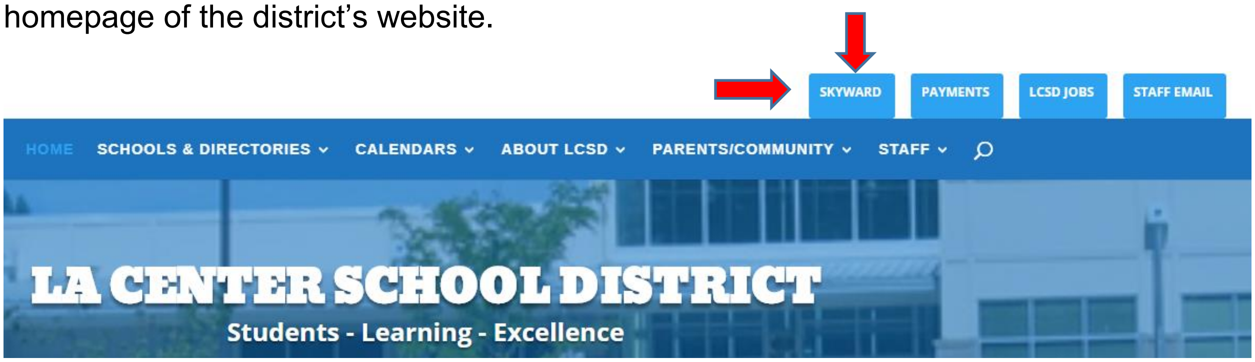
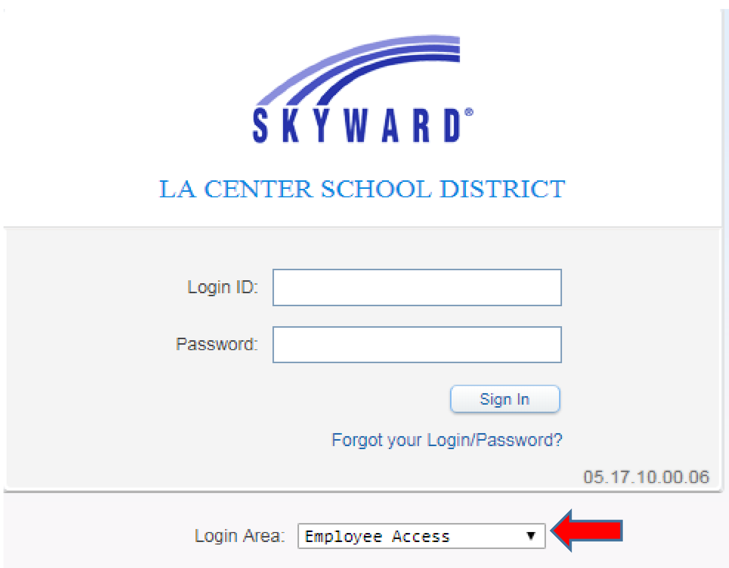
Employee Access Quick Reference Guide

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.

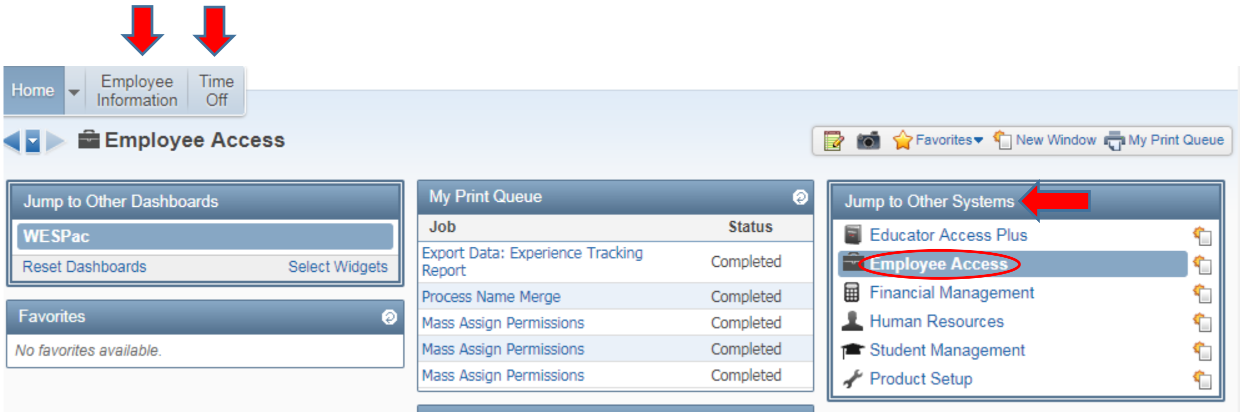
New users will be prompted to change their password after initial log in. Enter a new password if prompted, and then click Submit. Click OK on Password changed successfully message.

Having trouble logging in? Click on *Forgot your Login/Password*. .

Employee Access – Main Menu

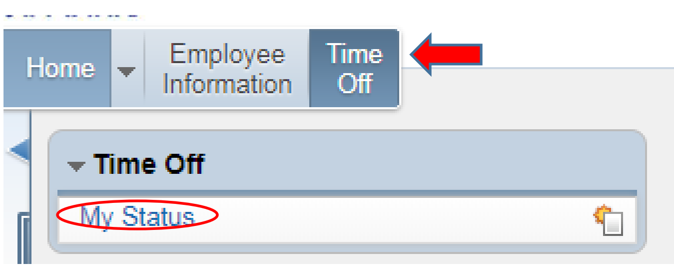
Users with access to other areas of Skyward may need to select Employee Access from the *Jump to Other Systems* Menu (as shown).

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

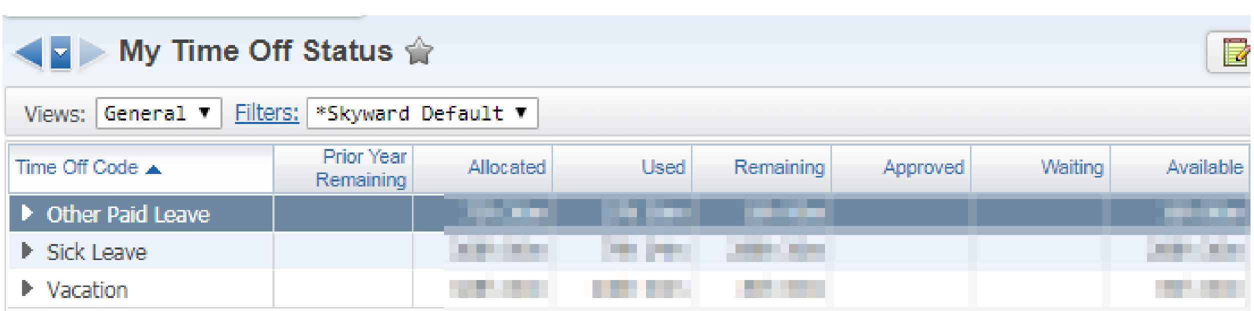


Time Off

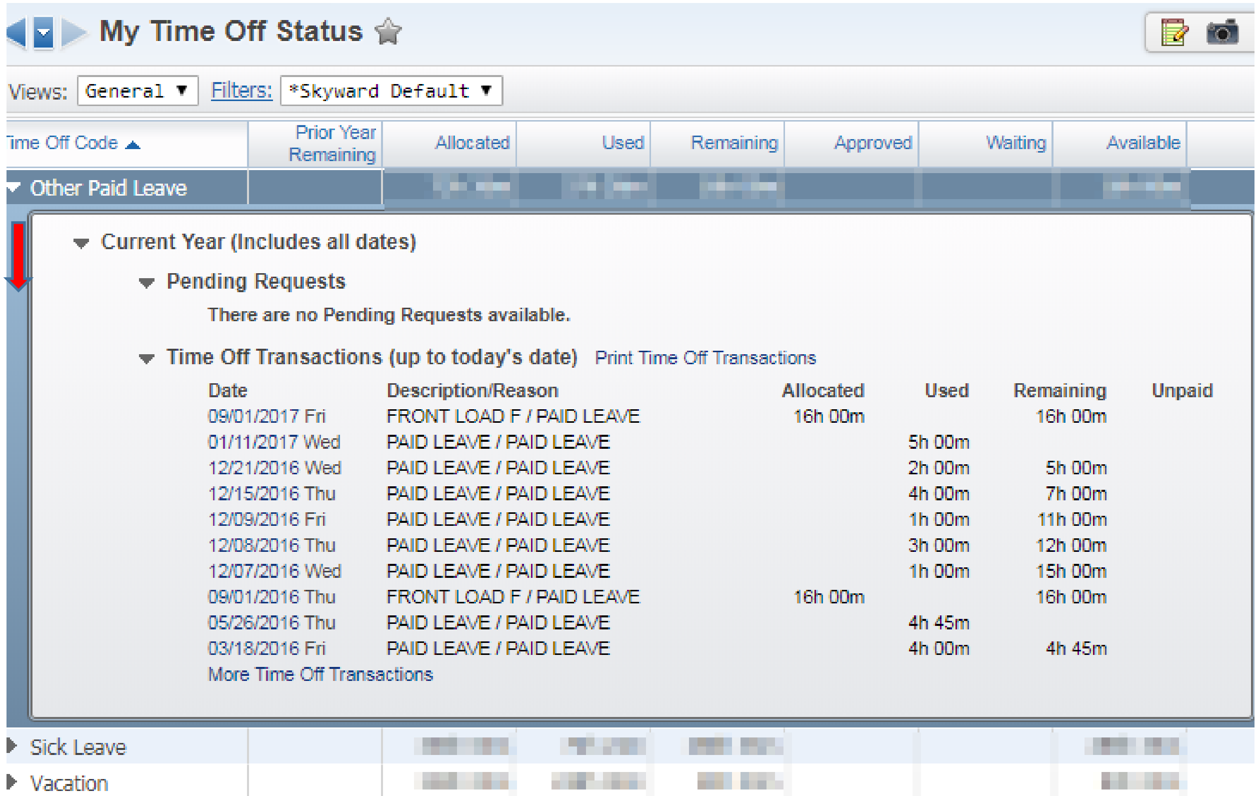
Select the **Time Off** tab and **My Status** to view your current leave balances.



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



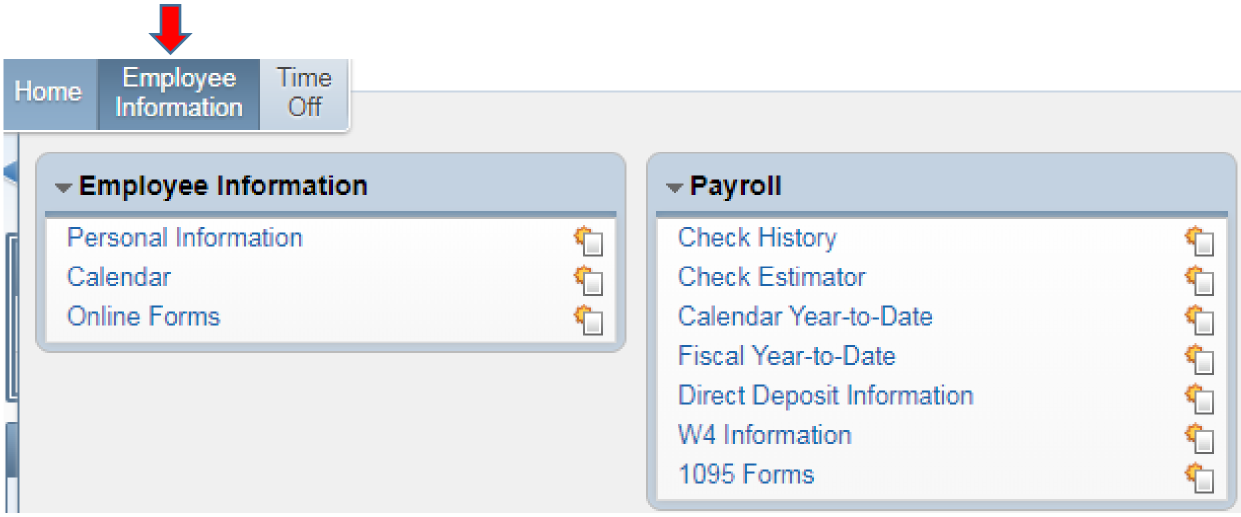
Detailed information for each category can be viewed by clicking the arrow on the drop down menu. An example is shown below.



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	

Please contact [Kellie Braaten](#) (ext. 2111) for questions regarding your leave balances.

Employee Information



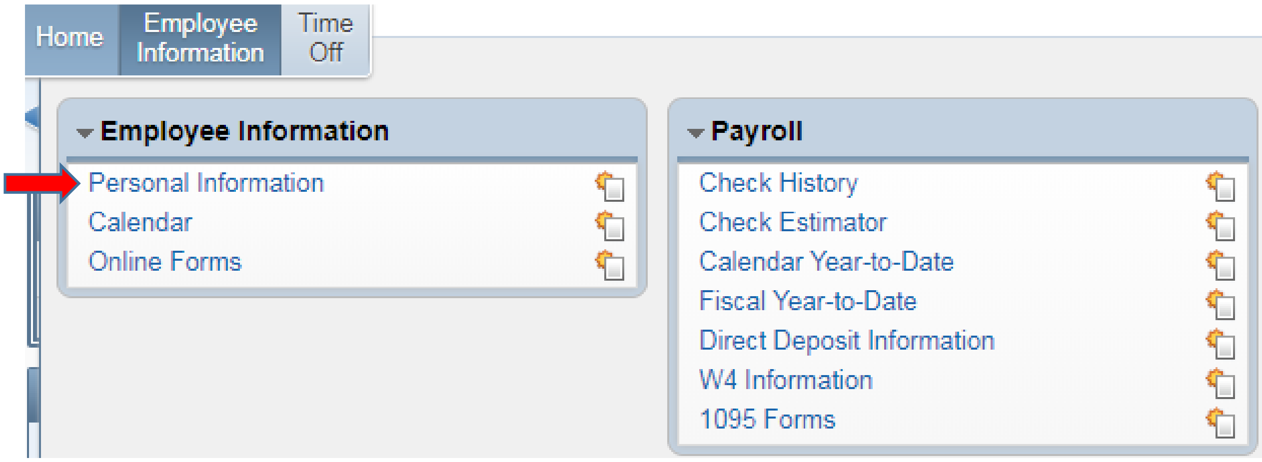
The **Employee Information** tab allows employees access to a variety of information, including:

Personal Information: Employees may view <u>or</u> 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.

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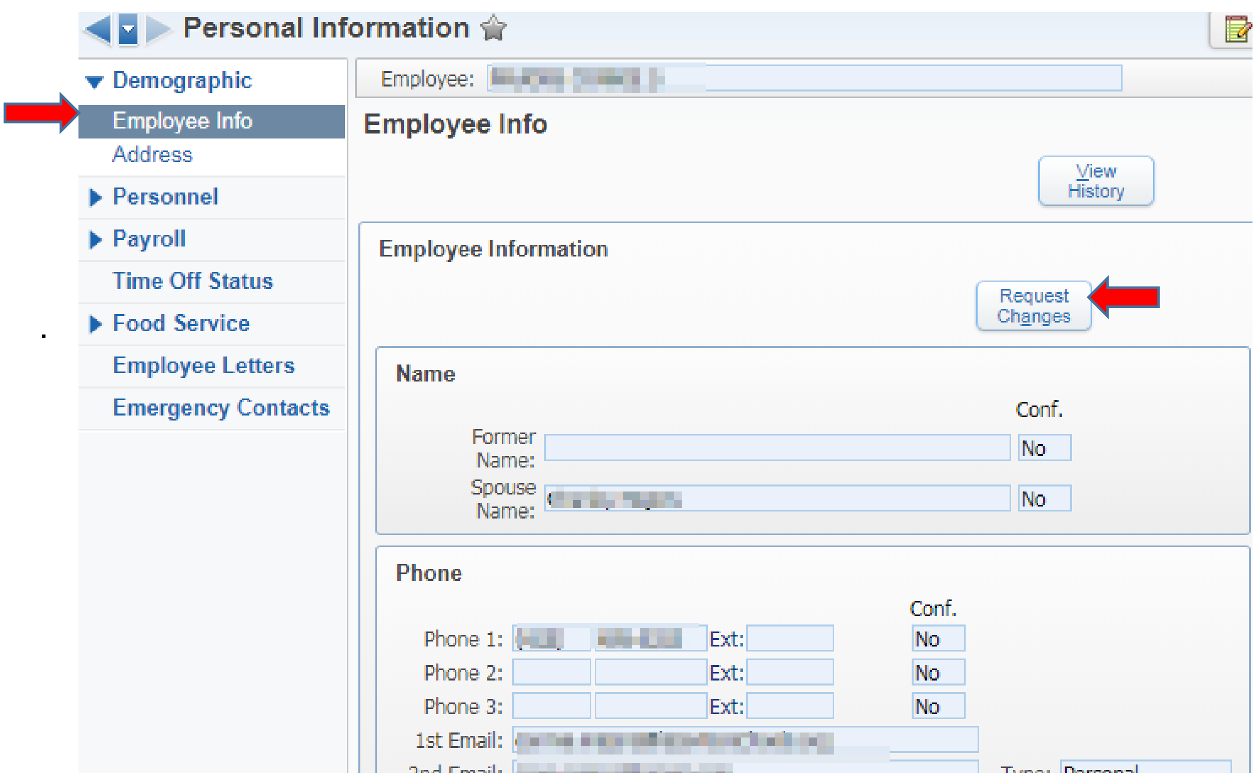
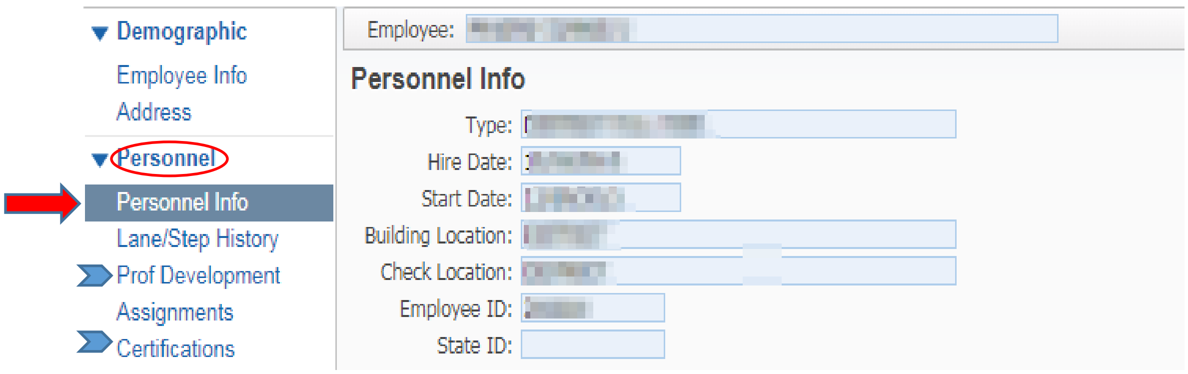


Address changes require completion of an updated W-4. Please contact [Connie Majors] (ext. 2106) for a new W-4 form.

Employee Information: Personnel

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

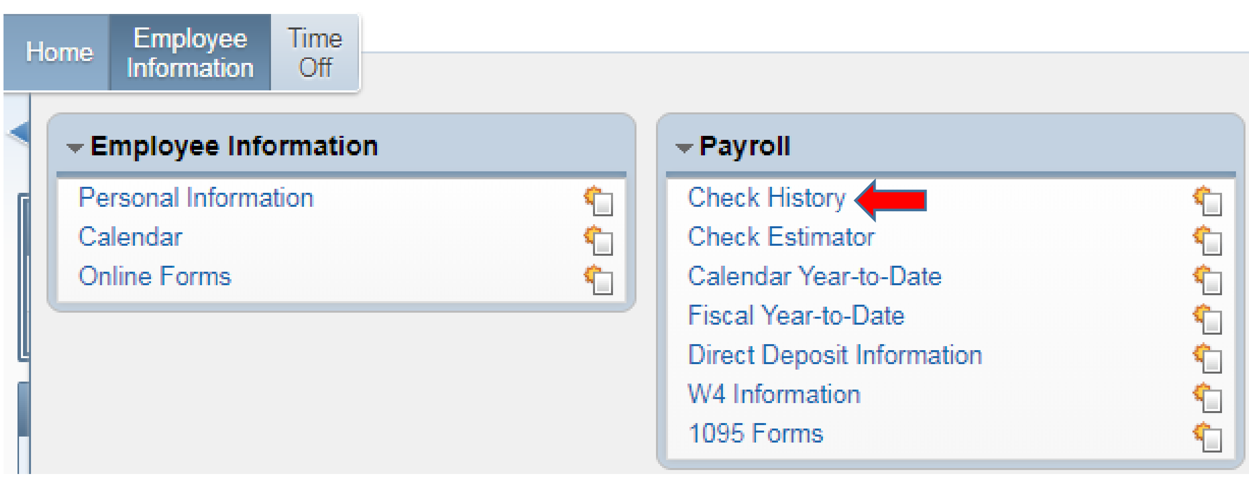
Certificated staff members may also view their certification and professional development information. Lane/Step History and Assignments are currently not available.



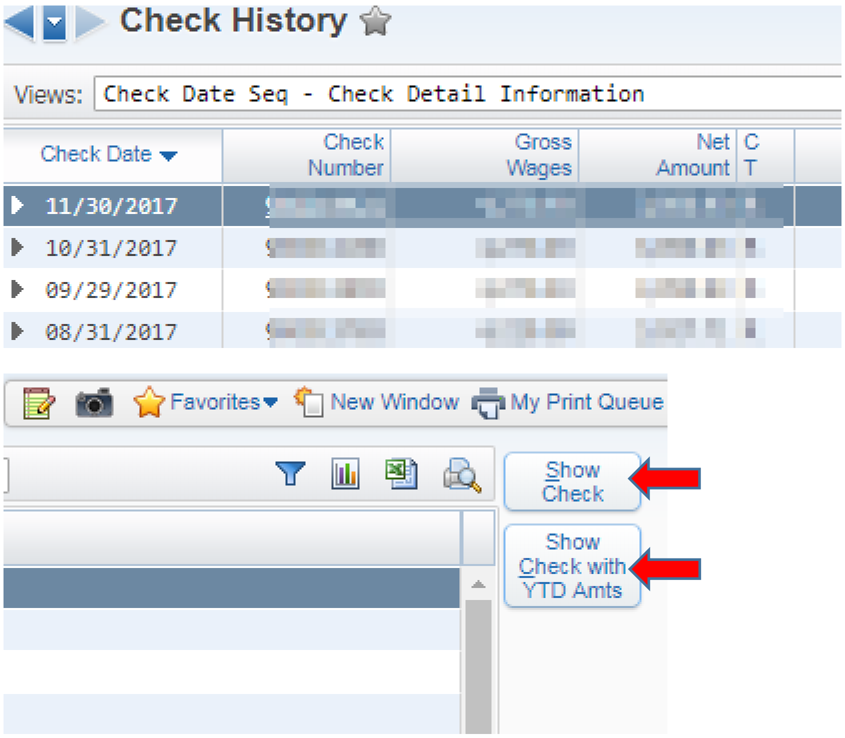
Employee Information: Payroll

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

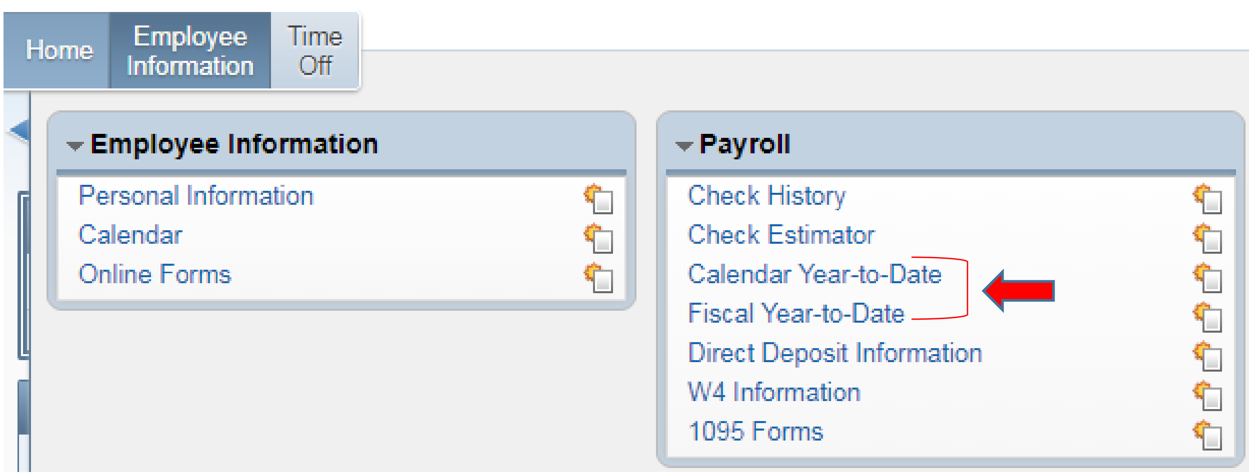
Check History displays paychecks processed to date in WESPaC.



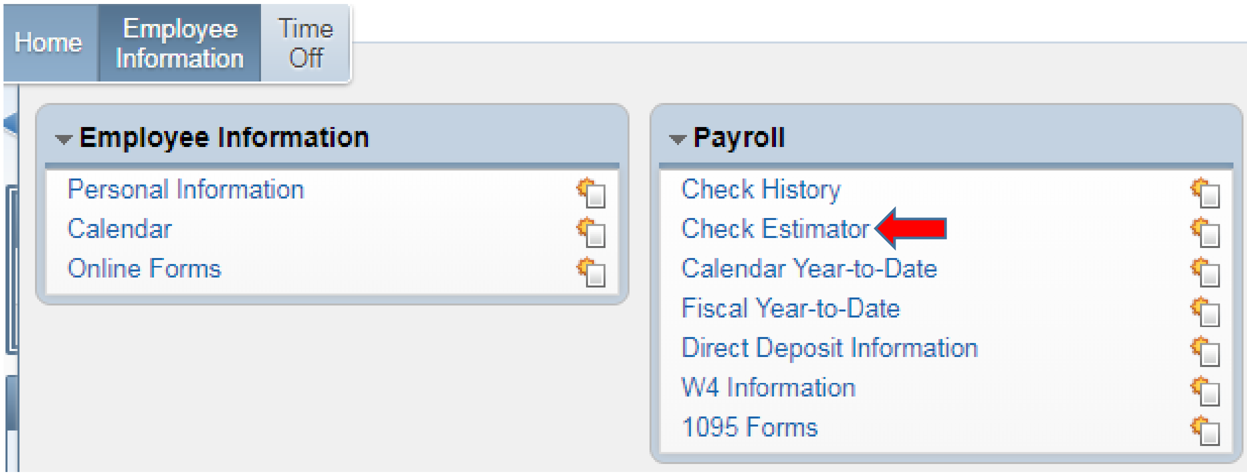
Select **Show Check** to view and/or print an individual check **- OR –** select **Show Check with YTD Amounts** to view and/or print year-to-date information.



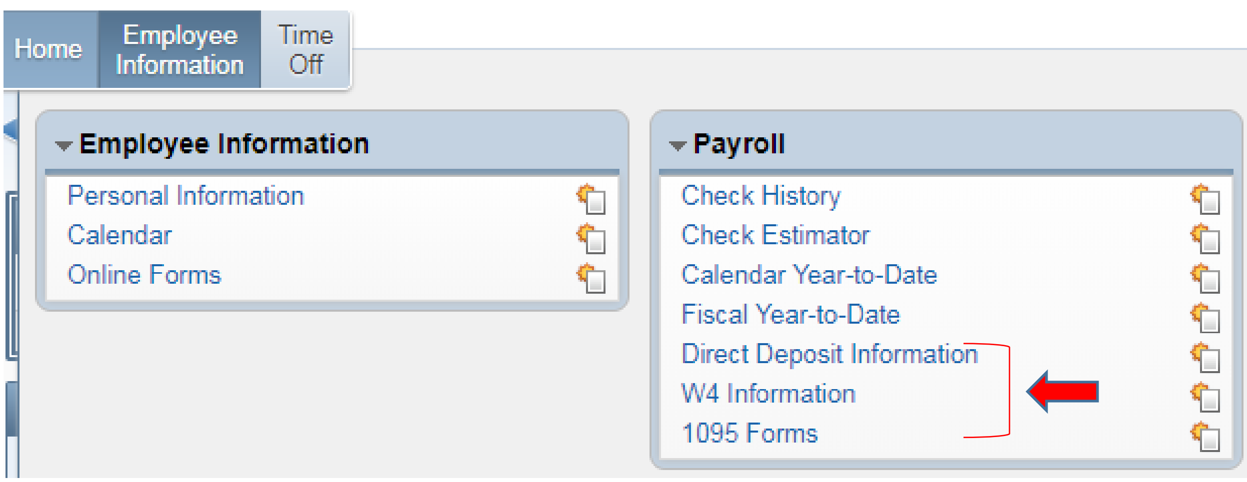
Calendar Year-to-Date and **Fiscal Year-to-Date** check history can be viewed <u>and</u> printed by selecting these menu options.



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 <u>not</u> affect your actual check or W-4 Information.**



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



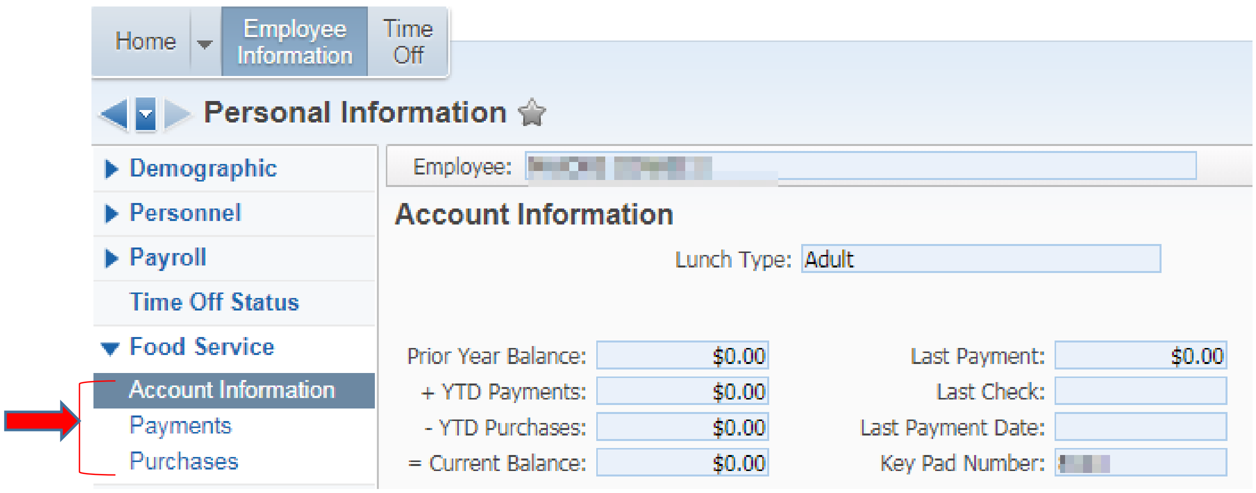
Please contact Kellie Braaten (ext. 2111) for questions related to payroll, direct deposit, and 1095 forms.

Please contact Connie Majors (ext. 2106) 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.

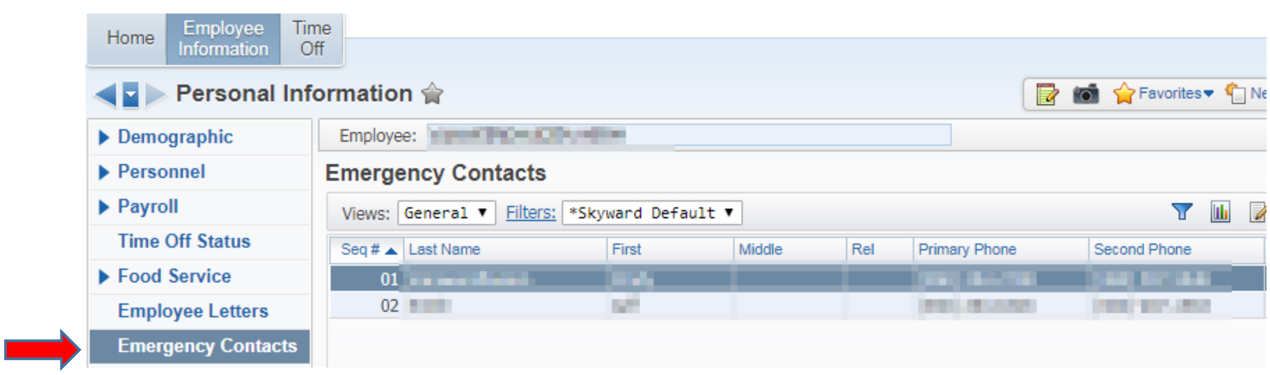
Please contact Bill Hrdina (ext.2110) for assistance with your Food Service account.

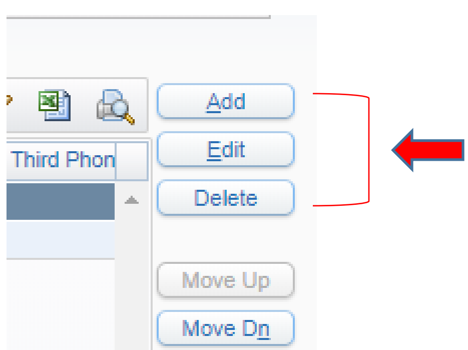


Employee Information: Emergency Contacts

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

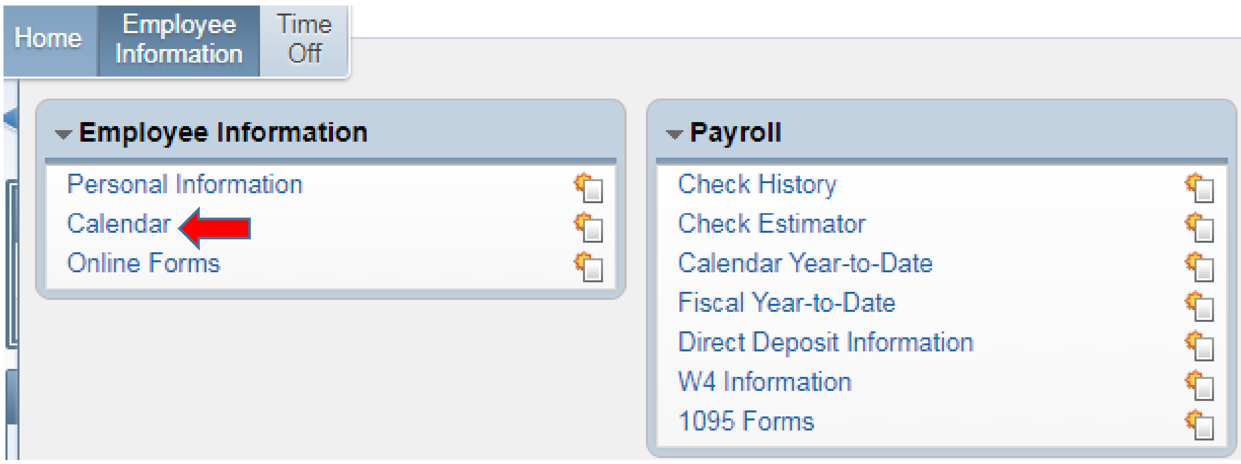
Important Note: Contact Connie Majors (ext. 2106) to request changes to emergency contacts who are either current or former employees of the district.



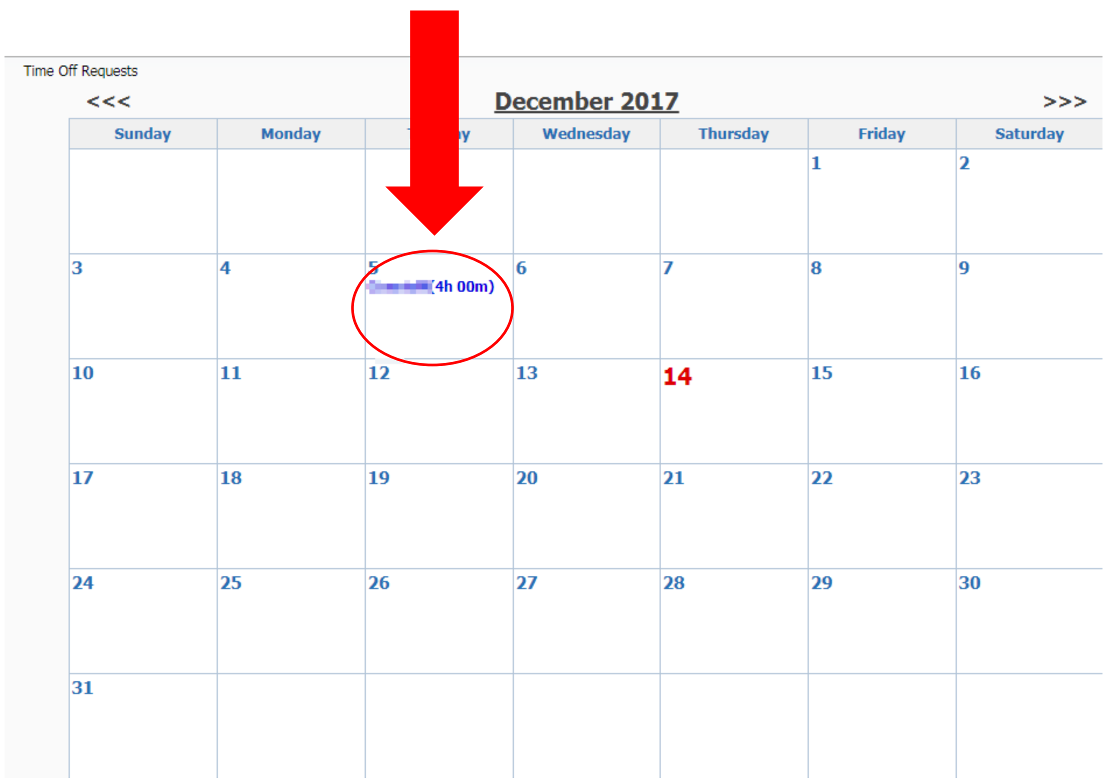


Employee Information: Calendar

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).



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