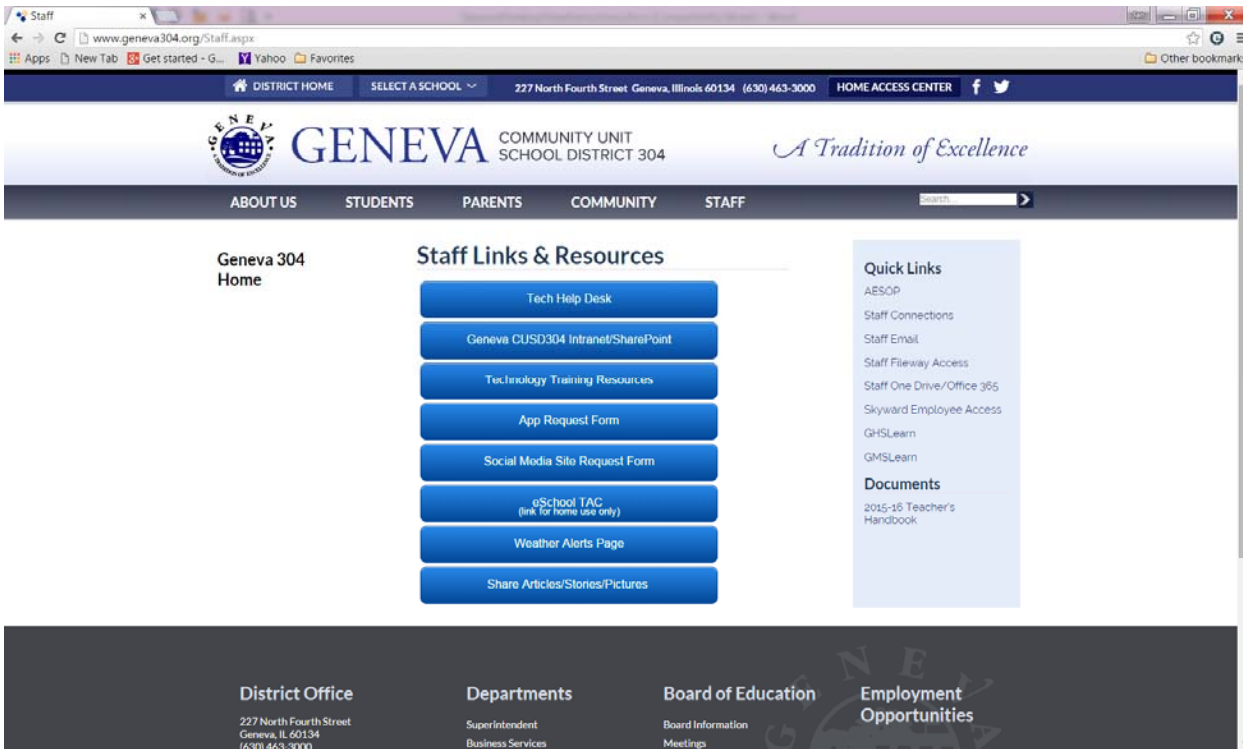


Skyward Employee Access

To login to Skyward Employee Access go to the District Website and click on Staff. The below screen will open up and you can click on Skyward Employee Access under Quick Links.

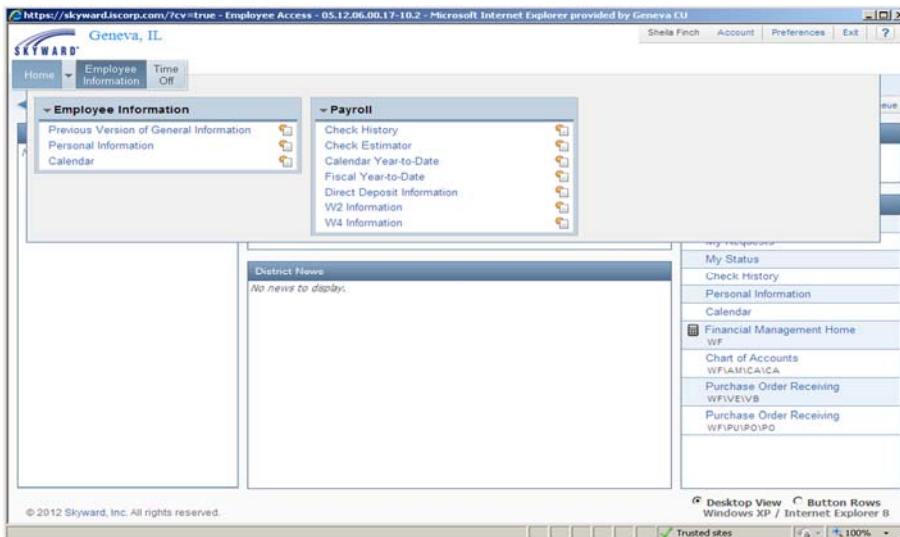


Enter in your Skyward user ID and password.

Employee Information:

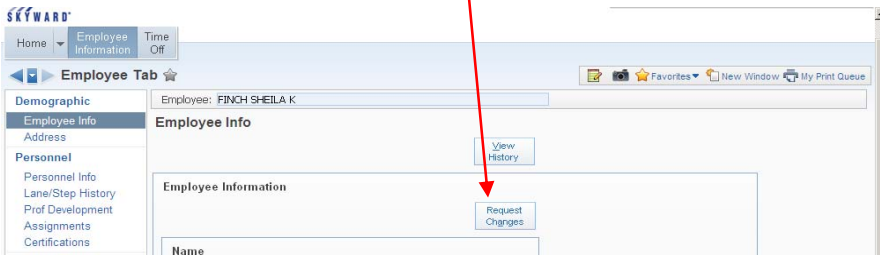
The Employee Information menu gives you options for viewing:

- Personal Information
- Payroll Information

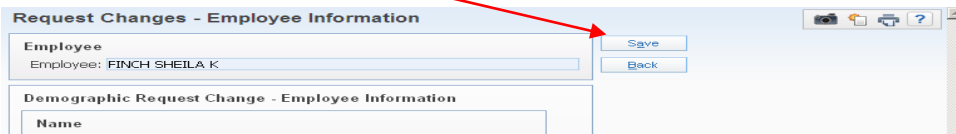


To submit changes to your Personal Information (i.e. address, phone number, etc):

- Click on **Employee Information** menu
- Click on Personal Information
- Click on the **Request Changes** box to enter your updated information

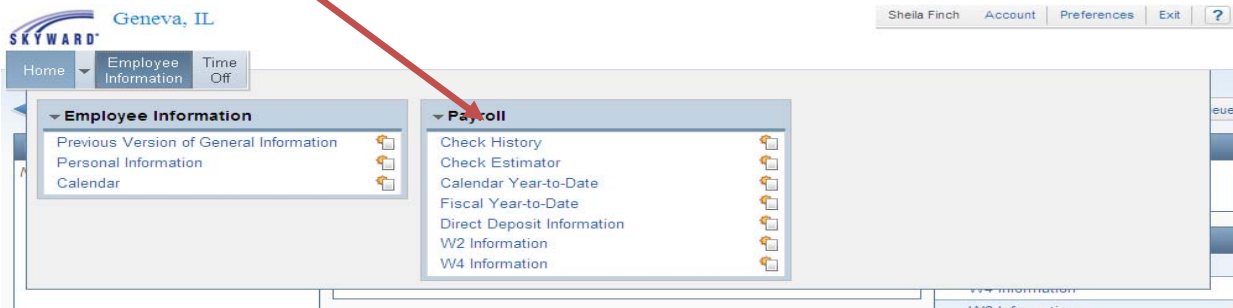


- Remember to **SAVE** the changes.



Payroll Information:

The **Payroll** menu allows you to view prior checks, estimate a future check, view a calendar, view Fiscal Year to Date payroll information, view direct deposit information, view current and prior years W-2 information, and view current federal and state payroll allowances as completed on your Federal W-4 Form.



To print a copy of a payroll check:

- Click on Check History
- Click on the check you wish to print
- Click the print button

Check Information for IMA TEST

Employer Information
 Name: GENEVA CUSD 304
 Address: 227 N 4TH STREET
 GENEVA IL 60134

Employee Information
 Name: IMA TEST
 Address: 227 N FOURTH ST
 GENEVA IL 60134

Check Detail Information
 Check Date: 12/24/2009 Gross Wages: 2,574.84
 Check Number: 900093885 Net Amount: 1,797.73
 Check Type: Regular

	Federal	State	FICA	Medicare
Gross Wages:	2,574.84	2,574.84	2,574.84	2,574.84
Minus Deductions that Decrease Tax:	115.87	115.87		
Plus Taxable Benefits:				
Taxable Gross Wages:	2,458.97	2,458.97	2,574.84	2,574.84

Pays

Description	Rate	Factor/Hours	Amount	Period End
CUSTODIAN	14.97	52.00	778.44	12/12/2009
VAC.PAY	14.97	120.00	1,796.40	12/12/2009
Total:			2,574.84	

Description	Amount	--Decrease Tax--		
		Fed	St	F/M
FEDERAL TAX	392.80			
IL STATE TAX	71.48			
IMRF	115.87	Y	Y	
MEDICARE	37.34			
SOCIAL SECURITY	159.84			
Total:	777.11			

Description	Amount	-----Taxable-----		
		Fed	St	F/M
DIST PD LIF INS	-2.03			
IMRF	247.96			
MEDICARE	37.34			
SOCIAL SECURITY	159.84			
Total:	442.91			

Time Off

The Time Off menu gives you options for viewing:

- My Status
- My Requests

Category	Remaining	Approved	Waiting	Available
AWAY WITH OUT PAY	0h 00m			0h 00m
PERSONAL HOURS	13h 00m	4h 00m		9h 00m
SICK HOURS	192h 30m			192h 30m
VACATION HOURS	48h 00m			48h 00m

Time Off Code	Remaining	Approved	Waiting	Available
AWAY WITH OUT PAY	0h 00m			0h 00m
PERSONAL HOURS	13h 00m	4h 00m		9h 00m
SICK HOURS	192h 30m			192h 30m
VACATION HOURS	48h 00m			48h 00m

[Add Time Off Request](#)

My Status shows how much time off in each of your benefit categories has been used, is available to use, or is pending.

- Times off categories displayed are dependent on your applicable benefits.
- May include sick, personal, and vacation time listed in days or hours.

*At this time only administrators, 12 month support staff and technology staff use **My Requests**.*

My Requests is where you request personal time off and vacation time off. It is also where sick hours used is entered. Click on My Requests

- Click **Add** to add a new request for time off
- Complete the Form and click **SAVE**

Time Off Request

* Time Off Code: **PERSONAL HOURS - Hours** Hours per Day: 8h 00m

* Reason: **PERSONAL** [Detail...](#)

Description:

Maximum characters: 200, Remaining characters: 200

Type: Single Day Date Range

* Start Date: **Friday**

Hours: hours minutes

Start Time: :

Select additional employees to notify when this request is submitted and approved/denied

[Select Employee\(s\):](#)

Asterisk (*) denotes a required field

- The Time Off Request will automatically be sent to your supervisor via email.
- If you would like additional employees to receive

notification when this request is approved or denied click on the Select Employees link to select their names from the district list provided.