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. Below are directions to view calendar details.

 *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

If you need assistance with Skyward login, call the Technology

Help Desk at 817-232-0880, ext 2917 or aperez01@ems-isd.net



*To View Personnel Info*

* Select **Employee Information**
* Choose **Personal Information**
* Select from the menu by clicking on the

information you would like to view.

* Select **Assignments**



* Click on the arrow to expand **Term** **Information** to view calendar dates

