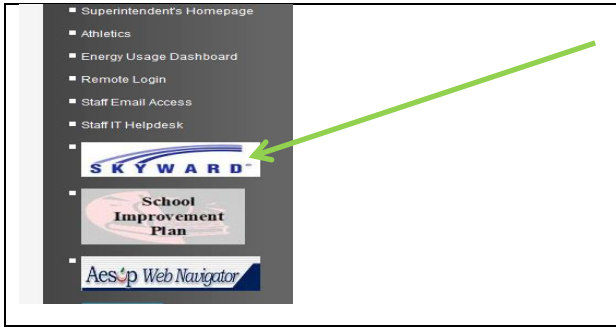
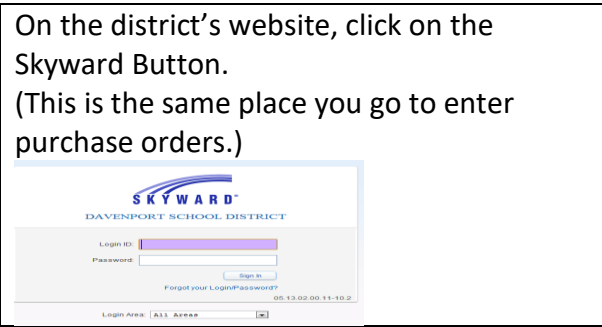


# EMPLOYEE ACCESS

**1. Login** - You will use the same login you use for grades and/or purchase orders.



On the district's website, click on the Skyward Button.  
(This is the same place you go to enter purchase orders.)



You will be taken to a page like the one below. You should see your name on the top right.

## SELECT Employee Access

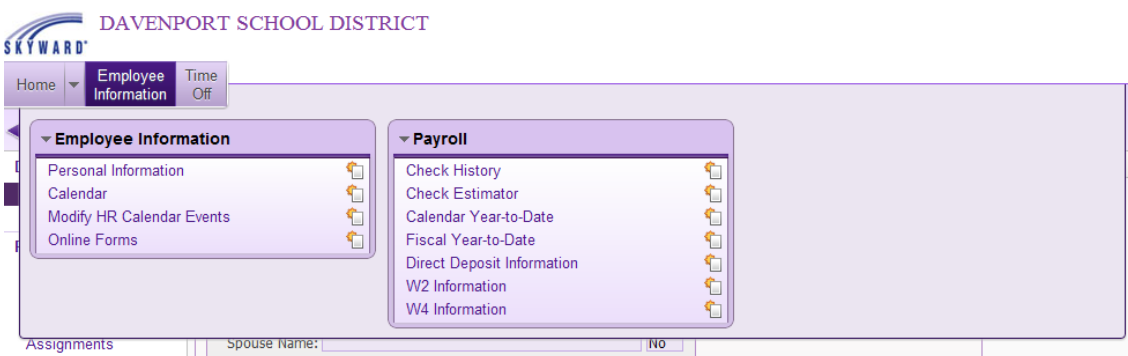


Click on Employee Access on the far right of the screen.  
You will then have 2 choices above, Employee Information and Time Off.

## 2. Employee Information

Employee Information gives you the chance to view personal information, and payroll information.

**Payroll:** you can view your check history, calendar or fiscal year to date earnings, direct deposit information and W-2's and W-4 information. You can even use the check estimator to see how your check would be affected by changing your W-4. **If you want to change your W-4, you still need to submit a paper copy to the district office.**



**Employee Information**

- Personal Information
- Calendar
- Modify HR Calendar Events
- Online Forms

**Payroll**

- Check History
- Check Estimator
- Calendar Year-to-Date
- Fiscal Year-to-Date
- Direct Deposit Information
- W2 Information
- W4 Information

**SELECT Employee Information then SELECT Personal Information.** Under **Personnel** you can verify your credits, certifications and lane step history (see next page).

When you **SELECT PROF DEVELOPMENT**, it then opens the screen below listing clock hours and credits.

**Professional Development**

Views: General Filters: \*Skyward Default

Type	Institution	Course Title/Description	Course Number	Start Date	Completion Date	Att
Credit	ESD 101	APPLE FALL 1997 ROUNDTABLE	SPK102		10/02/1997	0
Credit	ESD 101	INLAND EMPIRE ADMIN CONFERE	SPR504		08/23/2005	0
Credit	ESD 101	SELF ESTEEM	SPE006		02/13/1992	1
Credit	ESD 101	SIX TRAIT WRITING (ELEMENTAR	SPL027		10/23/1998	1
Credit	ESD 101	TEACHING ESSENTIAL LEARN WI	SPJ297		09/11/1997	3
Credit	ESD 105	COMPUTER BASED STUDY	YKN076		08/28/2001	0
Credit	ESD 105	LD & TECH	YKM188		03/29/2000	2
Credit	ESD 105	LD & TECH	YKM228		08/16/2000	2
Credit	ESD 105	LE TECH & LITERACY	YKN329		08/17/2001	2
Credit	ESD 112	FUN FOR ALL IN PHYSICAL EDUC	VAV0572		09/13/2007	3
Credit	ESD 112	TEACHERS AS COUNSELORS	VAA007		01/27/1988	0
Credit	ESD 113	USE WHOLE LANGUAGE STRATEC	SE126		12/06/1991	0
Credit	WASH ATH ASSN	DIST 7 LEAGUE COACHES ORIENT	WIA-939		09/01/1998	0
Credit	WASH ATH ASSN	FALL AD WORKSHOP	IAA1557		09/13/2010	0

Lane/Step History shows where you are placed on the teacher pay scale and your TOTAL credits.

**Lane/Step History**

Views: General Filters: \*Skyward Default

Type	Placement	Effective Date	Lane	Step	Credits
Contract	TEACHER	09/01/2011	MA	14.00	147.00
Contract	TEACHER	08/15/2012	MA	15.00	147.00
Contract	TEACHER	07/01/2013	MA	16.00	147.00

### 3. Time Off - The Time off button shows current balances for Sick Leave, Personal Leave and/or Vacation. **SELECT Time Off and then My Status.**

This screen shows your total allocated, total used, total remaining for each leave.

Time Off Code	Prior Year Remaining	Allocated	Used	Remaining	Approved	Waiting	Available	Unpaid	Future Remaining	Future Wa
Sick Leave		1323h 30m	44h 00m	1279h 30m			1279h 30m			
Vacation		778h 00m	576h 00m	202h 00m			202h 00m			

If you select the triangle on the far left of the page, you can open your leave information. This will show you when your leave was allocated and when it was used. All leaves are calculated based on hours.

Views: General Filters: \*Skyward Default

Time Off Code	Prior Year Remaining	Allocated	Used	Remaining	Approved	Waiting	Available	Unpaid	Future Remaining	Future Wa
Other Paid Leave	72h 00m	56h 00m	16h 00m	16h 00m			16h 00m			
Sick Leave	841h 30m	104h 00m	737h 30m	737h 30m			737h 30m			

Current Year (Includes all dates)

Pending Requests

There are no Pending Requests available.

Time Off Transactions (up to today's date) Print Time Off Transactions

Date	Description/Reason	Allocated	Used	Remaining	Unpaid
03/19/2013 Tue	Sick Day / Sick Leave	8h 00m	737h 30m	737h 30m	
01/24/2013 Thu	Sick Day / Sick Leave	8h 00m	745h 30m	737h 30m	
09/30/2012 Sun	Auto Accrual / Leave Roll	96h 00m	753h 30m	737h 30m	
09/18/2012 Wed	Sick Day / Sick Leave	8h 00m	657h 30m	737h 30m	
06/29/2012 Fri	Auto Accrual / Leave Roll	9h 36m	665h 30m	737h 30m	
05/01/2012 Thu	Auto Accrual / Leave Roll	9h 36m	655h 54m	737h 30m	
05/24/2012 Thu	Sick Day / Sick Leave	8h 00m	648h 18m	737h 30m	
04/30/2012 Mon	Auto Accrual / Leave Roll	9h 36m	648h 18m	737h 30m	
03/30/2012 Fri	Auto Accrual / Leave Roll	9h 36m	644h 42m	737h 30m	
03/21/2012 Wed	Sick Day / Sick Leave	4h 00m	650h 30m	737h 30m	