

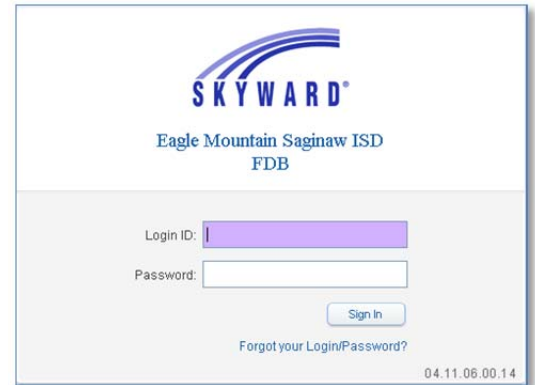
Getting Started with Skyward Employee Access (Payroll)

Instructions for Employees Only

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

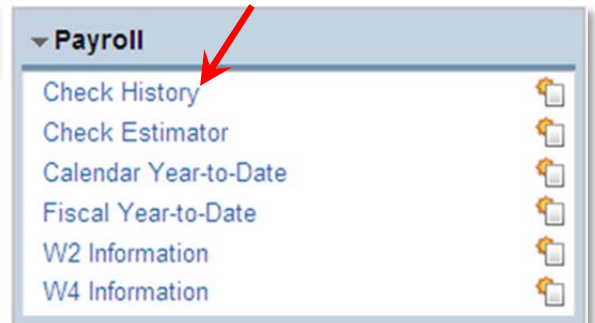
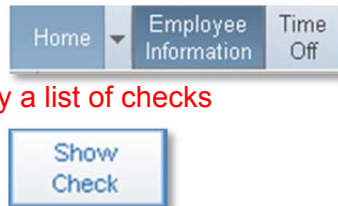
To Login to Employee Access

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



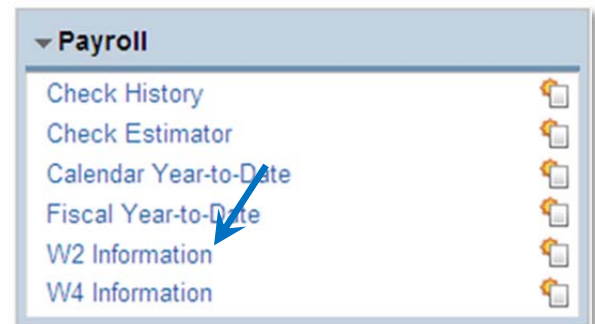
To View Check History

- 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**



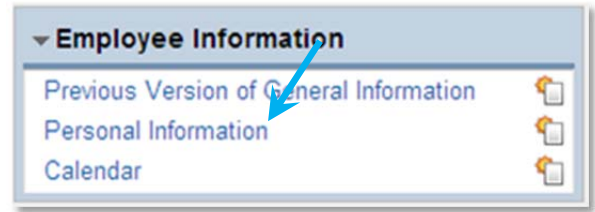
To View W2 Data

- 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

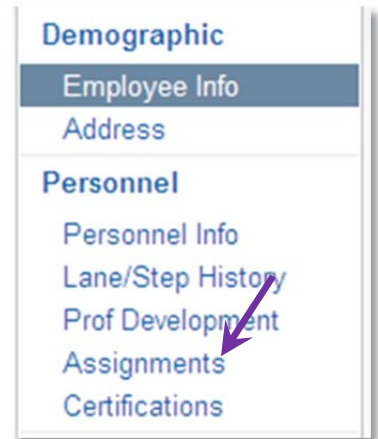


To View Personnel Info

- 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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817-232-0880, ext. 2980
Priscilla Finch, (Auxiliary)
817-232-0880, ext. 2979
Kelly Clark, (Benefits)
817-232-0880, ext. 2978
Stella Mendoza, Director of Payroll & Benefits
817-232-0880, ext. 2953

For Skyward Login issues, contact:
Glenda Martin, Systems Specialist
817-232-0880, ext. 2917
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