

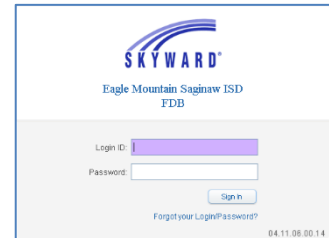
Instructions for Employees Only

Getting Started with Skyward Employee Access (Payroll)

The Employee Access application allows the employee to review their personal information, payroll, tax and contract information.

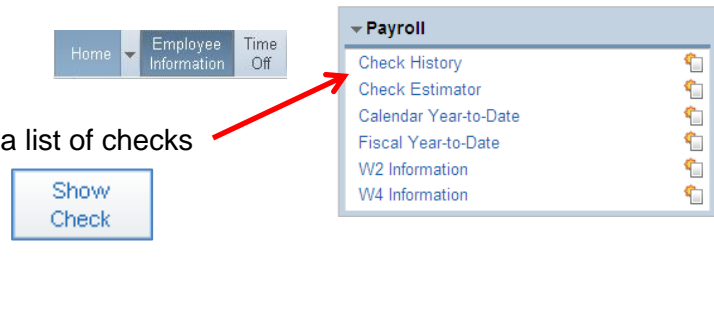
To Log-in

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



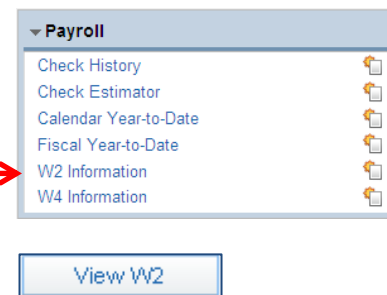
To View Check History

- 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
- Print



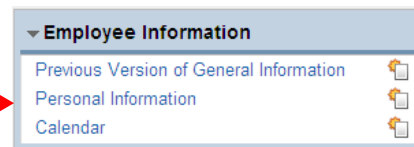
To View W2 Data

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

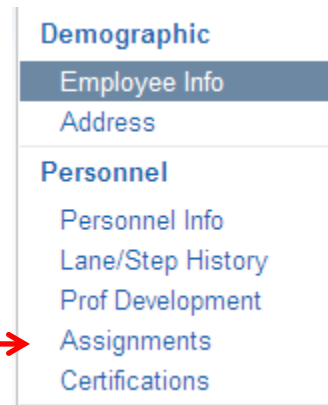


To View Personnel Info

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



- From the menu on the left, select the information you would like to view
- To view your **Calendar Term Days**
 - Select **Assignments**
 - Click on the symbol next to your position to expand the details
 - Click symbol next to **Term Information**



Assignments

Assignment Information
Assignment Year: 2018-2019

Views: General Filters: *Skyward Default

Position	Assignment	Group	Building
TECHNOLOGY	SYSTEM SUPPORT SPECIALIST		TECHNOLOGY

Expand All Collapse All Modify Details (displaying 7 of 7) View Printable Details

- ▶ Position Information
- ▶ Assignment Information
- ▼ Term Information
 - Calendar: 235 Day Calendar Days: 235.00
 - Start Date: 07/02/2018 End Date: 06/28/2019
 - Hours: 1,762 Minutes: 30
 - Hours Per Day: 7:30 % Employed: 100.000%
 - FTE: 1.00000 Calc FTE: 1.00000
- ▶ Salary Information

20 1 records displayed

For Payroll issues, contact:	For Skyward issues, contact:
Len Timmermann, Payroll Sr. Specialist (Professionals & Para's) (817) 232-0880, Ext. 2483	Help Desk (Skyward Login Issues) (817) 232-0880, Ext. 2917
Courtney Baker, Payroll Specialist (Auxilliary) (817) 232-0880, Ext. 2485	Shawn Lee, System Analyst (Skyward Educator/Family Access) (817) 232-0880, Ext. 2570
Jamie Erwin, Benefits Coordinator (817) 232-0880, Ext. 2486	Sarah Partain, System Analyst (Skyward Business/Employee Access) (817) 232-0880, Ext. 2571
Crystal Robin, Payroll Specialist (817) 232-0880 Ext. 2488	
Stella Mendoza, Payroll/Benefits Director (817) 232-0880, Ext. 2408	
Michele Davis, Payroll/Benefits Assistant Director (817) 232-0880, Ext. 2409	