

# Getting Started with Skyward Employee Access (Payroll)

## Instructions for Substitutes Only

Employee Access allows employees to review their personal, payroll, tax, and other employee information.

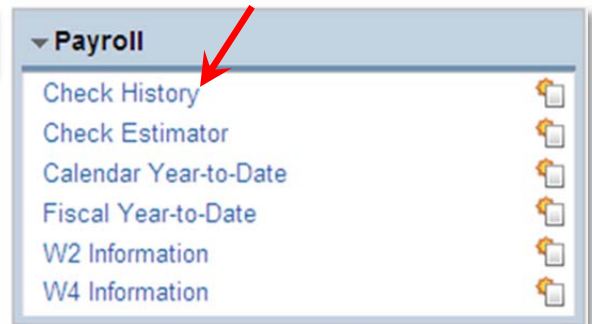
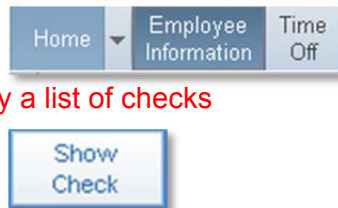
### To Login to Employee Access

- Go to [www.emsisd.com](http://www.emsisd.com)
- Select **Employees Tab**
- Click **Skyward**, and then select the link for **Employee Access**
- Enter your Login ID and password



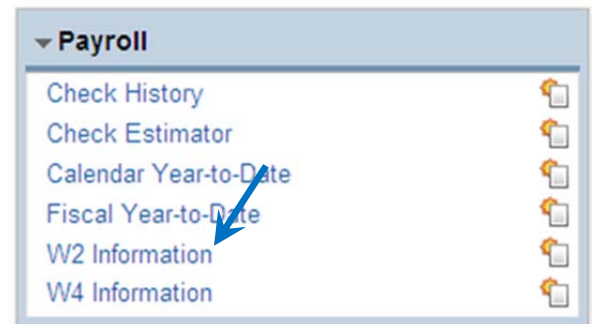
### To View Check History

- 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



For Payroll issues, contact:  
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