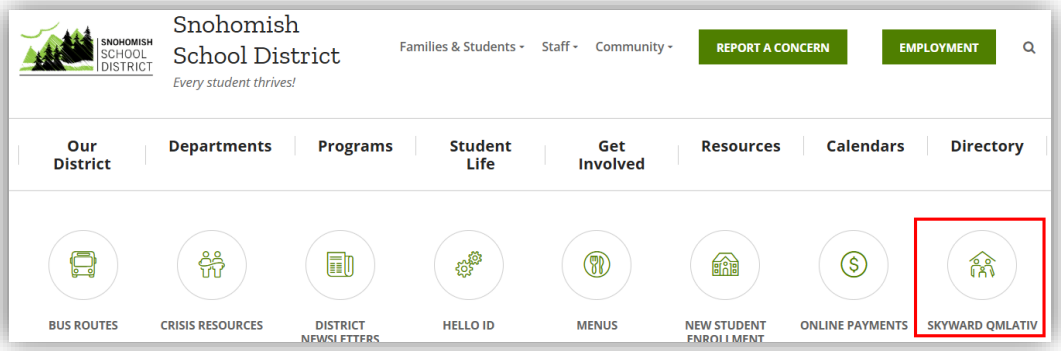
How to update your federal form W-4 online via Skyward Qmlativ Employee Access.

Important Note: *Employees may submit only ONE online W-4 change per day.*

Follow these clear, step-by-step instructions to update your W-4 withholding electronically.

1. **Go to the district website** and navigate to Skyward Qmlativ.

   Open your browser and navigate to: www.sno.wednet.edu/skyward

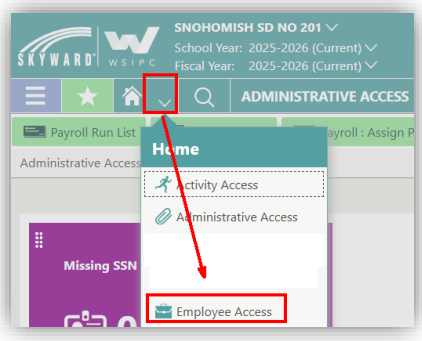


2. **Log in to Skyward Qmlativ**

Enter your district username and password on the Skyward Qmlativ login screen.

3. **Access Employee Access**

   Once logged in, locate the house icon in the top-left corner. Click the small drop-down arrow next to the house and select **Employee Access**. *(See image2.png – house icon with drop-down menu highlighted)*

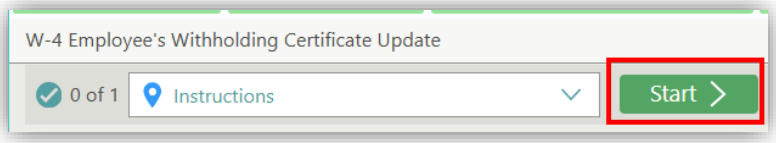


4. **Find the W-4 update form**

   In the Employee Access menu, search for **W-4 Employee's Withholding Certificate Update** and click it.

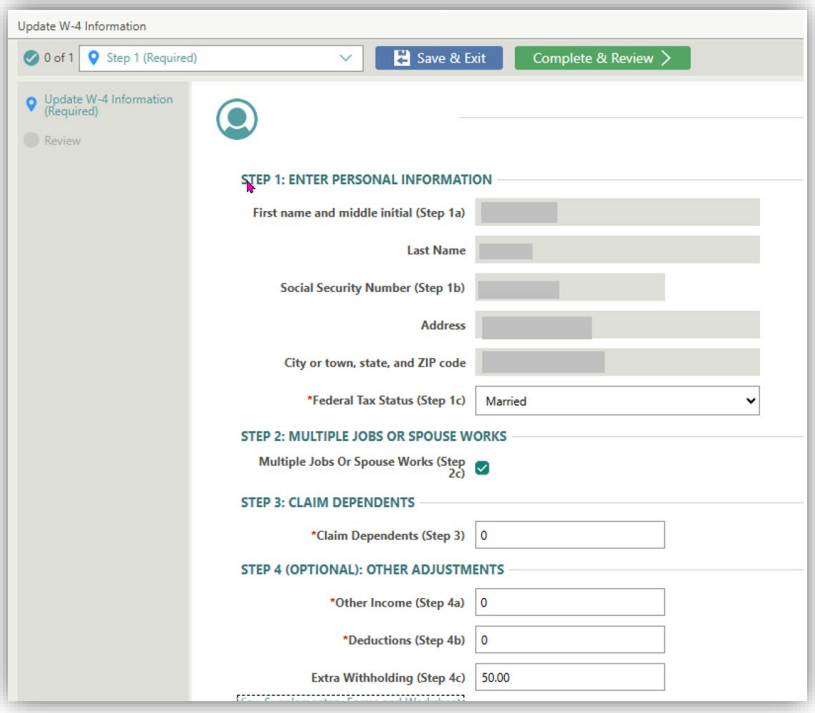
5. **Begin the update**

   Read the instructions on the information page, then click the large green **Start** button.



6. **Complete the form**

   Fill in all required fields marked with a red asterisk (*). Update any additional information as needed (marital status, dependents, extra withholding, etc.).

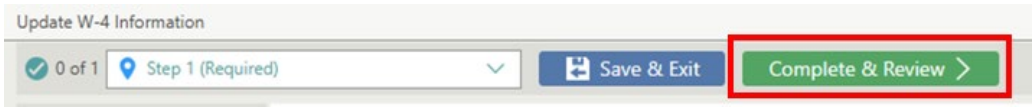


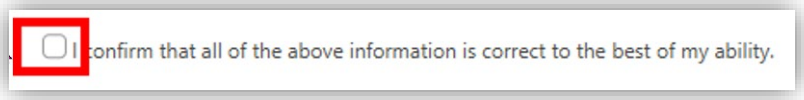
7. **Review your changes**

   Scroll to the bottom of the form and carefully review all entries for accuracy. Then click **Complete & Review** at the top of the screen.

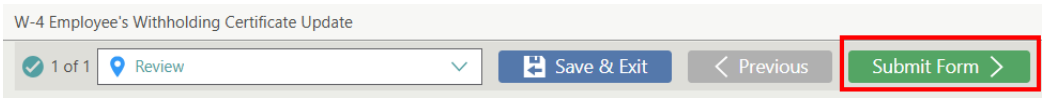
8. **Confirm and submit**

   - Check the confirmation checkbox that acknowledges your changes are correct.





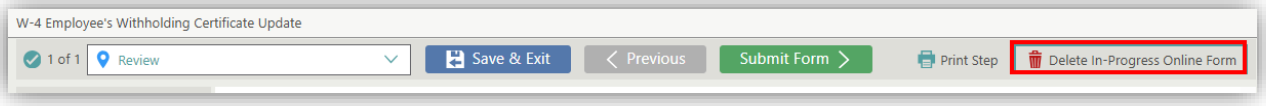
- Click **Submit Form**.

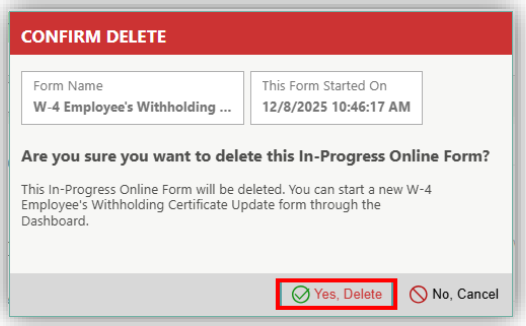


9. **Final confirmation**

You will see a **"Thank You!"** message confirming your W-4 has been successfully submitted.
Your updated W-4 will be processed by Payroll & Benefits and will take effect on the next available payroll cycle (usually the following month).

If you start the online W-4 form and decide not to continue, you can click **"Delete In-Progress Online Form"** before you submit.





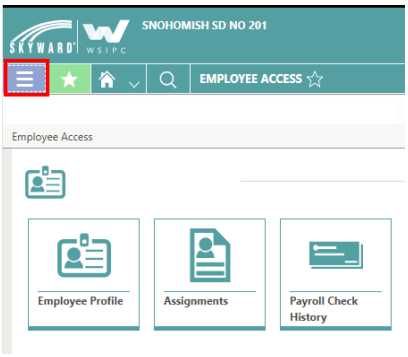
If the W-4 update option is missing or you experience any issues, please contact Payroll & Benefits at payroll.department@sno.wednet.edu or call 360-563-7235.
Thank you for keeping your tax withholding information current!

Direct Deposit Information:

- For changes to your direct deposit, forms are available at the RSC or by contacting the payroll department.
- An original signed form complete with a voided check or bank letter are required to make a change.

Additional Information:

- If you would like to further explore in Employee Access, you can access the  button to the left of your screen.



- Here you can search for all the above-mentioned categories but also see things such as certifications, credits, degrees, payroll features, time off, etc.