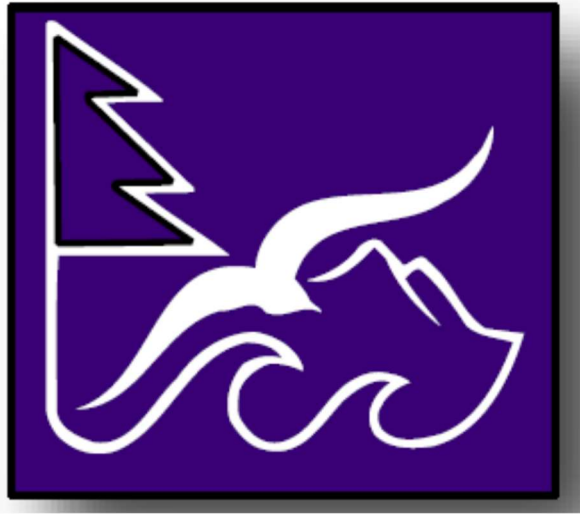


# Skyward Employee Access Instructions



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# Employee Access Instructions

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### Best Practices

- **Security-Do not share your Skyward username and password.** Employee Access displays personal information that you may want to keep confidential. If you are logged into Educator Access, your Employee Access tab will be visible.
- **Payroll Information Availability-**Monthly payroll information will be available for employees to view approximately 5 days before pay date. Deposits to bank accounts will not be made until payday itself.
- **Archiving, Monthly Payroll-**The district has not printed/distributed paper copies since December 2009. You may want to print a copy of your earnings statement each month for your paper based archives. Alternatively, you can make an electronic copy of your records as well.
- **Archiving After Separation from Employment-**If you separate from employment with the school district, your rights to Employee Access will be suspended, as well as your e-mail account and other electronic credentials. Print your year to date pay information from Employee Access prior to the suspension of your electronic credentials. A W-2 for the year in which you separate from employment will be mailed to your forwarding address when the W-2 becomes available.

# Employee Access Instructions

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## Introduction

Skyward Employee Access Module is a web based computer application that allows users to:

1. View your check history and print pay stubs with employer information – View and print Year-to-Date history for current and prior years. This can be very useful when applying for loans or other types of financing.
2. Use the check estimator – create different withholding and benefit scenarios to see how they will impact your take-home pay amount.
3. Print your W-2's – Creates a W-2 form that can be printed and mailed with your tax forms.
4. Check your personal information such as address or phone – Verify the information used by payroll. You may not change your data from this application.
5. Check your Calendar Year To Date payroll totals.
6. Check your Fiscal Year To Date (September 1 through August 31) payroll totals.
7. Verify your W-4 information – View your current withholding status. You may not change your data from this application but you can ask the payroll administrator how to make these changes.
8. Check your leave balance – What leave has posted against your leave balances?

## Accessing Employee Access

The Port Townsend School District has a quick link to access Employee Access its website: [www.ptschools.org/For Staff/Staff Logins/Skyward](http://www.ptschools.org/For%20Staff/Staff%20Logins/Skyward) or URL <https://www2.wrdc.wa-k12.net/launch/bookmark-wrdc-porttownsend.html>

Click on this button and you will be redirected to the SKYWARD Login screen.

Enter the login and password given to you by the Human Resources office.

SKYWARD®  
EMERALD SCHOOL DISTRICT  
Emerald SD Fiscal User Group

Login ID:   
Password:

[Forgot your Login/Password?](#)

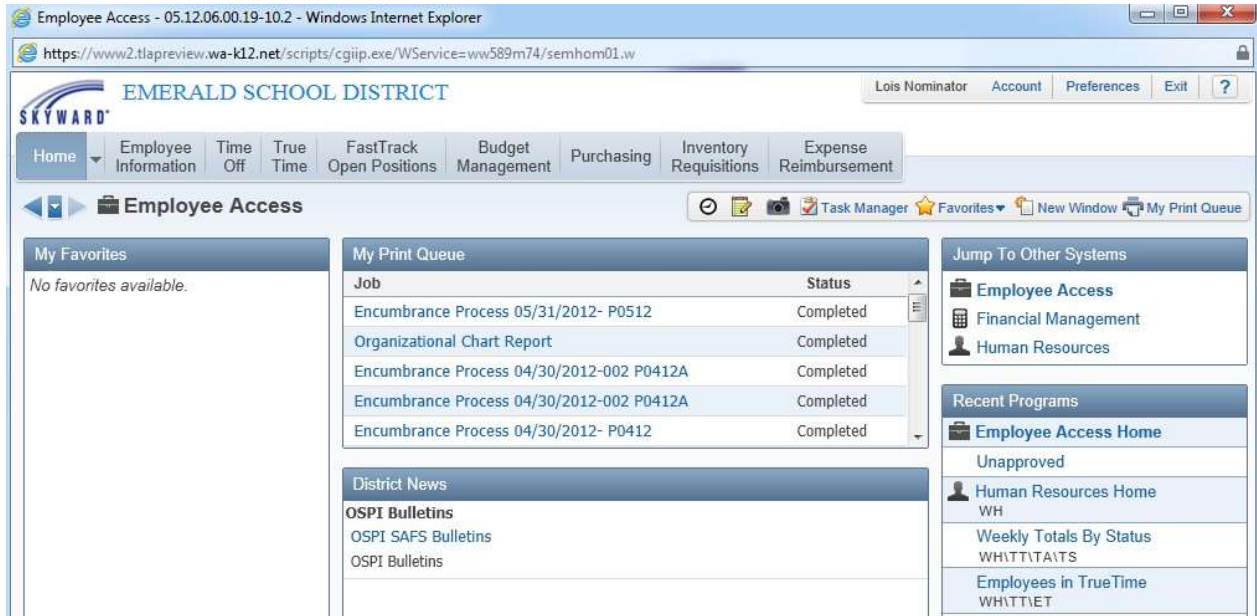
05.12.10.00.01-10.2

Login Area:

*Don't  
remember  
your login or  
password?  
Click here.*

# Employee Access Instructions

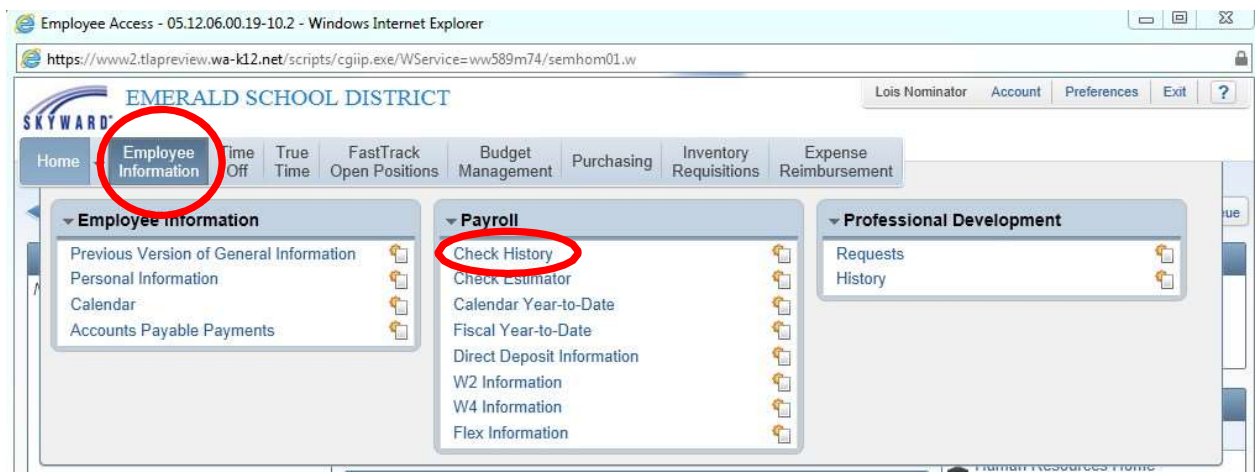
Once logged into SKYWARD, you may see more than Employee Access based upon your security settings. Depending on your security, you may have more or less tabs available than shown in the figure below.



The remainder of this document describes the information available to all Staff through the Employee Access module.

## Viewing and Printing Your Check History

To view your check history, click on the EMPLOYEE INFORMATION tab then in the PAYROLL field click on CHECK HISTORY.



# Employee Access Instructions

Your check information will be listed from the latest to the earliest.

Check History - 05.12.06.00.19-10.2 - Windows Internet Explorer  
https://www2.tlapreview.wa-k12.net/scripts/cgiip.exe/WService=ww589m74/epayrollbrws001.w

EMERALD SCHOOL DISTRICT  
Lois Nominator Account Preferences Exit ?

Home Employee Information Time Off True Time FastTrack Open Positions Budget Management Purchasing Inventory Requisitions Expense Reimbursement

Check History

Views: Check Date Seq - Check Detail Information Filters: \*Skyward Default

Check Date	Check Number	Gross Wages	Net Amount	C	T
▶ 05/31/2012	<u>900002752</u>	5,817.48	4,330.61	R	
▶ 04/30/2012	900002720	5,817.48	4,338.52	R	
▶ 03/30/2012	900002688	5,817.48	4,323.73	R	
▶ 02/29/2012	900002654	5,817.48	4,331.30	R	
▶ 01/31/2012	900002623	5,817.48	4,331.64	R	
▶ 12/31/2011	900002591	5,817.48	4,327.25	R	
▶ 11/30/2011	900002558	5,817.48	4,325.53	R	
▶ 10/31/2011	900002524	5,817.48	4,355.51	R	
▶ 09/30/2011	900002492	5,817.48	4,355.85	R	
▶ 08/31/2011	900002461	5,817.49	4,303.55	R	
▶ 07/29/2011	900002430	5,817.48	4,304.55	R	

Show Check  
Show Check with YTD Amts  
Timesheet Detail

Clicking on the underlined check number will bring up your payroll information for that month. This information will be available to you until you leave the district.

# Employee Access Instructions

Check Number 900002752 - 05.12.06.00.19-10.2 - Windows Internet Explorer  
 https://www.2.tlapreview.wa-k12.net/scripts/cgiip.exe/WService=vw589m74/epayrolledit002.w?isPopup=true

## Check Number 900002752

Check Information for LOIS NOMINATOR [Print](#)  
[Back](#)

<b>Employer Information</b> Name: EMERALD SCHOOL DISTRICT Address: 123 EMERALD VIEW DR EMERALD, WA 98999-5000	<b>Employee Information</b> Name: LOIS NOMINATOR Address: 1235 196TH ST LYNNWOOD, WA 98036
--	---

Net Amount = Gross Wages - Deductions

<b>Check Detail Information</b>	
Check Date: 05/31/2012	Gross Wages: 5,817.48
Check Number: 900002752	Net Amount: 4,330.61
Check Type: Regular	

Total of non-taxable deductions.

<b>Taxable Wage Information</b>				
	Federal	State	FICA	Medicare
Gross Wages:	5,817.48	5,817.48	5,817.48	5,817.48
Minus Deductions that Decrease Tax:	307.87			
Plus Taxable Benefits:				
<b>Taxable Gross Wages:</b>	<b>5,509.61</b>	<b>5,817.48</b>	<b>5,817.48</b>	<b>5,817.48</b>

Taxes for each column are calculated based on the Taxable Gross Wages amount.

<b>Pays</b>					
Description	Rate	Factor/Hours	Amount	Retire Hours	Period End
<a href="#">BUSINESS OFFICE</a>	5,817.48	1.00	5,817.48	184.00	05/31/2012

All contracts and time sheet payments for the pay period.

<b>Deductions</b>			
	--Decrease Tax--		
Description	Amount	Fed	St F/M
ANNUITY 40-SEIU	7.00	Y	Y
ANNUITY-SEIU	10.00	Y	Y
DENTAL - HARTFO	115.00		
Fed Inc Tax	605.19		
FICA	244.33		
MEDICAL ONE - B	122.22		
Medicare	84.35		
SERS Plan 2		Y	Y
SERS Plan 3	290.87	Y	Y
VISION - SCPC			
Workers' Comp	7.91		
	<b>Total: 1,486.87</b>		

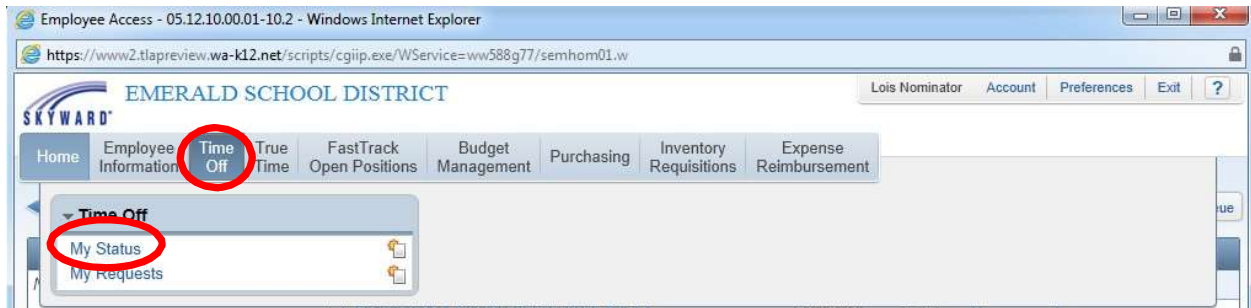
<b>Benefits</b>			
	-----Taxable-----		
Description	Amount	Fed	St F/M
DENTAL - HARTFO			
FICA	360.68		
HCA	62.48		
MEDICAL ONE - B	691.78		
Medicare	84.35		
SERS Plan 2			
SERS Plan 3	441.55		
Unemployment 00	14.54		
VISION - SCPC	153.00		
Workers' Comp	55.66		
	<b>Total: 1,864.04</b>		



# Employee Access Instructions

## Viewing Leave Balances

Leave balances are updated in real time. As soon as they are entered into the system they will be reflected in your balances. If you feel that something was entered incorrectly please contact your supervisor. To view leave balances and activity, Click on the TIME OFF button, then the MY STATUS button.



After you click on the MY STATUS button, you'll see a screen like this, showing each category of leave available to you in the TIME OFF CODE column, how the total of leave accrued and awarded in the current year under the ALLOCATED column, leave used in the USED column, and leave balances remaining in the REMAINING column:



Besides each leave TIME OFF CODE name type there is a arrow pointing to the right. Clicking on the arrow besides each leave category in the TIME OFF CODE column shows leave transactions recorded to date (see screenshot on page 7).

# Employee Access Instructions

My Time Off Status - 05.12.10.00.01-10.2 - Windows Internet Explorer

https://www2.tlapreview.wa-k12.net/scripts/cgiip.exe/WService=ww588g77/rtorqbrws007.w

EMERALD SCHOOL DISTRICT

Lois Nominator Account Preferences Exit ?

Home Employee Information **Time Off** True Time FastTrack Open Positions Budget Management Purchasing Inventory Requisitions Expense Reimbursement

My Time Off Status

Views: General Filters: \*Skyward Default

Time Off Code	Prior Year Remaining	Allocated	Used	Remaining	Approved	Waiting	Available	Unpaid	Future Remaining
Other Paid Leave		32h 00m	64h 00m	-32h 00m			-32h 00m		

Current Year (Includes all dates)

Pending Requests Add a Time Off Request  
There are no Pending Requests available.

Time Off Transactions (up to today's date) Print Time Off Transactions

Date	Description/Reason	Allocated	Used	Remaining	Unpaid	A
12/03/2010 Fri	Annual Move of Unawarded		8h 00m	-32h 00m		
12/02/2010 Thu	Annual Move of Unawarded		8h 00m	-24h 00m		
12/01/2010 Wed	Annual Move of Unawarded		8h 00m	-16h 00m		
11/30/2010 Tue	Annual Move of Unawarded		8h 00m	-8h 00m		
11/29/2010 Mon	Annual Move of Unawarded		8h 00m			
11/24/2010 Wed	Annual Move of Unawarded		8h 00m	8h 00m		
11/23/2010 Tue	Annual Move of Unawarded		8h 00m	16h 00m		
11/22/2010 Mon	Annual Move of Unawarded		8h 00m	24h 00m		
08/31/2007 Fri	Roll over su / Annual Rol	32h 00m		32h 00m		

Sick Leave 1504h 43m 1504h 43m 1504h 43m

Vacation 512h 00m 512h 00m 512h 00m

## Viewing Personal Information

Personal Information such as Address and Phone may be verified using Employee Access. In addition to viewing check information, you may run payroll reports on user-specified periods of time. You may also change your Employee Access password.

## Viewing Address and Phone Information

Click on the EMPLOYEE INFORMATION then PERSONAL INFORMATION:

Personal Information - 05.12.10.00.01-10.2 - Windows Internet Explorer

https://www2.tlapreview.wa-k12.net/scripts/cgiip.exe/WService=ww588g77/rempltabs001.w

EMERALD SCHOOL DISTRICT

Lois Nominator Account Preferences Exit ?

Home **Employee Information** Time Off True Time FastTrack Open Positions Budget Management Purchasing Inventory Requisitions Expense Reimbursement

Employee Information Payroll Professional Development

Personal Information Calendar Accounts Payable Payments

Check History Check Estimator Calendar Year-to-Date Fiscal Year-to-Date Direct Deposit Information W2 Information W4 Information Flex Information

Requests History



# Employee Access Instructions

This screen will appear:

Personal Information - 05.12.10(0).01-102 - Windows Internet Explorer  
<https://www2.tlapreview.wa-k12.net/scripts/cgiip.exe/WService=ww588g77/rempltabs001.w>

EMERALD SCHOOL DISTRICT Account Preferences Exit

Home **Employee Information** Time Off True Time FastTrack Open Positions Budget Management Purchasing Inventory Requisitions Expense Reimbursement

Personal Information **It** Favorites New Window My Print

Demographic: Employee: NOMINATOR LOIS

**Employee Info** ) (see HStory

Address )

Personnel )

Personnel Info

Lane/Step History

Employee Information

Assignments

Prof Development Request Ch n

Certifications

**Payroll**

Checks

Check Estimator

Calendar YTD

Fiscal YTD

History Report

Direct Depos

W2 Information

W4 Information

Flex Information

Time Off Status

Insurance

Sub Transactions

AP Payments

Time Off Org Chart

UDF Tables

Calendar Year Benefits

Contact

FOOD HANDLERS PEF

TEST

Attachments

Reports

My Own Info

Web Post

---

**Name**

Former Name:

Spouse Name:

**Phone**

Phone 1: (	Ext:	Cont.
		No
		No
Phone 2: (	Ext:	Cont.
		No
		No
Phone 3: (	Ext:	Cont.
		No
		No

Email: LO SNOMINATOR@@esd.bog

**Race and Ethnicity**

Ethmty:  Hispanic/Labno?


FederalRace:  1-American Indian or Alaskan Native

2-Asian

3-Black or African American

4-Native Hawaiian or Other Pacific Islander

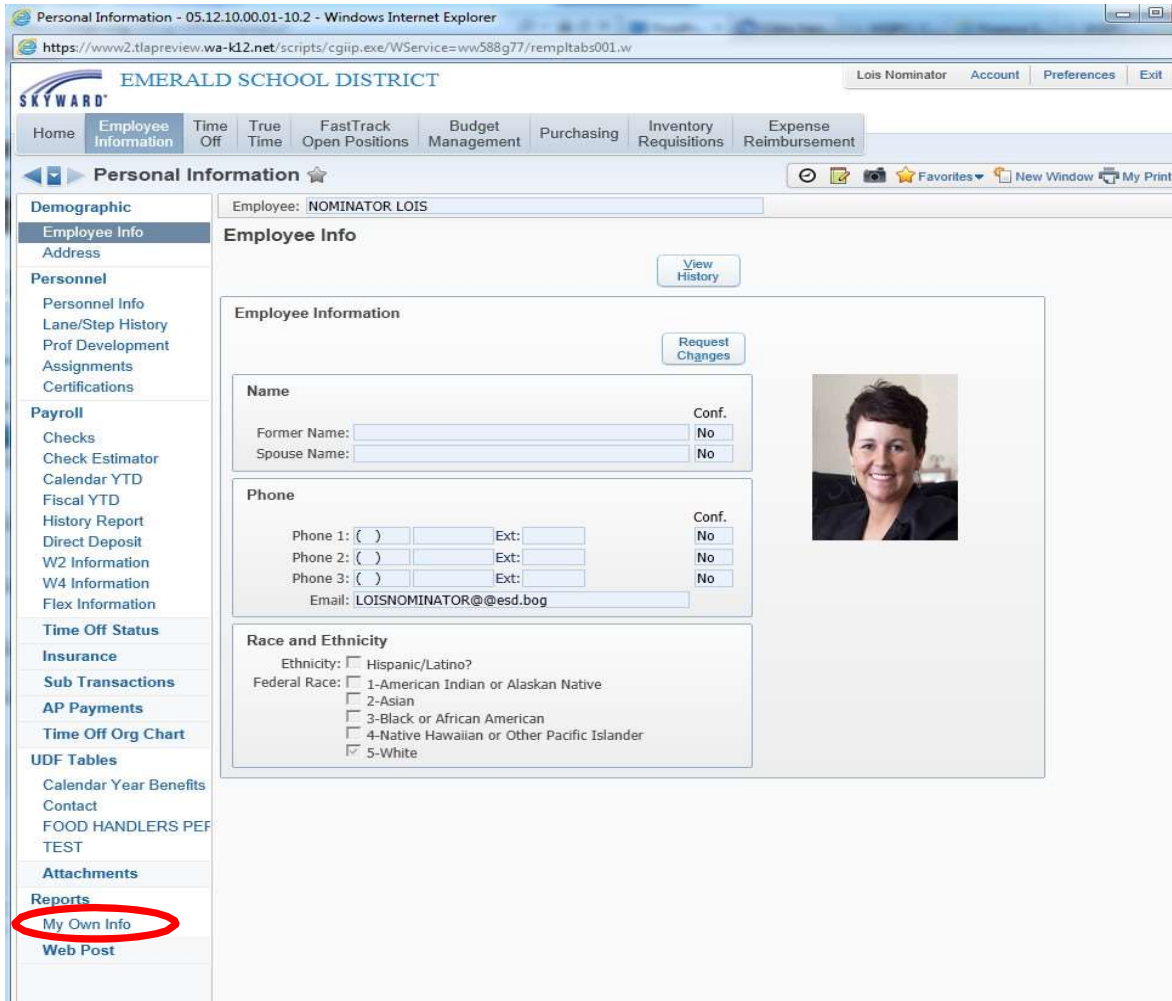
5-White



# Employee Access Instructions

## Running Payroll Reports

Employee Access allows users to run specific reports on their payroll information. To view and or run payroll reports available to you, select EMPLOYEE INFORMATION >PERSONAL INFORMATION (shown on page 8). Then click on MY OWN INFO under Reports (see screenshot below).



The Report Options Screen allows you to select the report you want to run. Highlight the desired report by single clicking on it. Then hit PRINT (see screenshot on next page). The report will run.

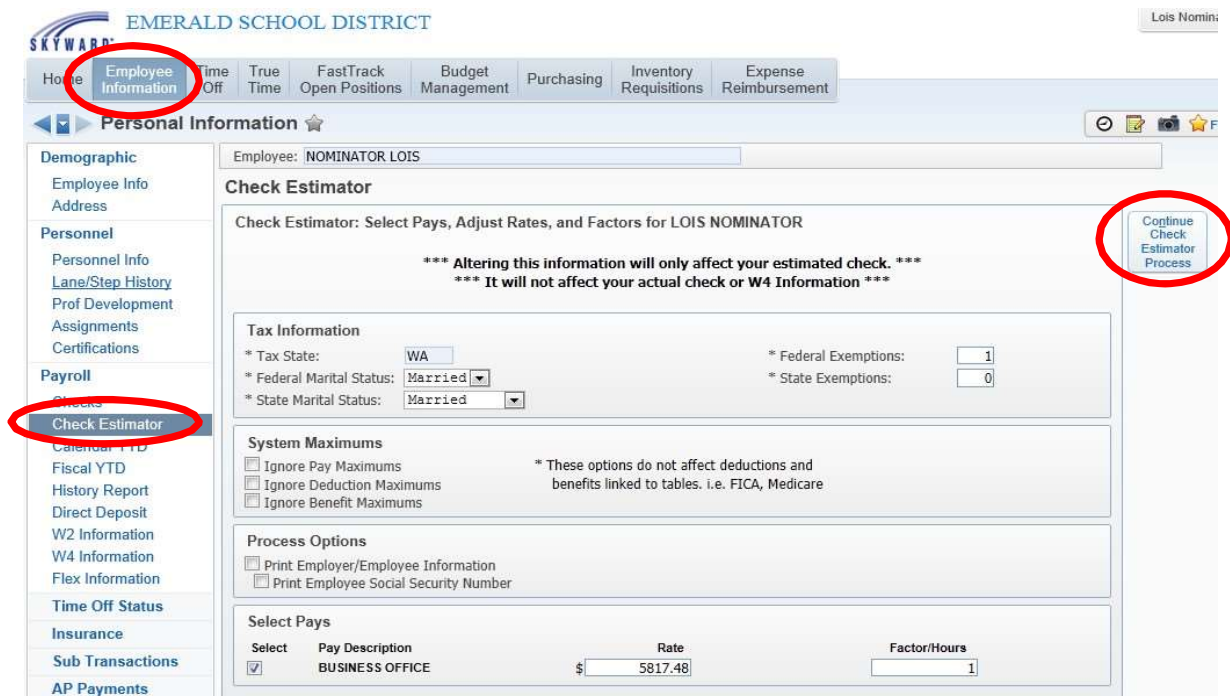
# Employee Access Instructions



## Using the Check Estimator

If you would like to see what your check looks like with different deductions, you can use the Check Estimator. Go to EMPLOYEE INFORMATION > PERSONAL INFORMATION > CHECK ESTIMATOR. ***Please note: this will not change your payroll. This feature is informational only.***

The first screen (shown on page 11) enables you to make changes to withholding status and pay rate information. When finished entering the changes you wish to calculate on the first screen, select the ***Continue Check Estimator Process*** button. Make sure that at least one of the pay types is selected or the estimator will not work.



# Employee Access Instructions

Check Estimator - Adjust Deductions and Benefits - 05.12.10.00.01-10.2 - Windows Internet Explorer

https://www2.tlapreview.wa-k12.net/scripts/cgiip.exe/WService=ww588g77/epayrolledit009.w?isPopup=true

### Check Estimator - Adjust Deductions and Benefits

Check Estimator: Adjust Deductions/Benefits for each Pay for LOIS NOMINATOR

\*\*\* Altering this information will only affect your estimated check. \*\*\*  
\*\*\* It will not affect your actual check or W4 Information \*\*\*

**BUSINESS OFFICE**

Pay Description	Rate	Factor/Hours
BUSINESS OFFICE	5817.48	1

Deductions		
Select	Description	Amount
<input checked="" type="checkbox"/>	ANNUITY 40-SEIU	\$ 7.00
<input checked="" type="checkbox"/>	ANNUITY-SEIU	\$ 10.00
<input checked="" type="checkbox"/>	DENTAL - HARTFO	\$ 115.00
<input checked="" type="checkbox"/>	Fed Inc Tax	TABLE
<input checked="" type="checkbox"/>	FICA - 4.2000%	TABLE
<input checked="" type="checkbox"/>	MEDICAL ONE - B	\$ 122.22
<input checked="" type="checkbox"/>	Medicare - 1.4500%	TABLE
<input checked="" type="checkbox"/>	SERS Plan 2	\$ 0.00
<input checked="" type="checkbox"/>	SERS Plan 3	\$ 290.87
<input checked="" type="checkbox"/>	VISION - SCPC	\$ 0.00
<input checked="" type="checkbox"/>	Workers' Comp	\$ 7.91

Benefits		
Select	Description	Amount
<input checked="" type="checkbox"/>	DENTAL - HARTFO	\$ 0.00
<input checked="" type="checkbox"/>	FICA - 6.2000%	TABLE
<input checked="" type="checkbox"/>	HCA	\$ 62.48
<input checked="" type="checkbox"/>	MEDICAL ONE - B	\$ 691.78
<input checked="" type="checkbox"/>	Medicare - 1.4500%	TABLE
<input checked="" type="checkbox"/>	SERS Plan 2	\$ 0.00
<input checked="" type="checkbox"/>	SERS Plan 3	\$ 441.55
<input checked="" type="checkbox"/>	Unemployment 00	TABLE
<input checked="" type="checkbox"/>	VISION - SCPC	\$ 153.00
<input checked="" type="checkbox"/>	Workers' Comp	\$ 55.66

Calculate Check

The second screen allows the user to adjust the deductions and benefits of each payroll assignment. Once all deduction/benefit changes have been made, click on the Calculate Check to complete the Check Estimator Process.

**Note: This process does not make changes to your payroll.**

## Verify your W-4 information

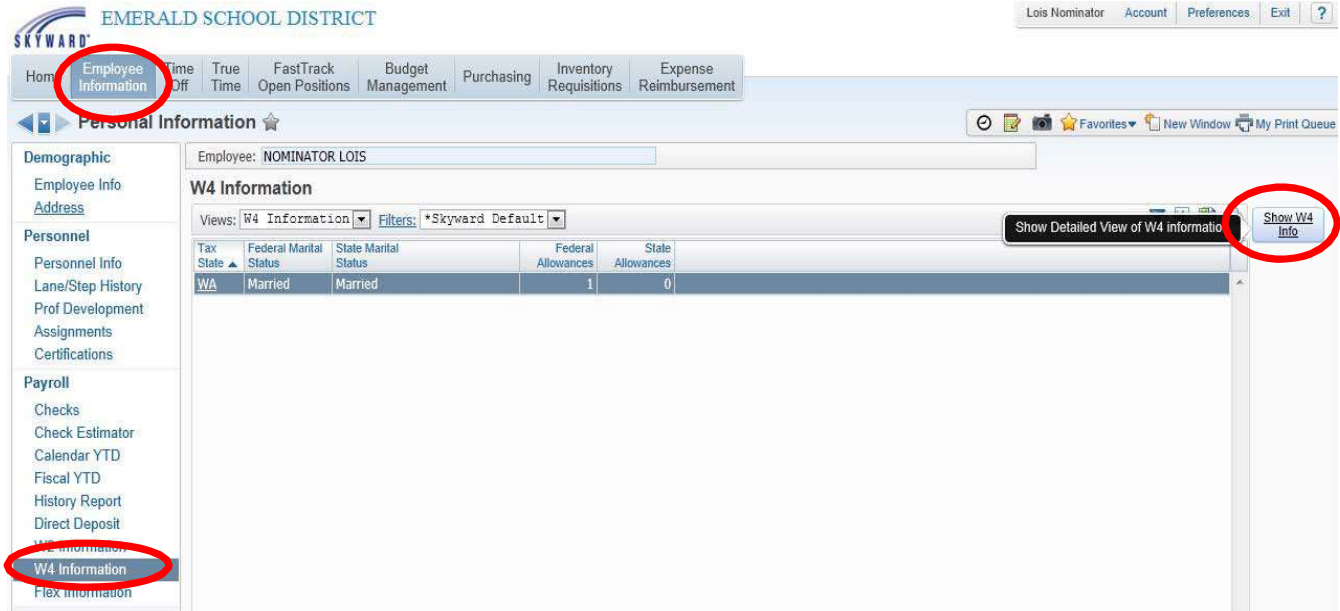
Employee Access enables you to view the withholding status from your W-4 form.

**The information in this area is informational. If you want to make a change, you will need to contact payroll.**

Go to EMPLOYEE INFORMATION > PERSONAL INFORMATION > PAYROLL > W4 INFORMATION

From here you will be able to view the information currently being used by payroll to calculate your federal withholding. Click on SHOW W4 Info (see screenshot on page 13).

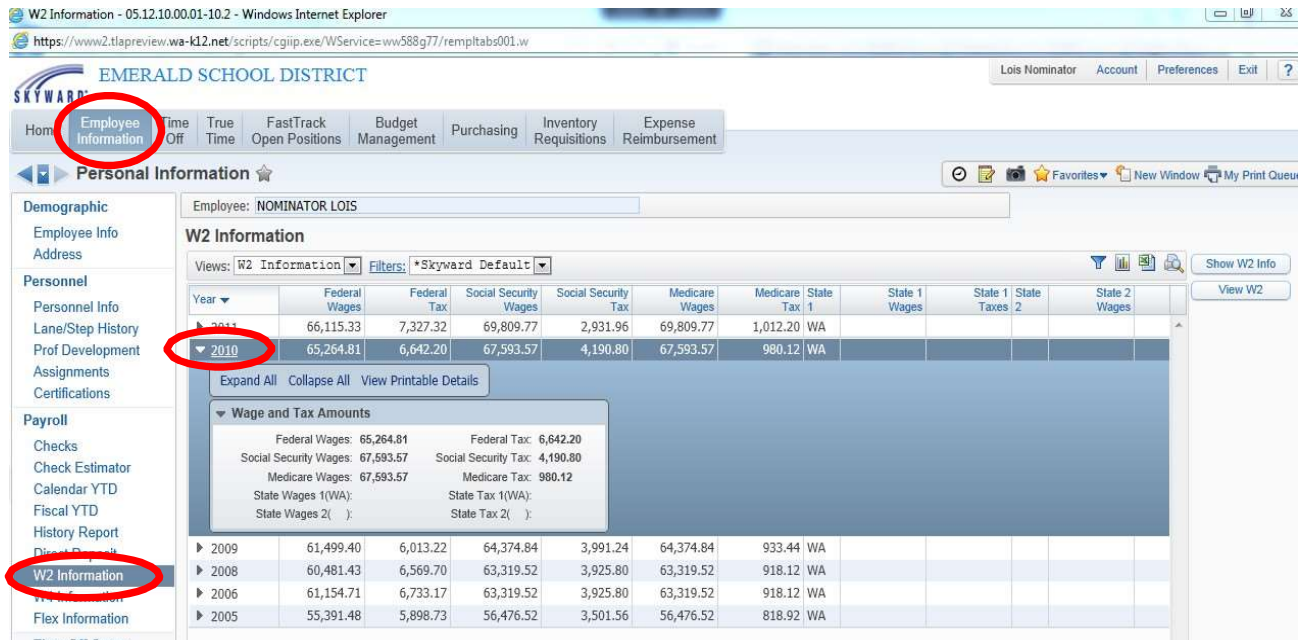
# Employee Access Instructions



## Viewing and Printing W-2

Employee Access enables you to view and print your W2 information. Go to EMPLOYEE INFORMATION>PERSONAL INFORMATION> PAYROLL > W2 INFORMATION.

Select the year you would like to view by clicking on the arrow to the left of the year. A box will appear that explains how the information on your W2 is calculated. To print an actual W2, use your mouse to select the desired year and select the View W2 button on the right. Your W2 will be displayed in PDF format which you can then print and use for filing your taxes.





# Employee Access Instructions

To print an actual W2, use your mouse to highlight the desired year, then click the View W2 button on the right. If you want to view how your W2 Information is calculated, click on the SHOW W2 INFO button. Your W2 and “Show W2 Info” report will be displayed in PDF format and can be printed.

EMERALD SCHOOL DISTRICT

Lois Nominator Account Preferences Exit ?

Home Employee Information Time Off True Time FastTrack Open Positions Budget Management Purchasing Inventory Requisitions Expense Reimbursement

Personal Information

Employee: NOMINATOR LOIS

**W2 Information**

Views: W2 Information Filters: \*Skyward Default

Show Detailed View of W2 information Show W2 Info View W2

Year	Federal Wages	Federal Tax	Social Security Wages	Social Security Tax	Medicare Wages	Medicare Tax	State Tax 1	State 1 Wages	State 1 Taxes 2	State 2 Wages
▶ 2011	66,115.33	7,327.32	69,809.77	2,931.96	69,809.77	1,012.20	WA			
▶ 2010	65,264.81	6,642.20	67,593.57	4,190.80	67,593.57	980.12	WA			
▶ 2009	61,499.40	6,013.22	64,374.84	3,991.24	64,374.84	933.44	WA			
▶ 2008	60,481.43	6,569.70	63,319.52	3,925.80	63,319.52	918.12	WA			
▶ 2006	61,154.71	6,733.17	63,319.52	3,925.80	63,319.52	918.12	WA			
▶ 2005	55,391.48	5,898.73	56,476.52	3,501.56	56,476.52	818.92	WA			