

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.

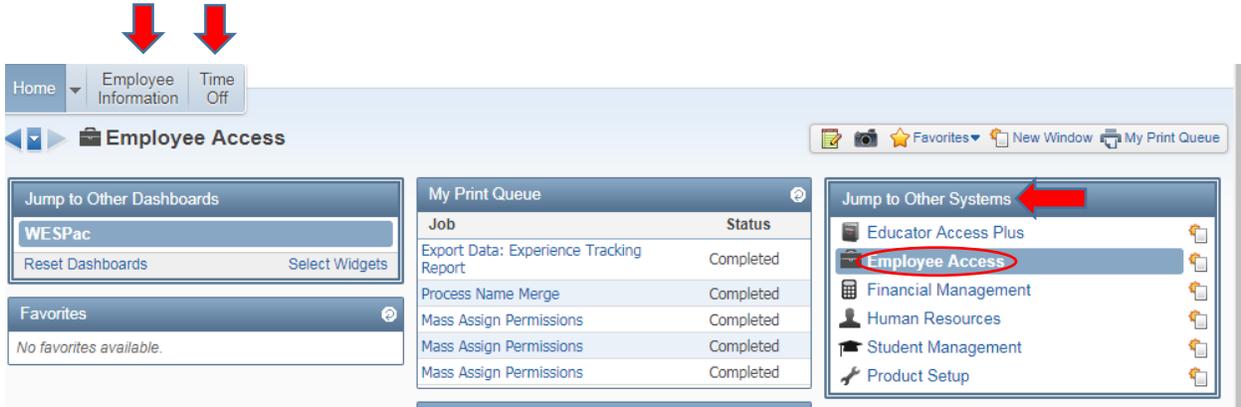
New users will be prompted to change their password after initial log in. Enter a new password if prompted, and then click Submit. Click OK on Password changed successfully message.

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

Employee Access – Main Menu

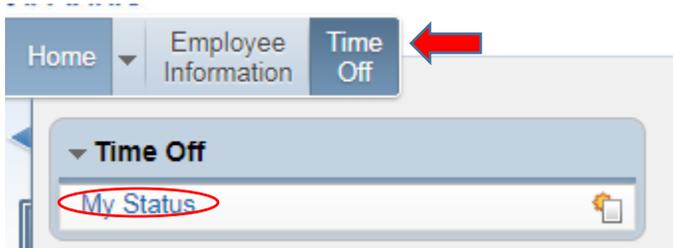
Users with access to other areas of Skyward may need to select Employee Access from the *Jump to Other Systems* Menu (as shown).

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.

The screenshot shows the 'My Time Off Status' page. At the top, there are 'Views: General' and 'Filters: *Skyward Default'. Below this is a table with the following columns: Time Off Code, Prior Year Remaining, Allocated, Used, Remaining, Approved, Waiting, and Available. The table contains three rows of data:

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

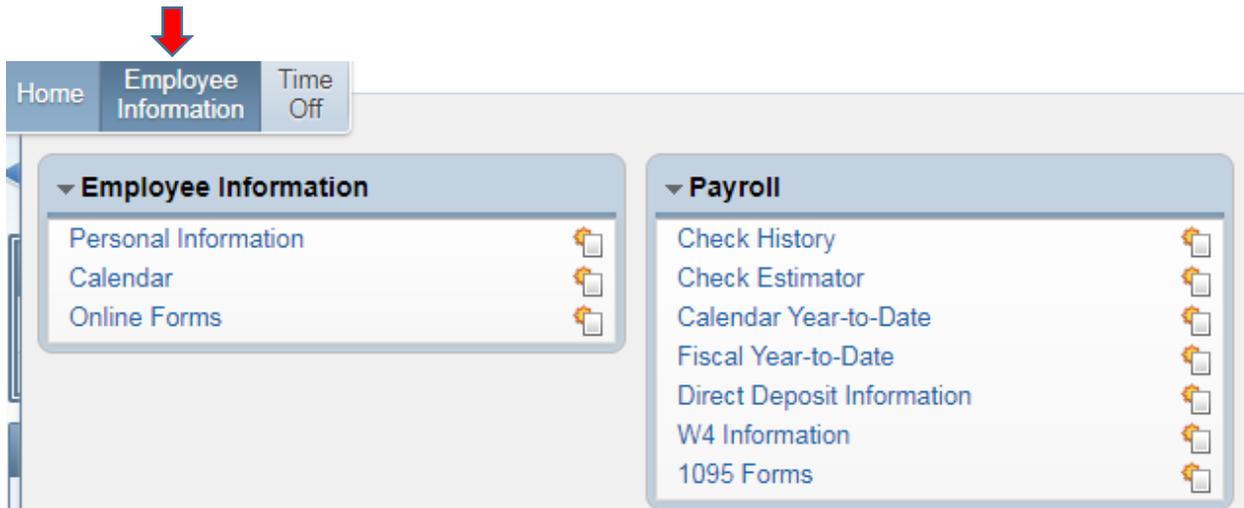
Detailed information for each category can be viewed by clicking the arrow on the drop down menu. An example is shown below.

The screenshot shows a web application titled "My Time Off Status". At the top, there are navigation icons and a star icon. Below the title, there are dropdown menus for "Views: General" and "Filters: *Skyward Default". The main content area is a table with columns: "Time Off Code", "Prior Year Remaining", "Allocated", "Used", "Remaining", "Approved", "Waiting", and "Available". The "Other Paid Leave" category is expanded, showing a sub-section for the "Current Year (Includes all dates)". Under this, there are two sub-sections: "Pending Requests" (stating "There are no Pending Requests available.") and "Time Off Transactions (up to today's date)". A table of transactions is displayed with columns: "Date", "Description/Reason", "Allocated", "Used", "Remaining", and "Unpaid". A red arrow points to the "Time Off Transactions" section. Below the transactions table, there are links for "Sick Leave" and "Vacation".

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



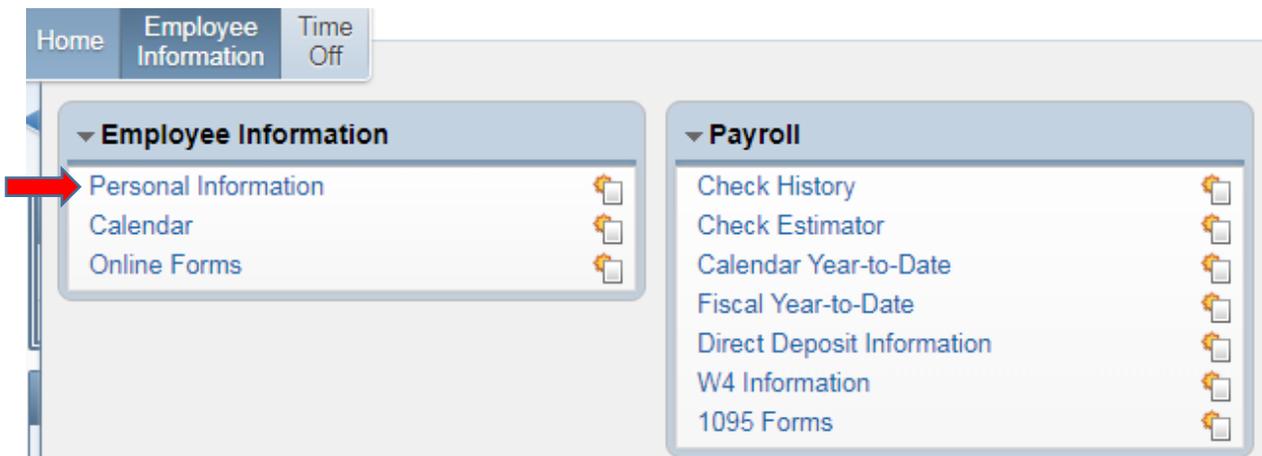
The **Employee Information** tab allows employees access to a variety of information, including:

Personal Information: Employees may view 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 Skyward 'Personal Information' page. 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 contains two rows of input fields: 'Former Name' and 'Spouse Name', each with a 'Conf.' dropdown menu set to 'No'. The 'Phone' section contains three rows of input fields for 'Phone 1', 'Phone 2', and 'Phone 3', each with an 'Ext.' field and a 'Conf.' dropdown menu set to 'No'. At the bottom, there are two rows for '1st Email' and '2nd Email', with a 'Type:' dropdown menu set to 'Personal'. A red arrow points to the 'Request Changes' button.

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.

The screenshot shows a web interface with a left-hand navigation menu and a main content area. The navigation menu includes 'Demographic', 'Personnel', 'Prof Development', 'Assignments', and 'Certifications'. The 'Personnel' menu item is circled in red, and a red arrow points to the 'Personnel Info' sub-item. The main content area is titled 'Personnel Info' and contains several input fields: 'Employee:' (with a dropdown), 'Type:', 'Hire Date:', 'Start Date:', 'Building Location:', 'Check Location:', 'Employee ID:', and 'State ID:'.

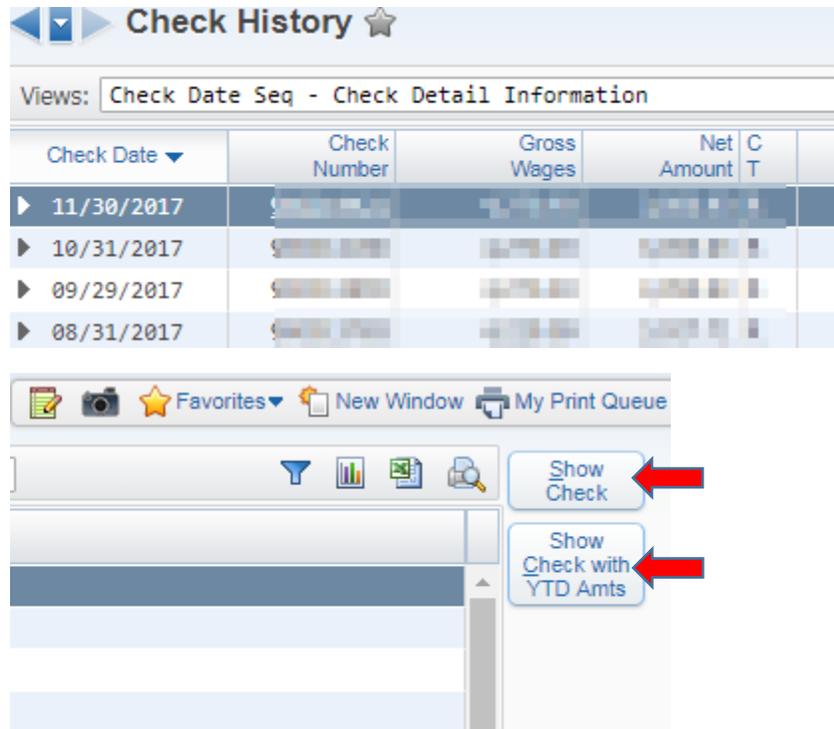
Employee Information: Payroll

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

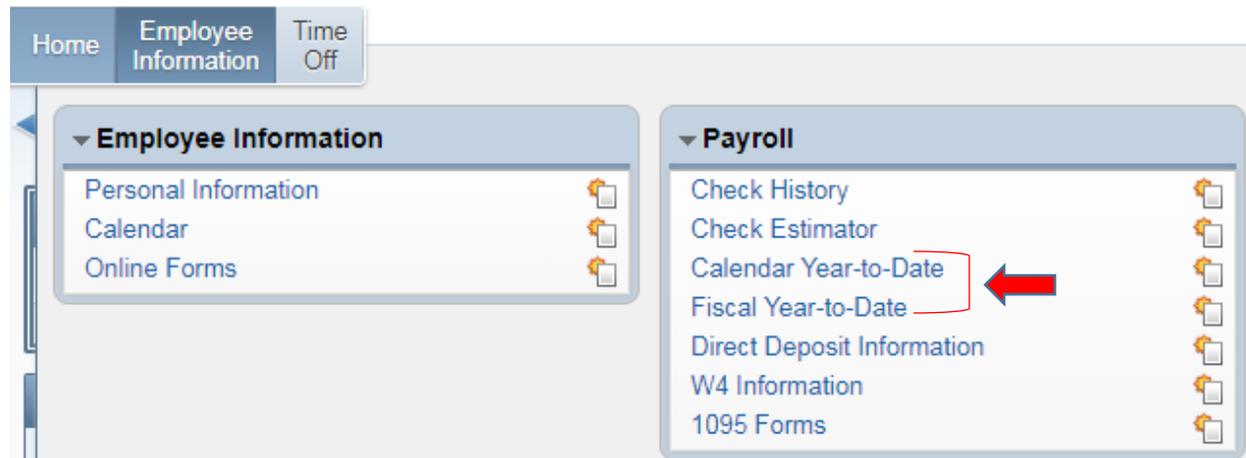
Check History displays paychecks processed to date in WESPaC.

The screenshot shows the 'Employee Information' screen with a top navigation bar containing 'Home', 'Employee Information', and 'Time Off'. The 'Employee Information' menu is expanded, showing 'Personal Information', 'Calendar', and 'Online Forms'. The 'Payroll' menu is also expanded, showing 'Check History', 'Check Estimator', 'Calendar Year-to-Date', 'Fiscal Year-to-Date', 'Direct Deposit Information', 'W4 Information', and '1095 Forms'. A red arrow points to the 'Check History' item in the Payroll menu.

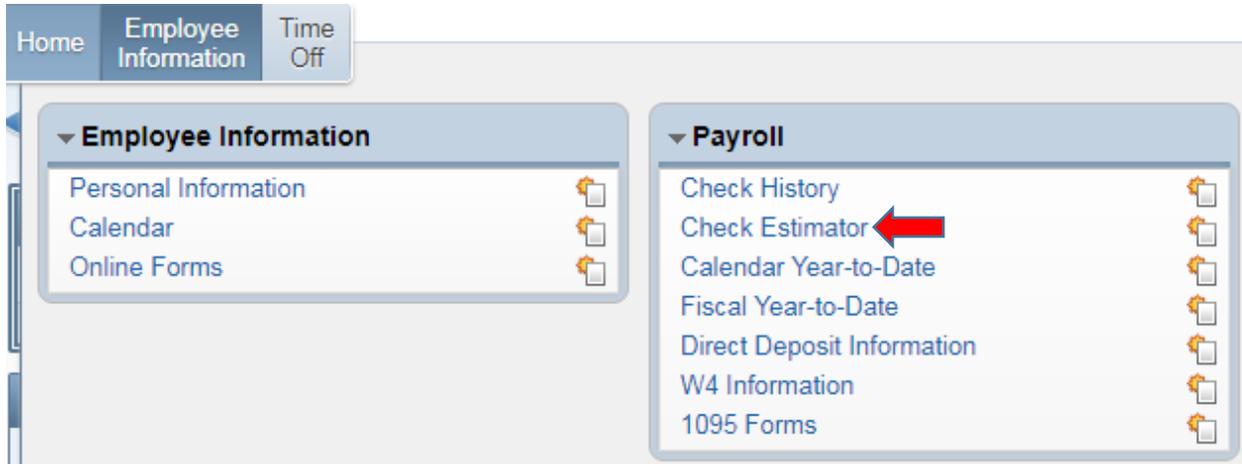
Select **Show Check** to view and/or print an individual check - **OR** – select **Show Check with YTD Amounts** to view and/or print year-to-date information.



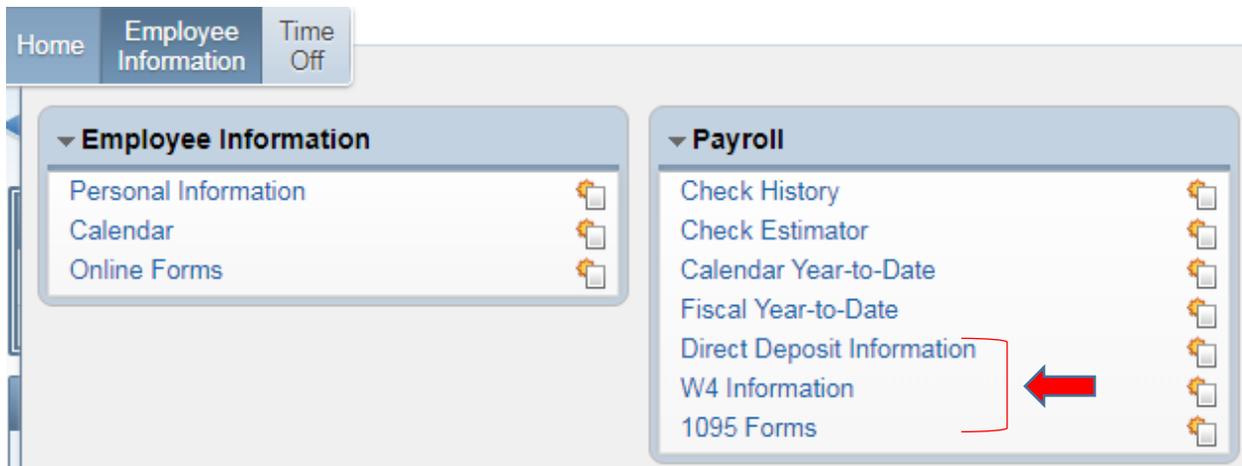
Calendar Year-to-Date and **Fiscal Year-to-Date** check history can be viewed and printed by selecting these menu options.



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 [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.

The screenshot shows the 'Employee Information' section of a web application. The left sidebar contains a menu with the following items: Demographic, Personnel, Payroll, Time Off Status, Food Service (expanded), Account Information (highlighted with a red arrow), Payments, and Purchases. The main content area is titled 'Personal Information' and includes an 'Employee' dropdown. Below this is the 'Account Information' section, which displays the following data:

Account Information	
Lunch Type:	Adult
Prior Year Balance:	\$0.00
+ YTD Payments:	\$0.00
- YTD Purchases:	\$0.00
= Current Balance:	\$0.00
Last Payment:	\$0.00
Last Check:	
Last Payment Date:	
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. 2106) to request changes to emergency contacts who are either current or former employees of the district.

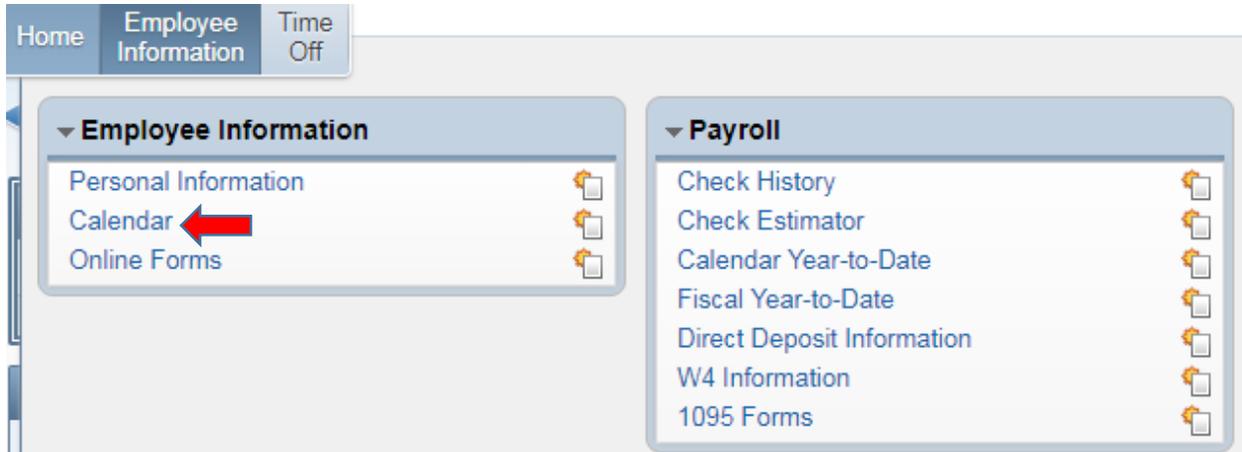
The screenshot shows the 'Employee Information' section of a web application. The left sidebar contains a menu with the following items: Demographic, Personnel, Payroll, Time Off Status, Food Service, Employee Letters, and Emergency Contacts (highlighted with a red arrow). The main content area is titled 'Personal Information' and includes an 'Employee' dropdown. Below this is the 'Emergency Contacts' section, which displays a table of contacts:

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

This is a close-up view of the 'Emergency Contacts' page. It shows a list of contacts with a 'Third Phon' field. To the right of the list are several action buttons: 'Add', 'Edit', 'Delete', 'Move Up', and 'Move Dn'. A red arrow points to the 'Delete' 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. The calendar is titled 'December 2017' and has navigation arrows on either side. The days of the week are listed at the top: Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday. The dates are arranged in a grid. A red arrow points to the date '5' (Tuesday), which has a blue bar below it with the text '(4h 00m)'. A red circle is drawn around this entry. The date '14' (Monday) is highlighted in red. The date '31' (Monday) is also visible at the bottom of the calendar.

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

Favorites New Window My Print Queue

Jump to Other Dashboards

WESPac

Reset Dashboards Select Widgets

Favorites

No favorites available.

My Print Queue

Job	Status
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