

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.

Login In

- 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
- Print



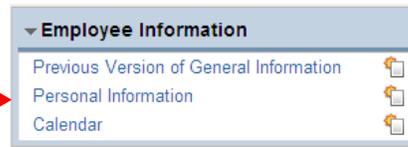
To View W2 Data

- 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

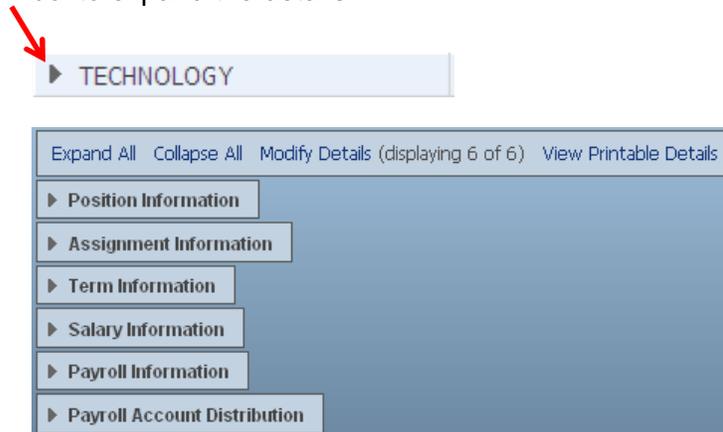
- Select **Employee Information**
- Choose **Personal Information**



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



- Click on the symbol to expand the details



or Payroll issues, contact:

- Priscilla Finch (Professionals & Para's)
(817) 232-0880, Ext. 2980
- Len Timmermann (Auxiliary)
(817) 232-0880, Ext. 2979
- Stella Mendoza, Payroll/Benefits Coordinator
(817) 232-0880, Ext. 2953

For Skyward Login issues, contact:

- Julia Wolfe, (817) 232-0880, Ext. 2917
Sarah Partain, (817) 232-0880, Ext. 2913