EMPLOYEE ACCESS OVERVIEW

What is Employee Access? Employee Access is dedicated to the employee. This area allows the employee to review their personal information.

The employee can review such areas as their pay information, tax information, and contract information.

Employee Access also allows the employee to perform some software-related work functions via the Internet. For example, if you are an approved purchaser for the district, you will have an additional tab on Employee Access to retrieve your Purchasing information.

When would I use Employee Access? Employee Access could be used at any time the employee wants to review their personal data or wants to work from outside the district.

What is included in Employee Access? The Employee Information area includes General Information, Payroll, Personal Information, Professional Development, etc.

This area also includes detailed information about the employee's payroll such as Check History, Check Estimator, Calendar YTD, Direct Deposit Information, and W2 and W4 information.

How do I access Employee Access? Employees may access the Skyward Employee Access system via logging into your Skyward Finance Account from the Staff tab on the District home page. It is suggested to use your current Skyward Student password. Your user name should be the same as it is on the Skyward Student software, if not, please contact Kim Nixon at knixon@altonschools.org so we can coordinate this information.
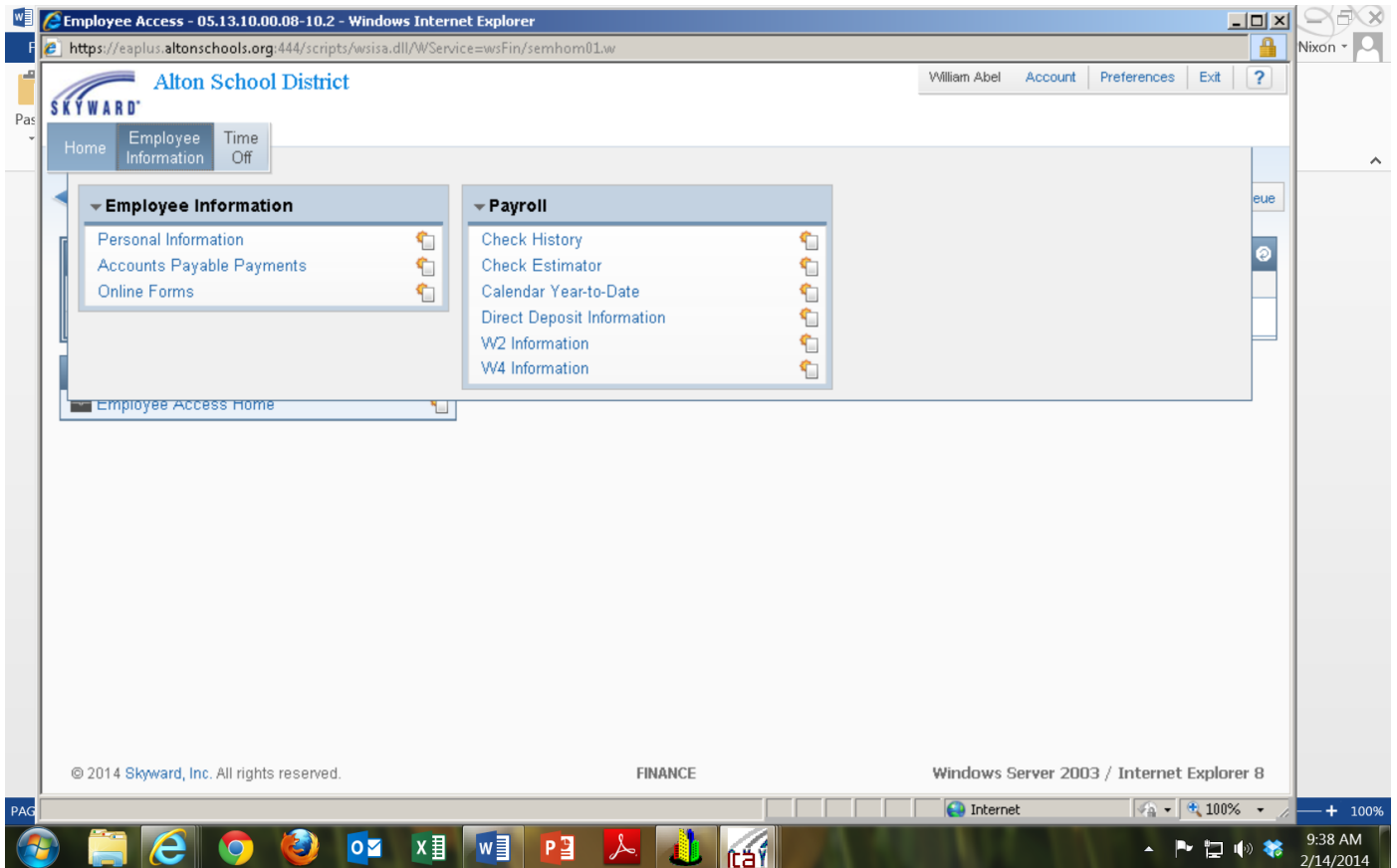
EMPLOYEE ACCESS INSTRUCTIONS

Once you are logged into Skyward and have accessed the Employee Access portion of the system, the following instructions will help you navigate through your information. Screen prints are also included for added support.

The first screen that appears when you log into Skyward Finance is pictured below. You may choose to look at your General Information, Payroll, and Personal Information under the Employee Information Tab.

Personal Information is the final tab under the Employee Information section. This area is an all inclusive version of the below information. You may access most everything mentioned below in this area of the system. Items you cannot perform in this area are the check reporting features; check estimator; and password changes.
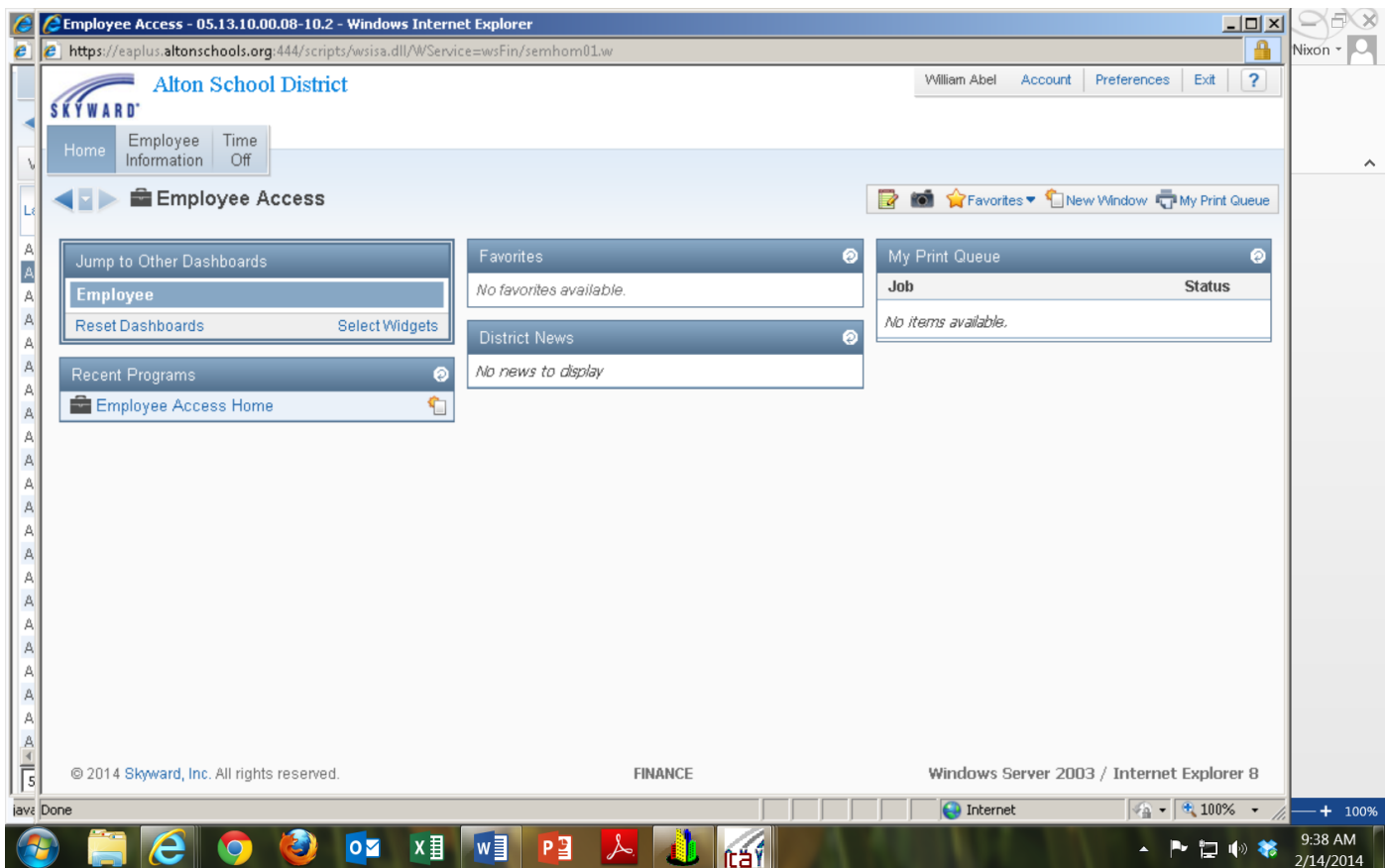
1) **Personal Information** – Includes employee demographics such as, name, address, phone number.

   a) The left side of the General Information screen allows you to view Personnel Information. Items included in this area (accessed through tabs located along the top of the screen) are, current Job Assignments; Step/Lane History; Certifications; Professional Growth.

2) Payroll – (see below instructions for this area)

3) Accounts Payable Payments – See checks in which you have been reimbursed for personal purchases.

Payroll is the second tab listed under the Employee Information section of Employee Access. If you are accessing this area from another screen, use the BACK button at the top right hand corner of the General Information Page.

1) Check History – Employee's may view/Print checks on a check by check basis. You may also choose to include or not include year to date amounts by choosing show check with YTD amounts on the right of the screen.

2) Check Estimator – If you are interested in changing your paycheck deductions, you can use this estimator feature to calculate different scenarios after entering changes to withholdings, deductions, rates of pay, etc. Once information is entered on the front screen, the employee must click on the Continue Check Estimator Process button located to the right of the information box.

   a) The second screen shows current deductions/benefits. To add additional deductions (ie. 403b contributions), scroll to the bottom of the screen and check the box to add Additional Deductions and click on Additional Deductions to receive a list of possible choices.

   b) Choose Calculate Check to the right of the information box once all changes have been entered.

   c) Choose to display report once the system calculates and the new window appears. You may view or print from this area.

3) Calendar YTD – You may choose to view Gross/Net year to date amounts for several years. Click on the year you wish to view for more detailed information. You may view or print information.

4) Direct Deposit Information – Employees may look at which banking institution, type of account, masked account number, and routing number in which their payroll checks are being deposited.

5) W2 Information - Employees may view and print past W2 forms from this area.

   a) To print past W2's, highlight the year you wish to print and click on Show W2 at the right of the screen. Choose to print file by clicking print at the right hand side of the screen. You may also choose to save the document to your computer.

   b) Highlight the year you wish to view and click on Show W2 to determine which figures made up certain areas of the W2. You may also choose to print or view this file.

6) W4 Information – Employees may view what they are currently claiming for tax withholdings in this area.

Time Off Instructions

Once you have chosen the Time Off tab on the Employee Access screen, the system will direct you to My Time Off Status.

1) My Time Off Status – You may view your time off information in this section.

2) Employees will see a summary of Allocated, Used, and Remaining for each time off type on the main screen. Detailed time off transactions can be viewed by clicking on the arrow/toggle sign to the left of the main time off type.