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 <u>www.emsisd.com</u>
- Select Employees Tab
- Click Skyward, and then select the link for Employee Access
- Enter your Login ID and password

S K Y W A R D		
Eagle Mo	ountain Saginaw ISD FDB	
Login ID: Password:		
	Sign In Forgot your Login/Password?	04.11.06.00.14

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



Check History	4
Check Estimator	4
Calendar Year-to-Date	4
Fiscal Year-to-Date	4
W2 Information	4
W4 Information	9



Time

Off

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To View Personnel Info

- Select Employee Information
- Choose Personal Information

- Employee Information		
Previous Version of General Information	•	
Personal Information	<u>_</u>	
Calendar	1	



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

Click on the arrow to expand information detail

Expand All Collapse All	Modify Details (displaying 6 of 6)	View Printable Details
Fosition Information]	
Assignment Informati	on	
▶ Term Information		
Salary Information		
Payroll Information		
▶ Payroll Account Distri	bution	

For Payroll issues, please contact:

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For Skyward Login issues, please contact:

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