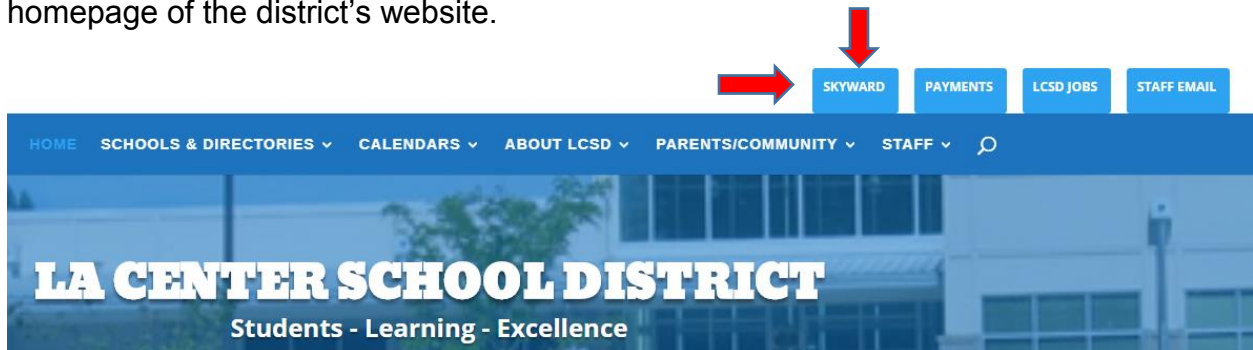
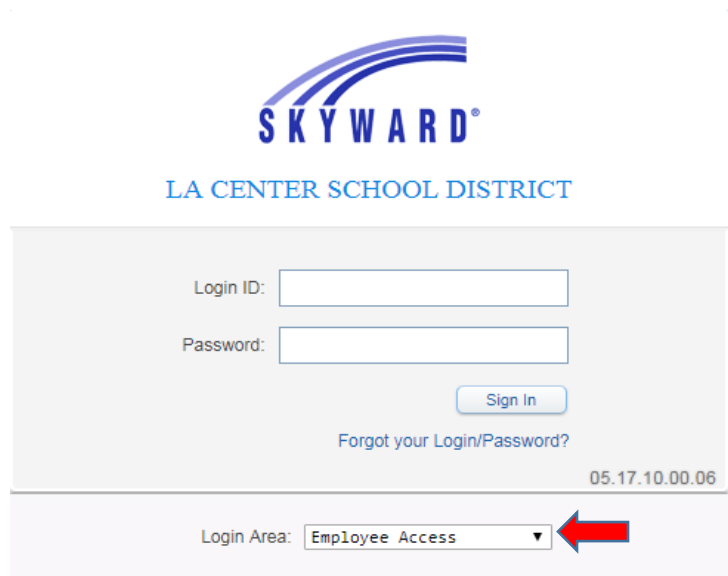


Employee Access Quick Reference Guide

Logging into EA can be accomplished by selecting “Skyward” directly from the homepage of the district’s website.



In the Login area, select Employee Access. Enter Login name & password, then click Sign In button.



Note: If a user has access to other areas of Skyward, then “All Areas” could be selected.

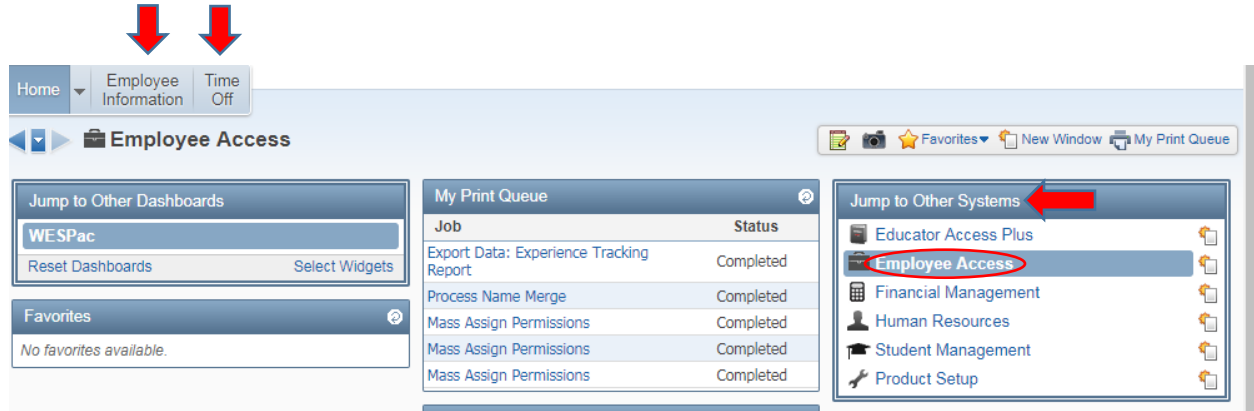
New users will be prompted to change their password after initial log in. Enter a new password if prompted, and then click Submit. Click OK on Password changed successfully message.

Having trouble logging in for the first time? Please contact [Connie Majors](#) (ext. 206) for assistance.

Employee Access – Main Menu

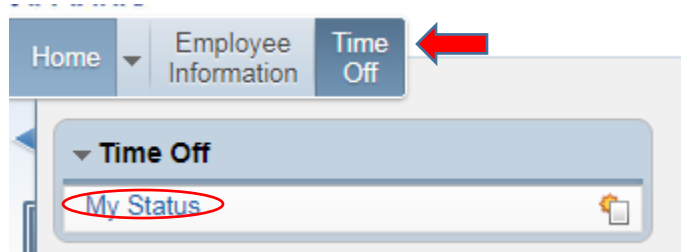
Users with access to other areas of Skyward may need to select Employee Access from the *Jump to Other Systems* Menu (as shown).

Users can select **Employee Information** or **Time Off** from this screen.



Time Off

Select the **Time Off** tab and **My Status** to view your current leave balances.



Leave balances shown are effective from the end of the last period. Sick leave allocation and usage are based on employment history.

The screenshot shows the 'My Time Off Status' table. The table has columns for 'Time Off Code', 'Prior Year Remaining', 'Allocated', 'Used', 'Remaining', 'Approved', 'Waiting', and 'Available'. The rows are 'Other Paid Leave', 'Sick Leave', and 'Vacation'. The 'Other Paid Leave' row is expanded to show sub-rows for 'Sick Leave' and 'Vacation'. The 'Sick Leave' row is also expanded to show sub-rows for 'Sick Leave' and 'Vacation'. The 'Vacation' row is also expanded to show sub-rows for 'Vacation' and 'Sick Leave'. The table shows various numerical values for each cell, representing leave balances.

Time Off Code ▲	Prior Year Remaining	Allocated	Used	Remaining	Approved	Waiting	Available
▶ Other Paid Leave							
▶ Sick Leave							
▶ Vacation							

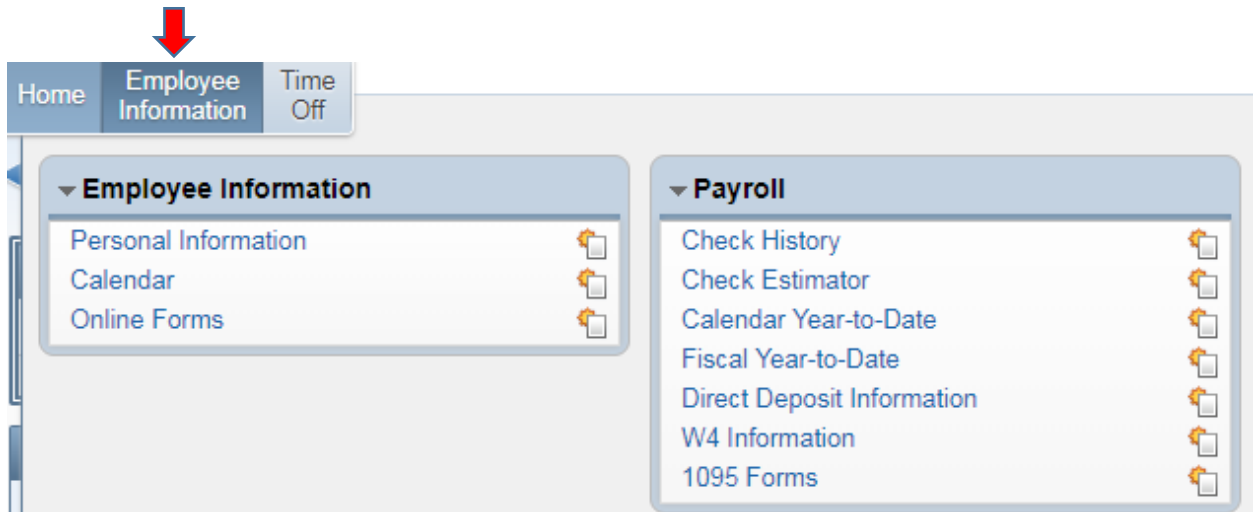
Detailed information for each category can be viewed by clicking the arrow on the drop down menu. An example is shown below.

Views: **General** Filters: ***Skyward Default**

Time Off Code	Prior Year Remaining	Allocated	Used	Remaining	Approved	Waiting	Available																																																																		
Other Paid Leave																																																																									
Current Year (Includes all dates) <ul style="list-style-type: none"> Pending Requests There are no Pending Requests available. Time Off Transactions (up to today's date) Print Time Off Transactions <table border="1"> <thead> <tr> <th>Date</th> <th>Description/Reason</th> <th>Allocated</th> <th>Used</th> <th>Remaining</th> <th>Unpaid</th> </tr> </thead> <tbody> <tr> <td>09/01/2017 Fri</td> <td>FRONT LOAD F / PAID LEAVE</td> <td>16h 00m</td> <td></td> <td>16h 00m</td> <td></td> </tr> <tr> <td>01/11/2017 Wed</td> <td>PAID LEAVE / PAID LEAVE</td> <td></td> <td>5h 00m</td> <td></td> <td></td> </tr> <tr> <td>12/21/2016 Wed</td> <td>PAID LEAVE / PAID LEAVE</td> <td></td> <td>2h 00m</td> <td>5h 00m</td> <td></td> </tr> <tr> <td>12/15/2016 Thu</td> <td>PAID LEAVE / PAID LEAVE</td> <td></td> <td>4h 00m</td> <td>7h 00m</td> <td></td> </tr> <tr> <td>12/09/2016 Fri</td> <td>PAID LEAVE / PAID LEAVE</td> <td></td> <td>1h 00m</td> <td>11h 00m</td> <td></td> </tr> <tr> <td>12/08/2016 Thu</td> <td>PAID LEAVE / PAID LEAVE</td> <td></td> <td>3h 00m</td> <td>12h 00m</td> <td></td> </tr> <tr> <td>12/07/2016 Wed</td> <td>PAID LEAVE / PAID LEAVE</td> <td></td> <td>1h 00m</td> <td>15h 00m</td> <td></td> </tr> <tr> <td>09/01/2016 Thu</td> <td>FRONT LOAD F / PAID LEAVE</td> <td>16h 00m</td> <td></td> <td>16h 00m</td> <td></td> </tr> <tr> <td>05/26/2016 Thu</td> <td>PAID LEAVE / PAID LEAVE</td> <td></td> <td>4h 45m</td> <td></td> <td></td> </tr> <tr> <td>03/18/2016 Fri</td> <td>PAID LEAVE / PAID LEAVE</td> <td></td> <td>4h 00m</td> <td>4h 45m</td> <td></td> </tr> </tbody> </table> 								Date	Description/Reason	Allocated	Used	Remaining	Unpaid	09/01/2017 Fri	FRONT LOAD F / PAID LEAVE	16h 00m		16h 00m		01/11/2017 Wed	PAID LEAVE / PAID LEAVE		5h 00m			12/21/2016 Wed	PAID LEAVE / PAID LEAVE		2h 00m	5h 00m		12/15/2016 Thu	PAID LEAVE / PAID LEAVE		4h 00m	7h 00m		12/09/2016 Fri	PAID LEAVE / PAID LEAVE		1h 00m	11h 00m		12/08/2016 Thu	PAID LEAVE / PAID LEAVE		3h 00m	12h 00m		12/07/2016 Wed	PAID LEAVE / PAID LEAVE		1h 00m	15h 00m		09/01/2016 Thu	FRONT LOAD F / PAID LEAVE	16h 00m		16h 00m		05/26/2016 Thu	PAID LEAVE / PAID LEAVE		4h 45m			03/18/2016 Fri	PAID LEAVE / PAID LEAVE		4h 00m	4h 45m	
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Sick Leave																																																																									
Vacation																																																																									

Please contact [Nancy Carner](#) (ext. 206) for questions regarding your leave balances.

Employee Information



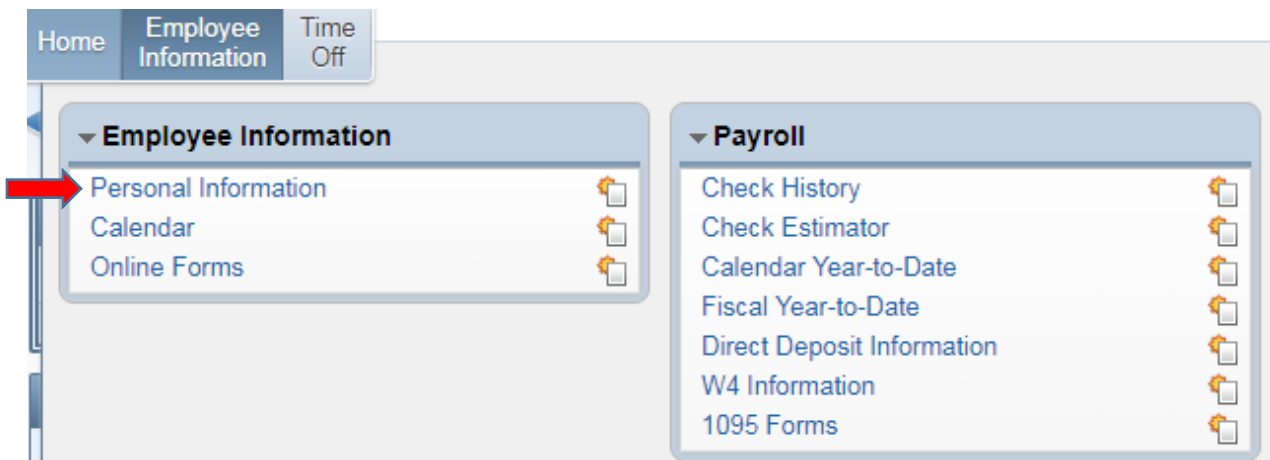
The **Employee Information** tab allows employees access to a variety of information, including:

Personal Information: Employees may view or change a wide variety of information related to their address, phone numbers, emergency contacts, personnel information, payroll history, time off status, and Food Service accounts. Certificated staff may also view their certification and professional development information.

Calendar: Displays a calendar and includes any district news items. Pending leave dates are updated periodically and will appear on the calendar as part of the payroll process.

Online Forms: Coming Soon

Employee Information: Personal Information



Under **Employee Information**, select the **Personal Information** tab, then the **Employee Info** tab to view or make changes to your name, your spouse's name, phone numbers or email addresses.

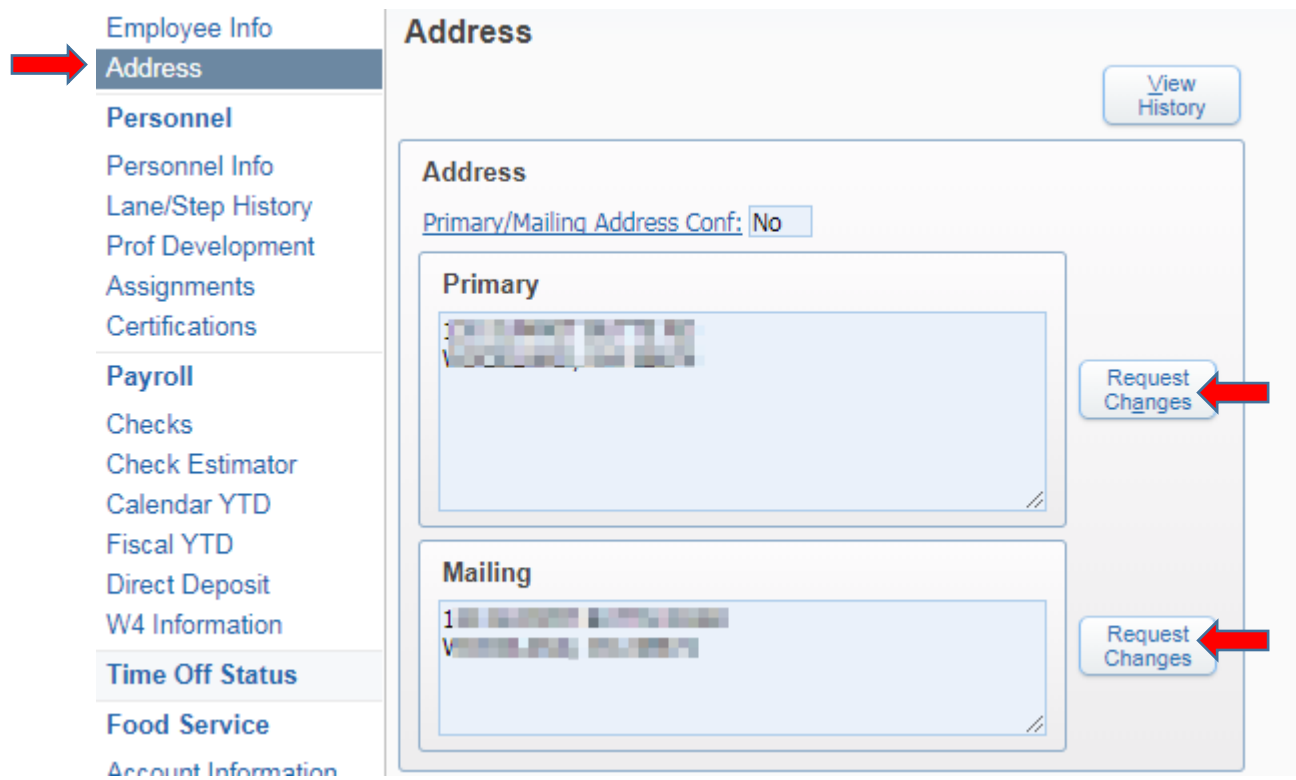
Request Changes by selecting the Request Changes tab. Changes to your name, primary phone number, and email address will be reviewed and approved by Human Resources. Changes to your spouse's name, confidentiality flags, and alternate phone numbers will be updated immediately in Skyward.

A screenshot of the 'Personal Information' page in the Skyward system. The page title is 'Personal Information' with a star icon. On the left, there is a navigation menu with several items: 'Demographic', 'Employee Info', 'Address', 'Personnel', 'Payroll', 'Time Off Status', 'Food Service', 'Employee Letters', and 'Emergency Contacts'. A red arrow points to the 'Employee Info' item. The main content area is titled 'Employee Info' and contains several sections. At the top, there is an 'Employee:' field with a dropdown menu and a 'View History' button. Below this is the 'Employee Information' section, which includes a 'Request Changes' button with a red arrow pointing to it. The 'Name' section has two rows: 'Former Name:' with a text input field and a 'Conf.' dropdown set to 'No', and 'Spouse Name:' with a text input field and a 'Conf.' dropdown set to 'No'. The 'Phone' section has three rows: 'Phone 1:', 'Phone 2:', and 'Phone 3:'. Each row has a text input field for the phone number, a smaller text input field for the extension, and a 'Conf.' dropdown set to 'No'. At the bottom, there are two rows for email addresses: '1st Email:' and '2nd Email:', each with a text input field. The '2nd Email' row also has a 'Type:' dropdown set to 'Personal'.

5

Select the **Address** tab to request changes to your primary and/or mailing address.

Request Changes by selecting the Request Changes tab. *In most cases, address changes require completion of an updated W-4.* You will be contacted to complete an updated W-4 before the address change is approved in Skyward.

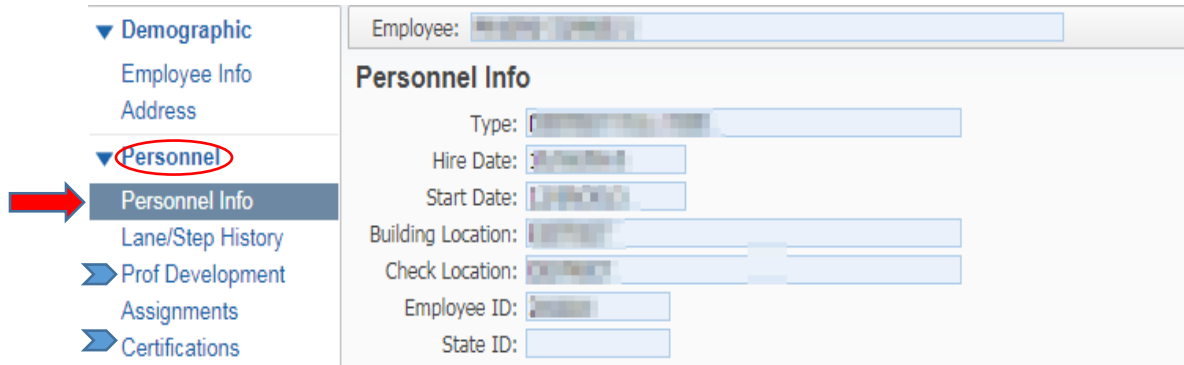


Please contact [Connie Majors](#) (ext. 206) for questions regarding changes to your personal information.

Employee Information: Personnel

Select the **Personnel** tab to view your general personnel information.

Certificated staff members may also view their certification and professional development information. Lane/Step History and Assignments are currently not available.

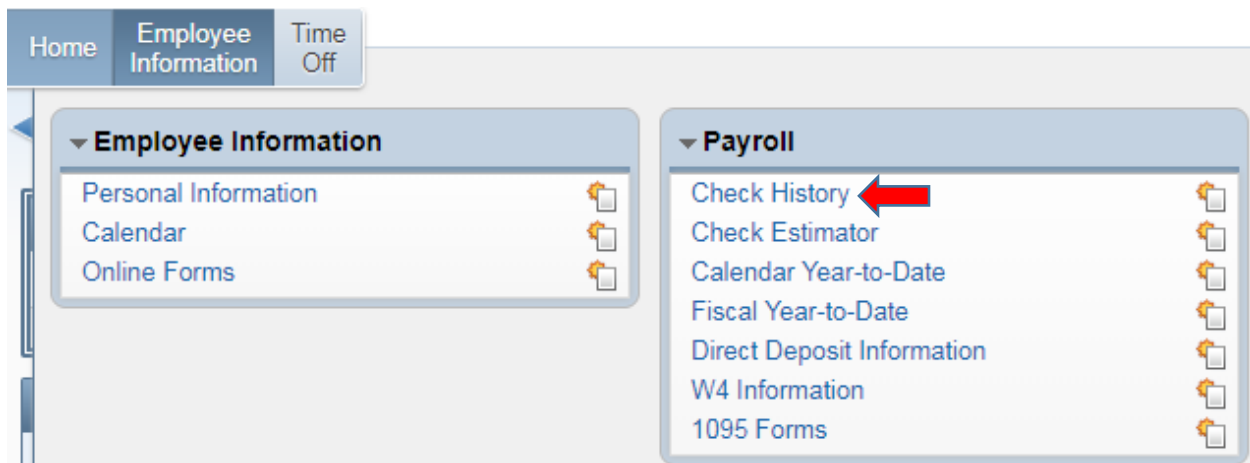


The screenshot shows a web application interface for viewing employee personnel information. On the left is a navigation menu with the following items: Demographic (expanded), Employee Info, Address, Personnel (circled in red with a red arrow pointing to Personnel Info), Personnel Info (highlighted in blue), Lane/Step History, Prof Development, Assignments, and Certifications. The main content area is titled 'Personnel Info' and contains a search bar for 'Employee:' and several input fields: Type, Hire Date, Start Date, Building Location, Check Location, Employee ID, and State ID.

Employee Information: Payroll

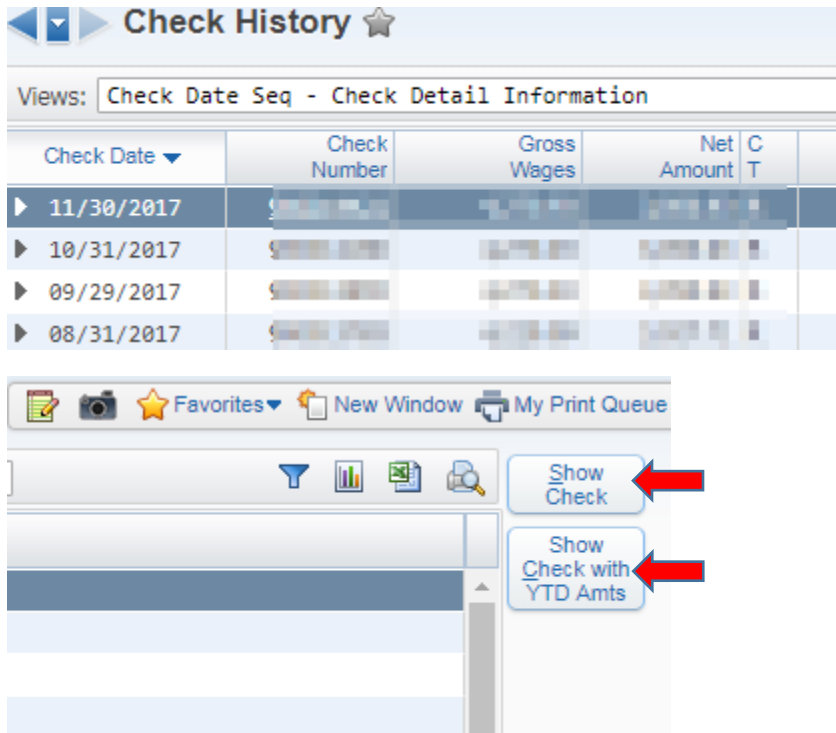
Payroll information can be viewed from either the Payroll menu on the Employee Information screen or under Personal Information.

Check History displays paychecks processed to date in WESPaC.

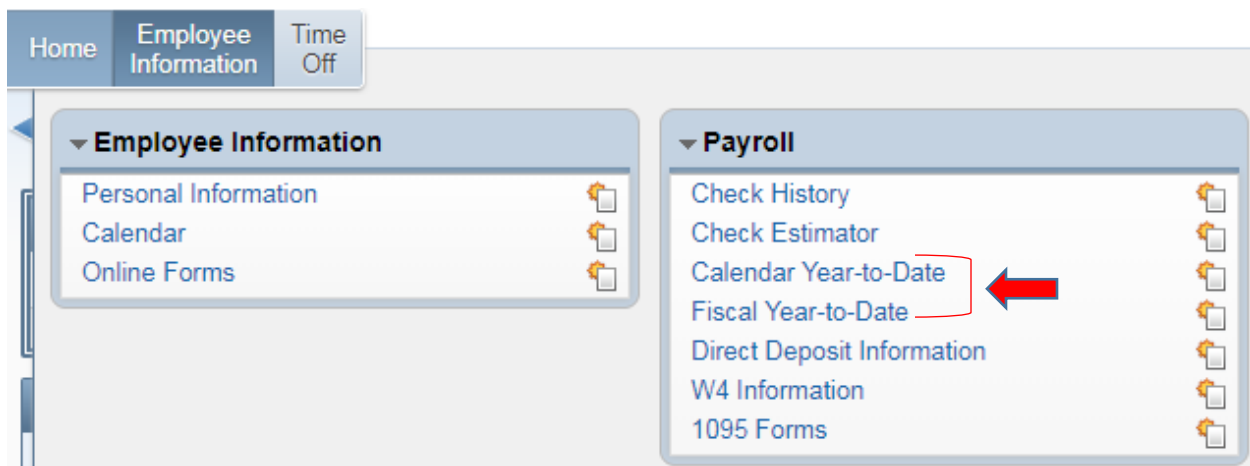


The screenshot shows the 'Employee Information' screen in a web application. At the top are three tabs: Home, Employee Information (selected), and Time Off. Below the tabs are two main panels. The left panel is titled 'Employee Information' and contains three items: Personal Information, Calendar, and Online Forms. The right panel is titled 'Payroll' and contains seven items: Check History (highlighted in blue with a red arrow pointing to it), Check Estimator, Calendar Year-to-Date, Fiscal Year-to-Date, Direct Deposit Information, W4 Information, and 1095 Forms. Each item in the Payroll panel has a small icon to its right.

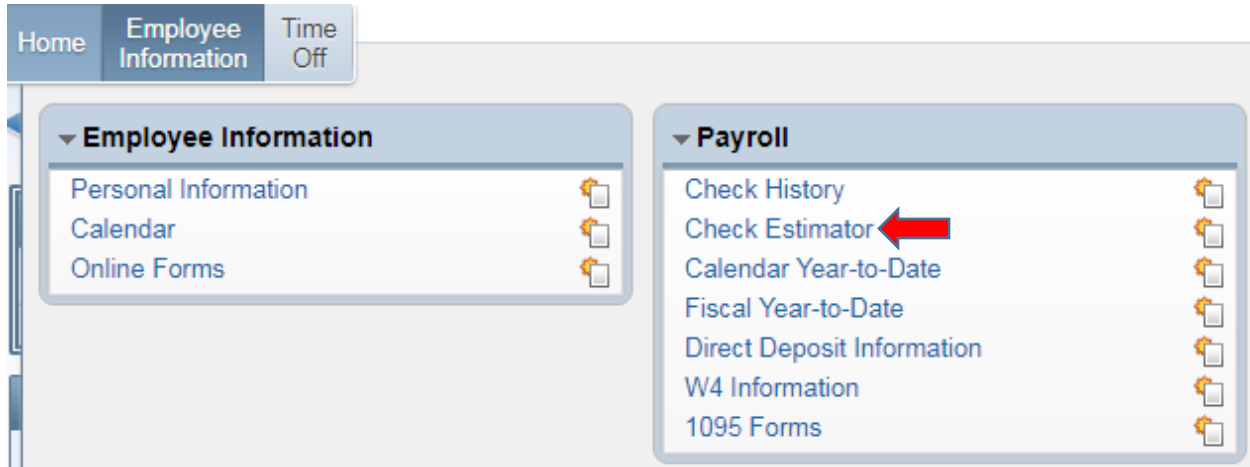
Select **Show Check** to view and/or print an individual check - **OR** – select **Show Check with YTD Amounts** to view and/or print year-to-date information.



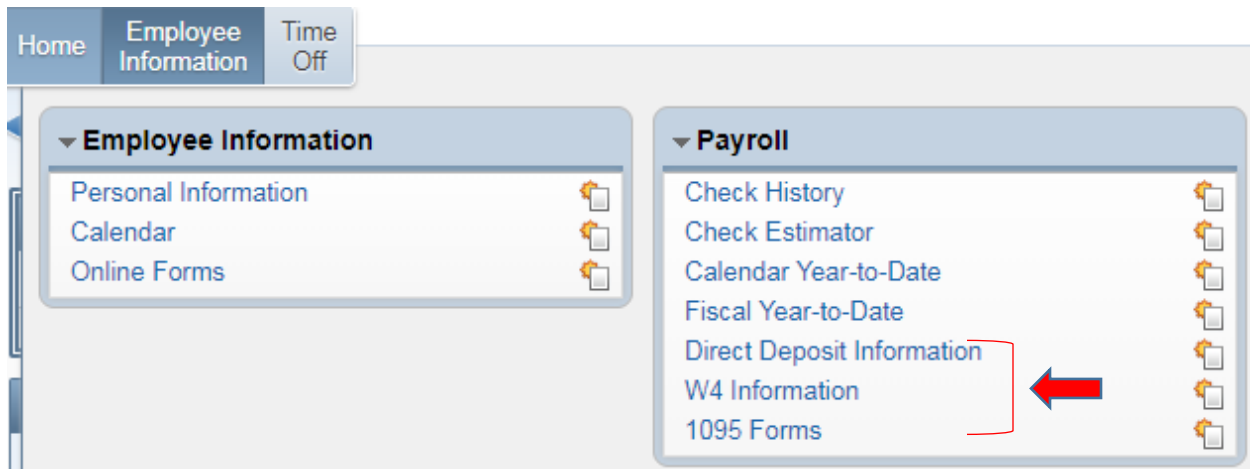
Calendar Year-to-Date and **Fiscal Year-to-Date** check history can be viewed and printed by selecting these menu options.



Check Estimator can be used to estimate net pay based on changes to federal tax withholding status, miscellaneous deductions, pay changes, etc. **Altering information using the Check Estimator will not affect your actual check or W-4 Information.**



Direct Deposit, W-4, and 1095 Information can be viewed by selecting these menu items.



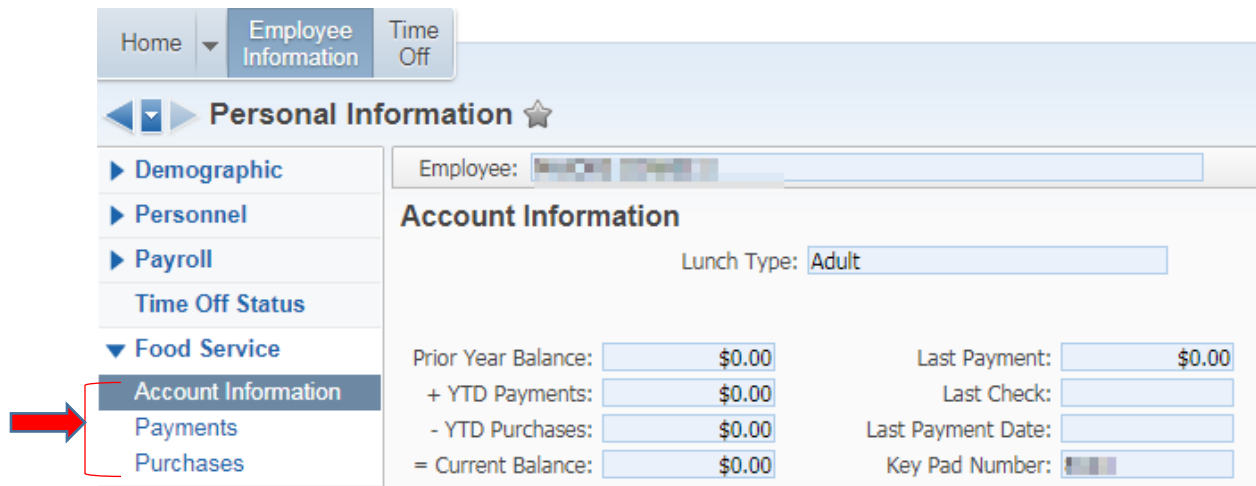
Please contact [Nancy Carner](#) (ext. 204) for questions related to payroll, direct deposit, and 1095 forms.

Please contact [Connie Majors](#) (ext. 206) to complete an updated W-4 form.

Employee Information: Food Service Account

Select the **Food Service** tab to view your Food Service account information, payments, and purchases. Please allow up to 24 hours for updated information to appear.

Please contact [Bill Hrdina](#) (ext.210) for assistance with your Food Service account.



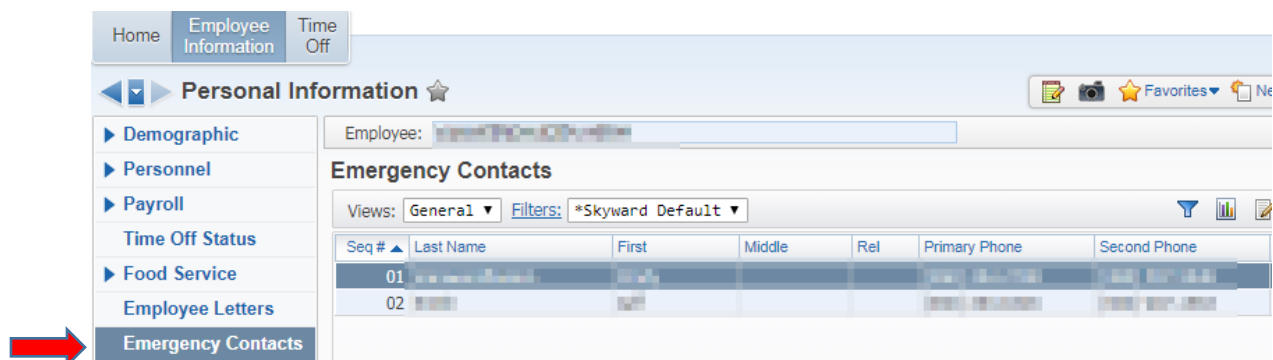
The screenshot shows the 'Employee Information' section of a web application. The left-hand navigation menu is expanded to show 'Food Service' with sub-items: 'Account Information', 'Payments', and 'Purchases'. A red arrow points to 'Account Information'. The main content area displays 'Account Information' for an employee, including a 'Lunch Type' dropdown set to 'Adult' and a table of account balances:

Prior Year Balance:	\$0.00	Last Payment:	\$0.00
+ YTD Payments:	\$0.00	Last Check:	
- YTD Purchases:	\$0.00	Last Payment Date:	
= Current Balance:	\$0.00	Key Pad Number:	

Employee Information: Emergency Contacts

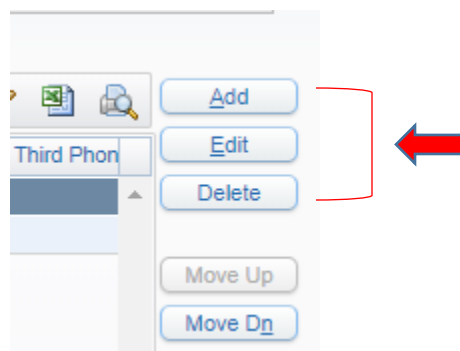
Select the **Emergency Contacts** tab to view, add, edit or delete your emergency contacts.

Important Note: Contact [Connie Majors](#) (ext. 206) to request changes to emergency contacts who are either current or former employees of the district.



The screenshot shows the 'Employee Information' section of a web application. The left-hand navigation menu is expanded to show 'Emergency Contacts'. A red arrow points to 'Emergency Contacts'. The main content area displays 'Emergency Contacts' for an employee, including a table of contacts:

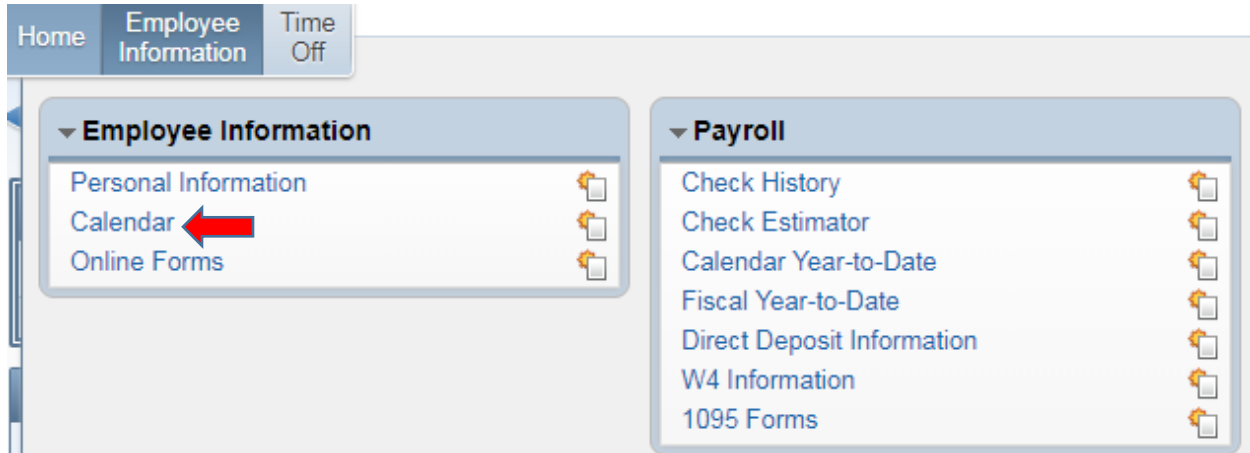
Seq #	Last Name	First	Middle	Rel	Primary Phone	Second Phone
01						
02						



This close-up screenshot shows the action buttons for the Emergency Contacts table. The buttons are: 'Add', 'Edit', 'Delete', 'Move Up', and 'Move Dn'. A red arrow points to the 'Add' button.

Employee Information: Calendar

The calendar displays district news and information. Employee's upcoming leave dates are added and updated throughout the monthly payroll process.



Important Note: Since leave dates are updated periodically throughout the monthly payroll process, the most recent leave dates entered into AESOP may not be visible. (Sample leave date entry shown below).

The screenshot shows a calendar for December 2017. A red arrow points to a blue bar on the 5th of the month, which is circled in red. The bar is labeled "(4h 00m)". The calendar shows the days of the week and the dates from 1 to 31. The 14th is highlighted in red.

Time Off Requests								
<<<		December 2017					>>>	
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
					1	2		
3	4	5 (4h 00m)	6	7	8	9		
10	11	12	13	14	15	16		
17	18	19	20	21	22	23		
24	25	26	27	28	29	30		
31								

To exit Employee Access, select **Exit** at the top of the screen.



LA CENTER SCHOOL DISTRICT

Account Preferences Exit ?

Home Employee Information Time Off

Employee Access

Jump to Other Dashboards

WESPac

Reset Dashboards Select Widgets

Favorites

No favorites available.

Job	Status
Security Cache Reset Utility	Completed
Security Cache Reset Utility	Completed
Security Cache Reset Utility	Completed
Security Cache Reset Utility	Completed
Check Estimator	Completed

Jump to Other Systems

- Educator Access Plus
- Employee Access**
- Financial Management
- Human Resources
- Student Management
- Product Setup