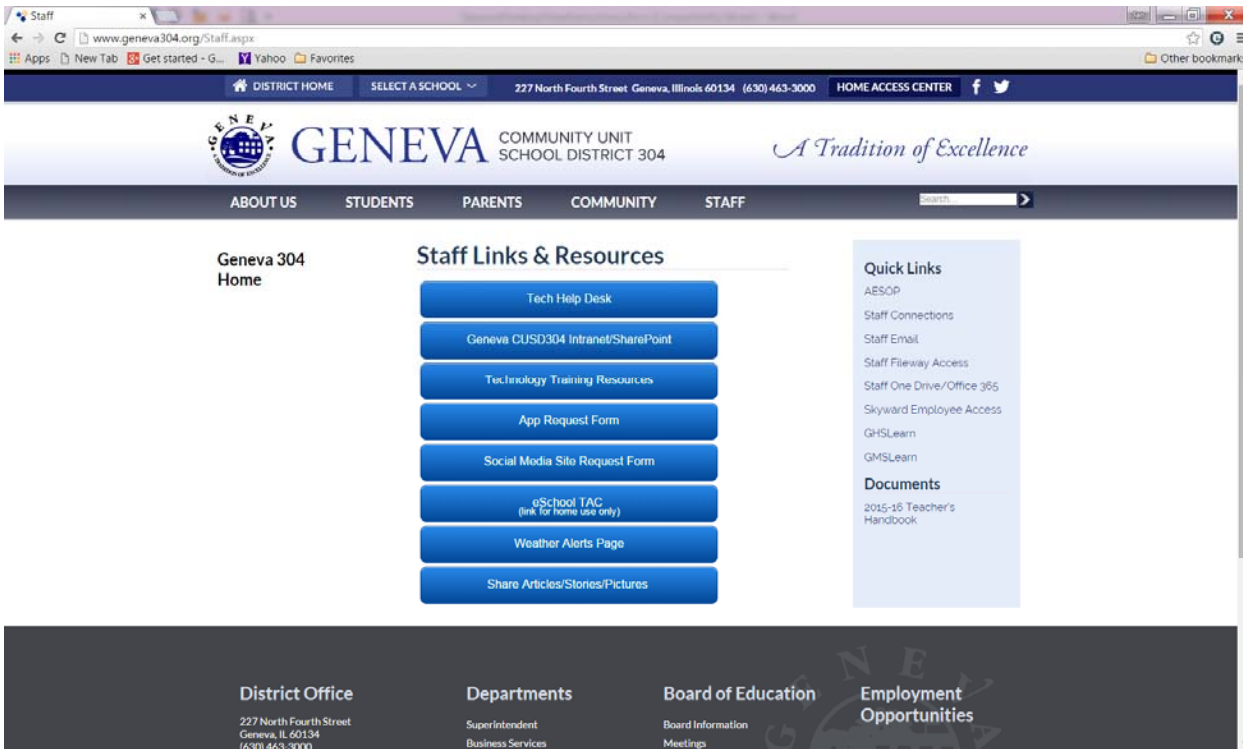# Skyward Employee Access

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.
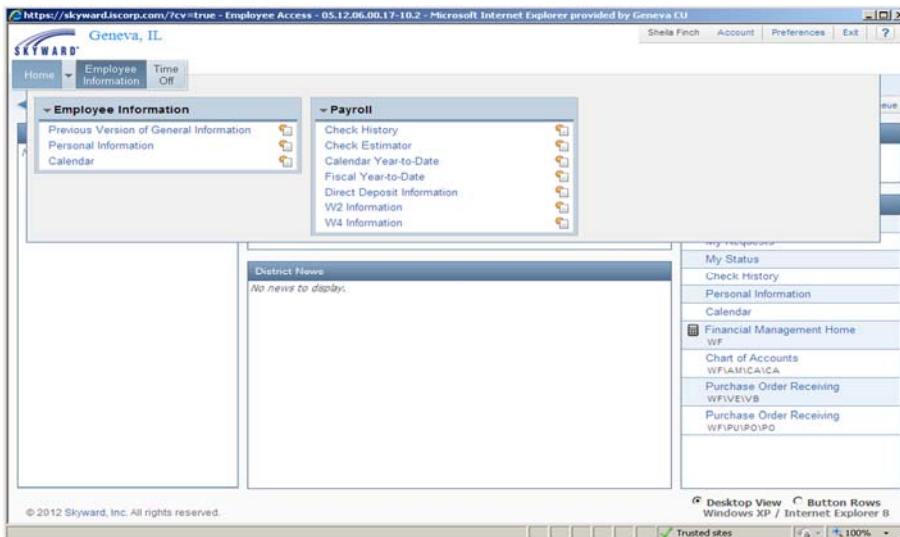

Enter in your Skyward user ID and password.
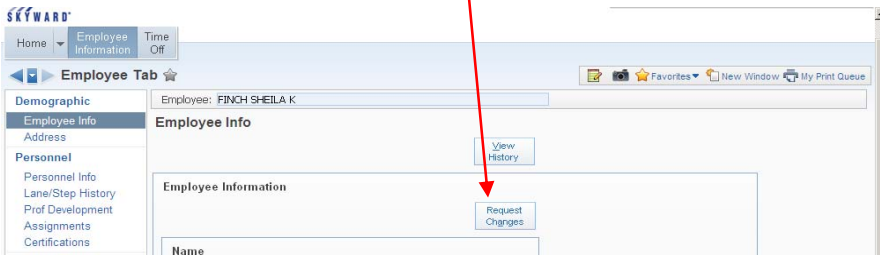
Employee Information:

The Employee Information menu gives you options for viewing:
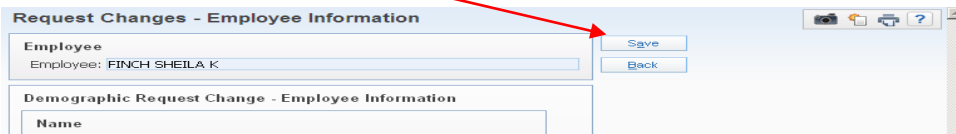
- Personal Information
- Payroll Information

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

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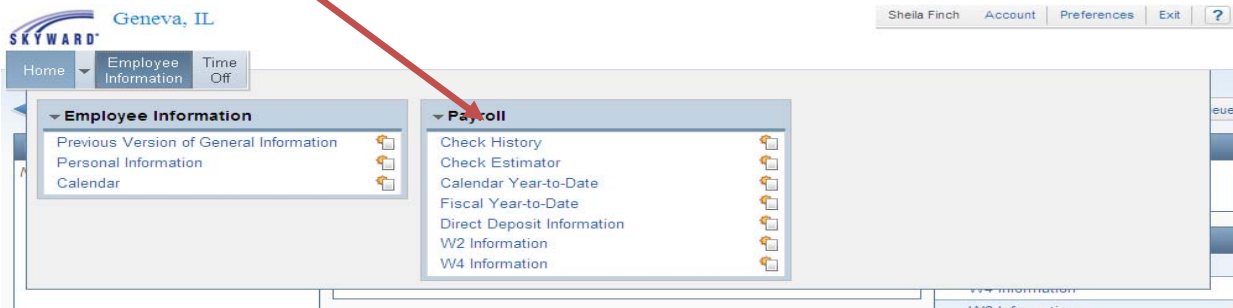- Click on the **Request Changes** box to enter your updated information

- 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.

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

Time Off

The Time Off menu gives you options for viewing:

- My Status
- My Requests

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**

- 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.