Skyward Employee Access Instructions

Contents (Use mouse to click to desired section)

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.

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 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.

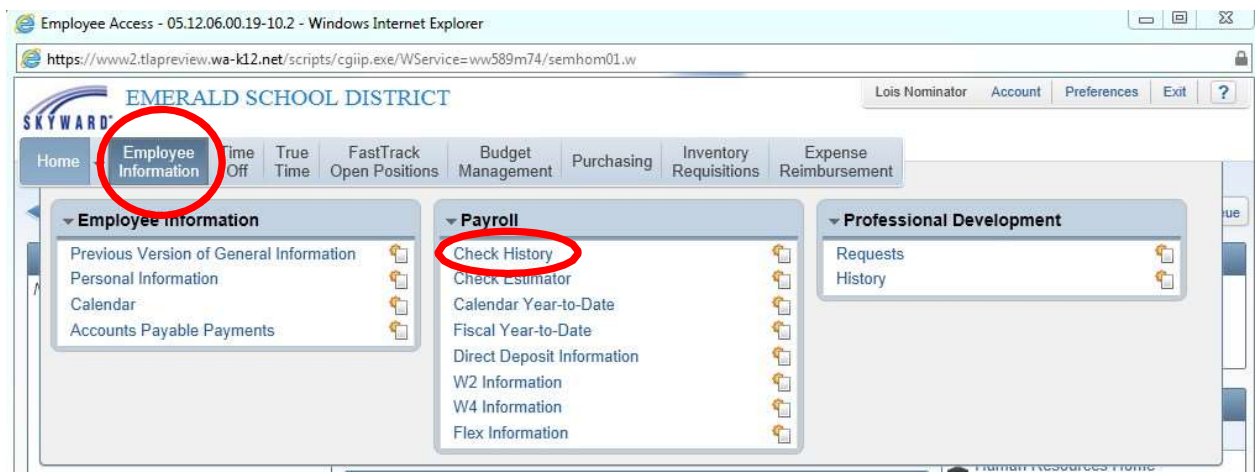Enter the login and password given to you by the Human Resources office.

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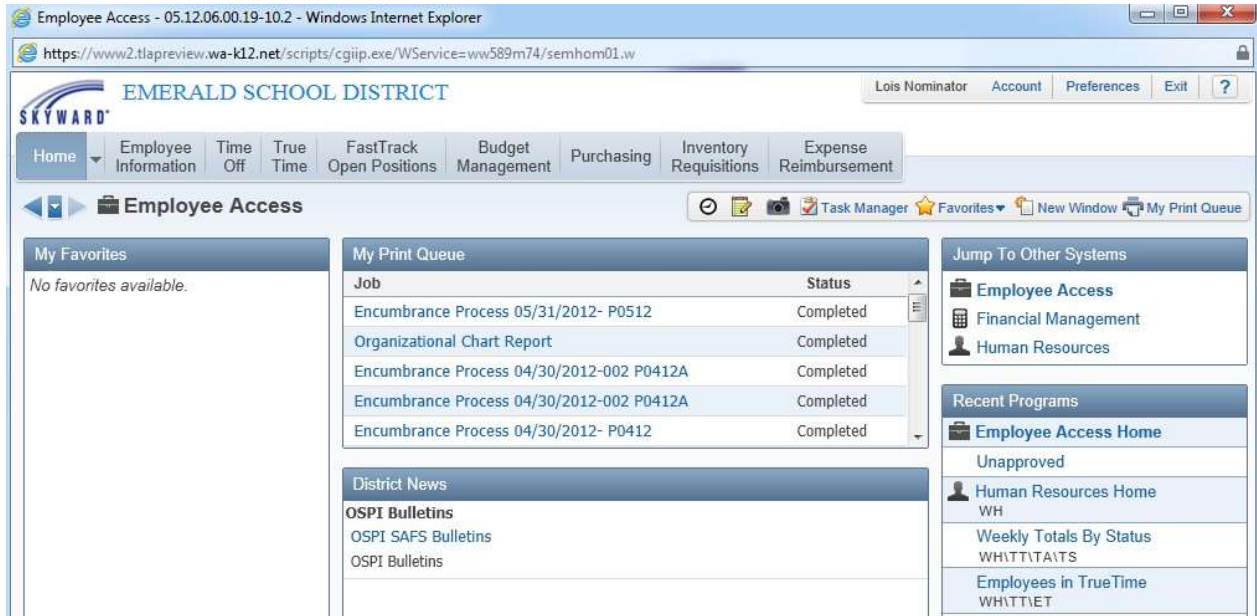
The remainder of this document describes the information available to all Staff through the Employee Access module.

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.

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

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.

Check Number 900002752 - 05.12.06.00.19-10.2 - Windows Internet Explorer

https://www2.tlapreview.wa-k12.net/scripts/cgiip.exe/WService=ww589m74/epayrolledit002.w?isPopup=true

Check Number 900002752

Check Information for LOIS NOMINATOR

Print

Back

Employer Information
Name: EMERALD SCHOOL DISTRICT
Address: 123 EMERALD VIEW DR
EMERALD, WA 98999-5000

Employee Information
Name: LOIS NOMINATOR
Address: 1235 196TH ST
LYNNWOOD, WA 98036

> Net Amount = Gross Wages - Deductions

Check Detail Information
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.

Taxable Wage Information

	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:				
Taxable Gross Wages:	5,509.61	5,817.48	5,817.48	5,817.48

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

Pays

Description	Rate	Factor/Hours	Amount	Retire Hours	Period End
BUSINESS OFFICE	5,817.48	1.00	5,817.48	184.00	05/31/2012

> All contracts and time sheet payments for the pay period.

Deductions

--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			
Total: 1,486.87				

Benefits

------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			
Total: 1,864.04				

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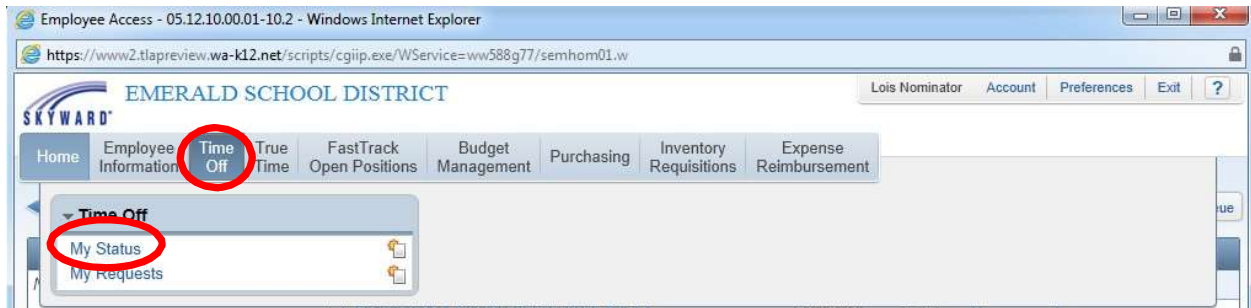
After you click on the MY STATUS button, you'll see a screen like this, showing each category of leave available to you in the TIME OFF CODE column, how the total of leave accrued and awarded in the current year under the ALLOCATED column, leave used in the USED column, and leave balances remaining in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

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:

This screen will appear:

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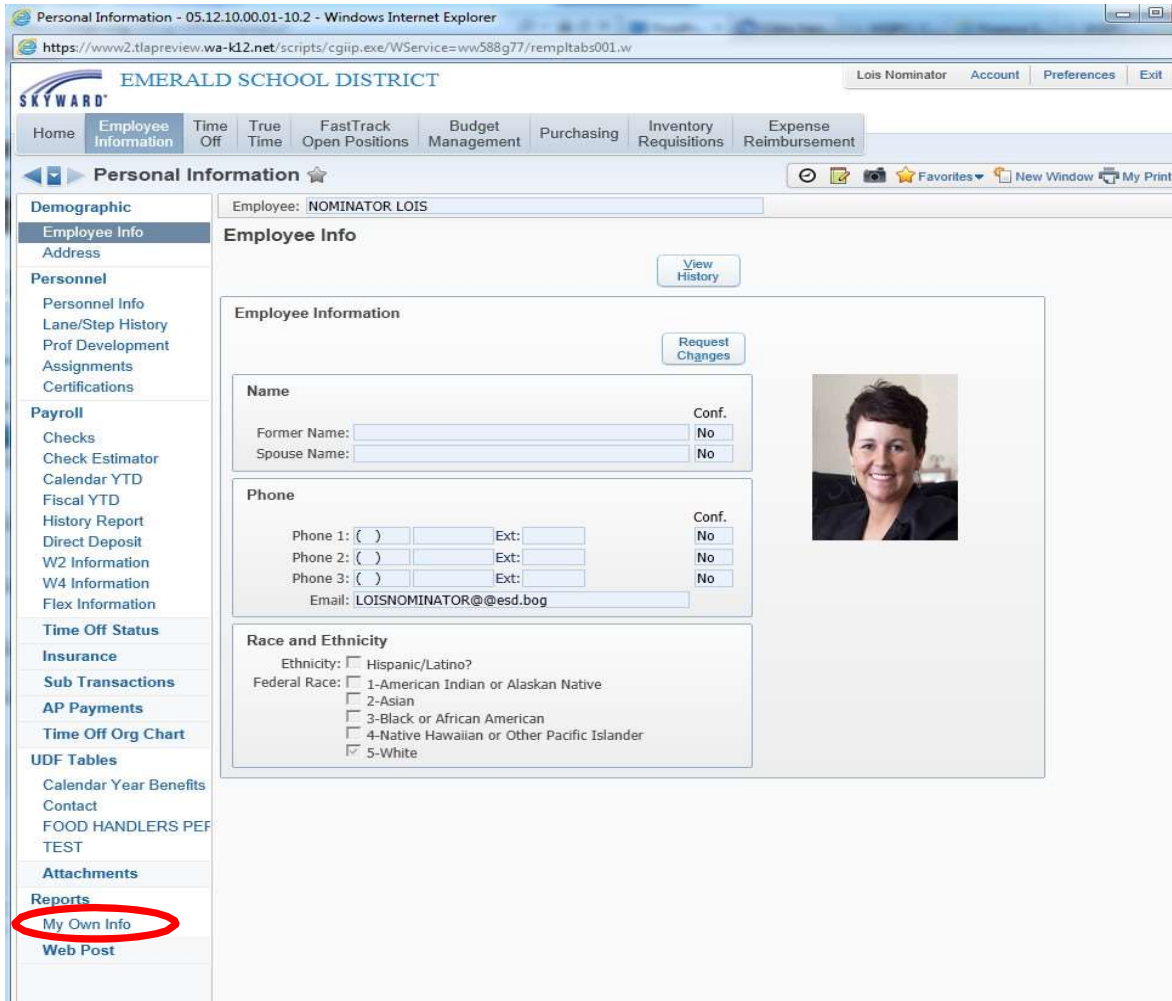
The Report Options Screen allows you to select the report you want to run. Highlight the desired report by single clicking on it. Then hit PRINT (see screenshot on next page). The report will run.

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.

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).
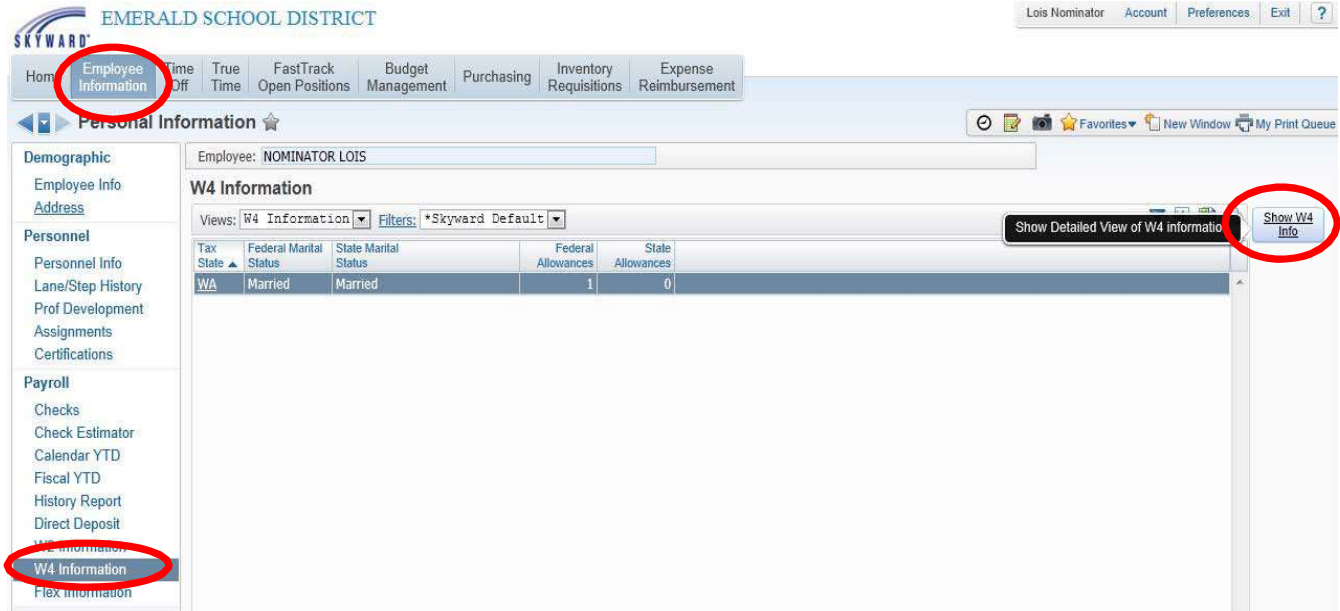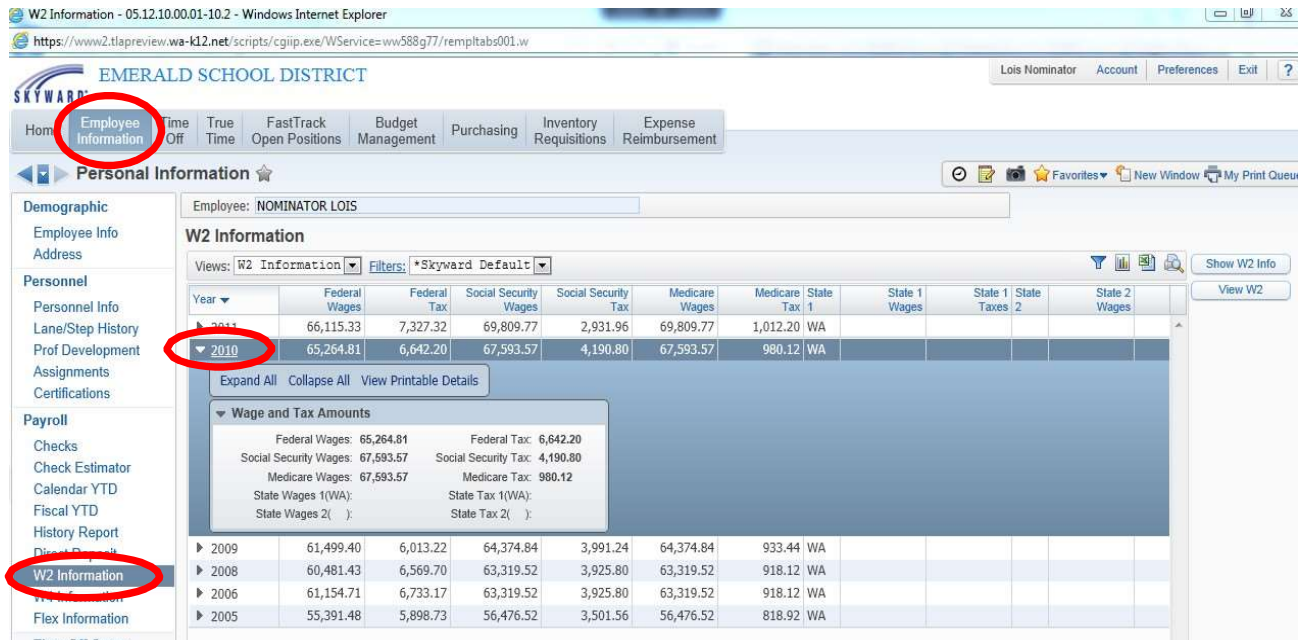
Viewing and Printing W-2

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.

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.