Getting Started with Skyward Employee Access (Payroll)

Instructions for Employees Only

Employee Access allows employees to review their personal, payroll, time off, and contract information.

To Login to Employee Access

- Go to www.emsisd.com
- Select **Employees Tab**
- Click **Skyward**, and then select the link for **Employee Access**
- Enter your Login ID and password

To View Check History

- Select **Employee Information**
- Choose **Payroll**
- Select **Check History** to display a list of checks
- Select the check date
- Click the **Show Check** button
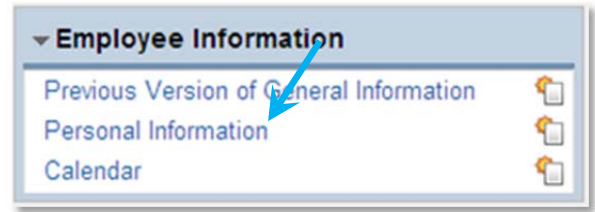- Select printing options
- Click Print
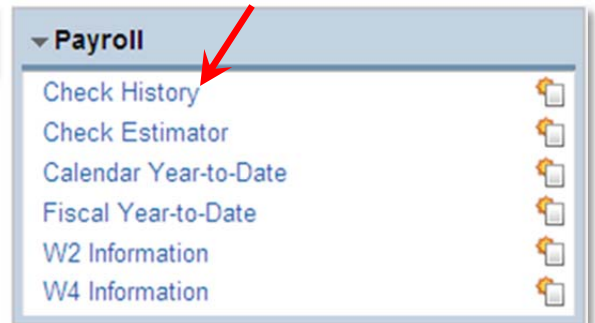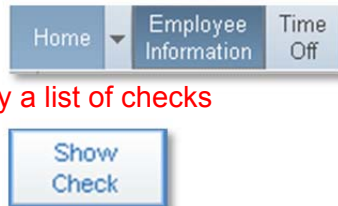
To View W2 Data

- Select **Employee Information**
- Choose **Payroll**
- Select **W2 Information** to view your W2's
- Select the year, then click the **View W2** button
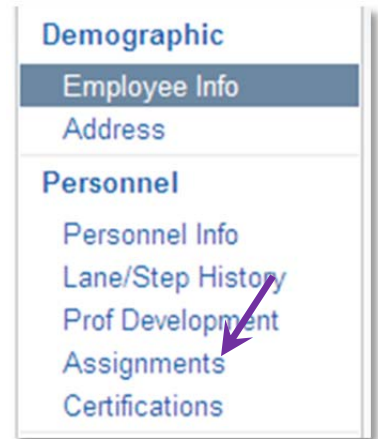- Select Open View W2 to view your W2
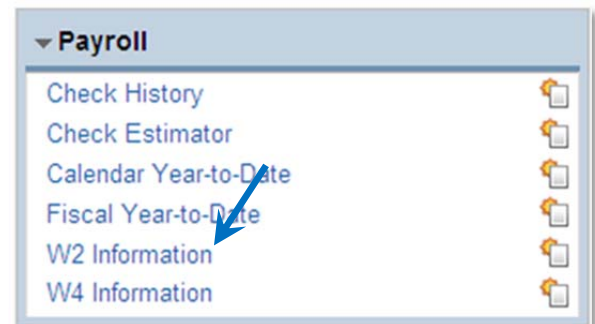
To View Personnel Info

- ▪ Select **Employee Information**
- ▪ Choose **Personal Information**

- • Select from the menu by clicking on the information you would like to view.

- • Click on the arrow to expand information detail

For Payroll issues, contact:
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