

Sequim School District

# Employee Access Instructions

## Skyward



- Prepared for use by Sequim School District employees
- Questions about your Skyward Educator Access username and password? Contact the Data Security Manager at 360.582.3411
- Questions about your personnel information, salary placement, address, telephone, and name changes? Contact Human Resources Department at 360.582.3418
- Questions about your timesheet pay, deductions, benefits, retirement, or insurance? Contact Payroll and Benefits Department at 360.582.3267 or 360.582.3247

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## **Best Practices**

- **Security-Do not share your Skyward username and password.** Employee Access displays personal information that you may want to keep confidential. If you are logged into Educator Access, your Employee Access tab will be visible. Ensure your password is not socially identifiable.
- **Payroll Information Availability-**Monthly payroll information will be available for employees to view approximately 5 days before pay date. Deposits to bank accounts will not be made until payday itself.
- **Archiving, Monthly Payroll-**The district will no longer print and distribute paper earnings statements for each month's payroll. You may want to print a copy of your earnings statement each month for your paper based archives. Alternatively, you can make an electronic copy of your records as well.
- **Archiving After Separation from Employment-**If you separate from employment with the school district, your rights to Employee Access will be suspended, as well as your e-mail account and other electronic credentials. Print your year to date pay information from Employee Access prior to the suspension of your electronic credentials. A W-2 for the year in which you separate from employment will be mailed to your forwarding address when the W-2 becomes available.

## **Introduction**

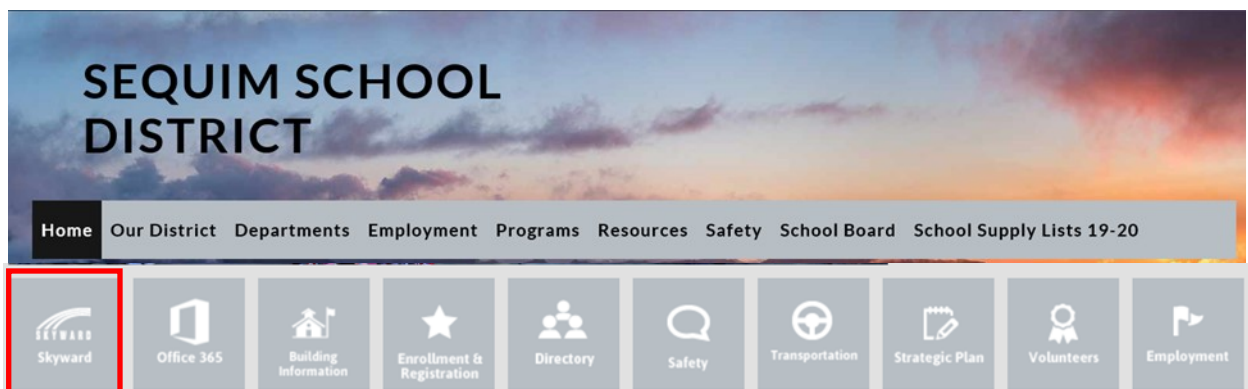
Skyward Employee Access Module is a web based computer application that allows users to:

1. View your check history and print pay stubs with employer information – View and print Year-to-Date history for current and prior years. This can be very useful when applying for loans or other types of financing.
2. Use the check estimator – create different withholding and benefit scenarios to see how they will impact your take-home pay amount.
3. Print your W-2's – Creates a report which shows how information on your W-2 form is calculated and allows you to print your W-2.
4. Check your personal information such as address or phone – Verify the information used by payroll. You may not change your data from this application.
5. Check your Calendar Year To Date payroll totals.
6. Check your Fiscal Year To Date (September 1 through August 31) payroll totals.
7. Verify your W-4 information – View your current withholding status. You may not change your data from this application but you can ask the payroll administrator how to make these changes.

Check your leave balance – What leave has posted against your leave balances?

## **Accessing Employee Access**

The Sequim School District has a quick link to access Employee Access on the front page of its website. Click on the [Skyward link](#).

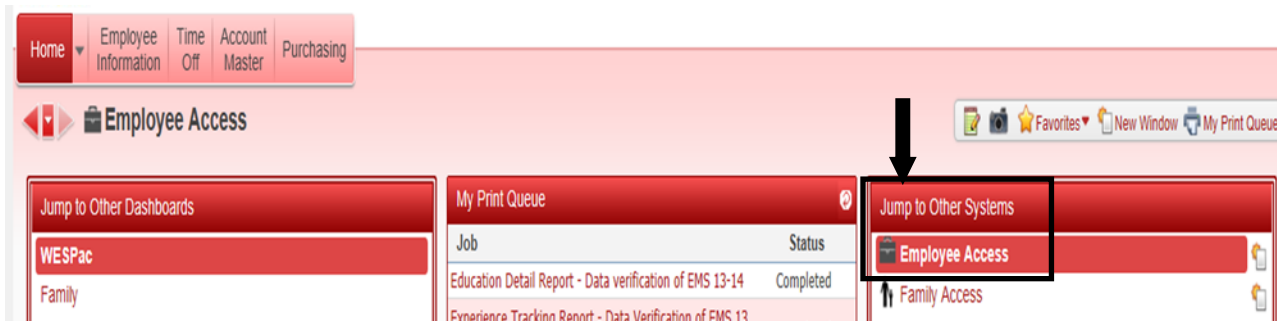


You will be redirected to the SKYWARD Login screen.



Enter the login and password given to you by the district technology support office. If you cannot remember it, please contact the Teaching and Learning Department at 360.582.3252.

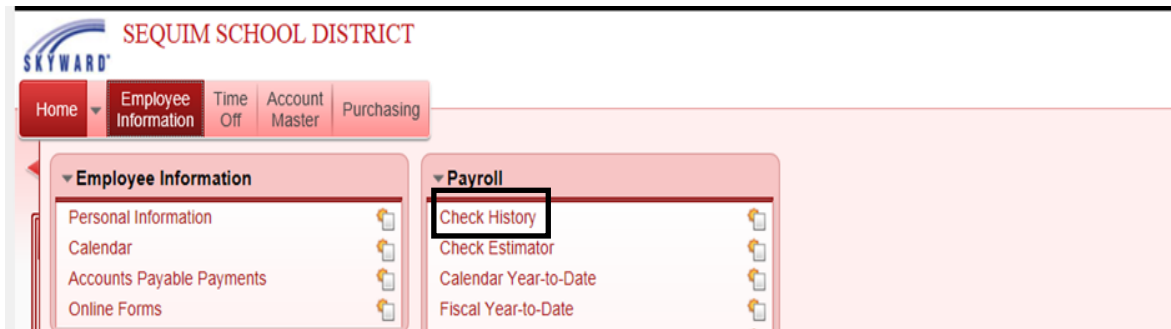
Once logged into SKYWARD, you may see more than Employee Access based upon your security settings. Select the Employee Access Tab.



The remainder of this document describes the information available to all Staff through the Employee Access module.

## Viewing and Printing Your Check History

To view your check history, click on the EMPLOYEE INFORMATION tab then PAYROLL tab then CHECK HISTORY.



Your check information will be listed from the latest to the earliest.

Check Date	Check Number	Gross Wages	Net Amount	C T
07/31/2013	<u>900010964</u>	2,850.55	1,642.65	R
06/28/2013	900010556	2,592.28	1,459.83	R
05/31/2013	900010139	2,132.57	1,104.41	R

Clicking on the underlined check number will bring up your payroll information for that month. To print your earnings statement, click on the Print button to start the process. Choose how you want the SSN to print on the statement, then click the Print button again.

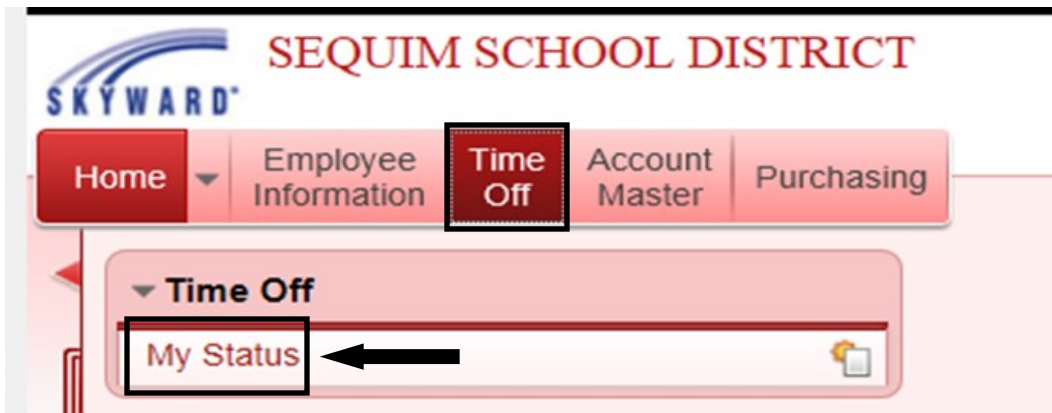
—Check Information for Daisy Duck—

<b>Employer Information</b> Name: SEQUIM SCHOOL DISTRICT NO. 323 Address: 503 N SEQUIM AVE SEQUIM WA 98382		<b>Employee Information</b> Name: Daisy Duck Address: 456 S DAISY KING RD PO BOX 45646 SEQUIM WA 98382																															
<b>Check Detail Information</b> Check Date: 04/30/2011    Gross Wages: 4,345.29 Check Number: 8    Net Amount: 3,362.78 Check Type: Regular																																	
<b>Taxable Wage Information</b> <table border="1"> <thead> <tr> <th></th> <th>Federal</th> <th>State</th> <th>FICA</th> <th>Medicare</th> </tr> </thead> <tbody> <tr> <td>Gross Wages:</td> <td>4,345.29</td> <td>4,345.29</td> <td>4,345.29</td> <td>4,345.29</td> </tr> <tr> <td>Minus Deductions that Decrease Tax:</td> <td>325.90</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>Plus Taxable Benefits:</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td><b>Taxable Gross Wages:</b></td> <td><b>4,019.39</b></td> <td><b>4,345.29</b></td> <td><b>4,345.29</b></td> <td><b>4,345.29</b></td> </tr> </tbody> </table>					Federal	State	FICA	Medicare	Gross Wages:	4,345.29	4,345.29	4,345.29	4,345.29	Minus Deductions that Decrease Tax:	325.90	0.00	0.00	0.00	Plus Taxable Benefits:	0.00	0.00	0.00	0.00	<b>Taxable Gross Wages:</b>	<b>4,019.39</b>	<b>4,345.29</b>	<b>4,345.29</b>	<b>4,345.29</b>					
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Print  
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## Viewing Leave Balances

Each Employee is responsible for accurately inputting his/her leave into Substitute Online when an absence occurs. Leave is imported from Substitute Online into Skyward at the end of each month. Any change to leave, after the last day of the month must be reported to the Payroll/Benefits department. If you feel something was entered incorrectly, please contact the Payroll/Benefits department to request changes. To view leave balances and activity, Click on the TIME OFF button, then the MY STATUS button.



After you click on the MY TIME OFF STATUS button, you'll see a screen like this, showing each category of leave available to you in the TIME OFF CODE column, how the total of leave accrued and awarded in the current year under the ALLOCATED column, leave used in the USED column, and leave balances remaining in the REMAINING column:

Time Off Code ▲	Prior Year Remaining	Allocated	Used	Remaining
▶ Not On Stub		48h 00m	48h 00m	0h 00m
▶ Other Paid Leave		12h 45m	12h 00m	0h 45m
▶ Sick Leave		64h 30m	20h 30m	44h 00m
▶ Vacation		64h 30m	35h 00m	29h 30m

Besides each leave TIME OFF CODE name type there is an arrow. Clicking on the ARROW besides each leave category in the TIME OFF CODE column shows leave transactions recorded to date:

**SEQUIM SCHOOL DISTRICT**

Home Employee Information **Time Off** Account Master Purchasing

**My Time Off Status**

Views: General Filters: \*Skyward Default

Time Off Code	Prior Year Remaining	Allocated	Used	Remaining	Approved	Waiting	Available
▶ Not On Stub		48h 00m	48h 00m	0h 00m			0h 00m
▶ Other Paid Leave		12h 45m	12h 00m	0h 45m			0h 45m
▶ Sick Leave		64h 30m	20h 30m	44h 00m			44h 00m
▼ Vacation		64h 30m	35h 00m	29h 30m			29h 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
07/26/2013 Fri	Vacation		5h 00m	29h 30m	
07/25/2013 Thu	Vacation		5h 00m	34h 30m	
07/24/2013 Wed	Vacation		5h 00m	39h 30m	
06/03/2013 Mon	Inc Vac Lv p / VACATION	3h 00m		44h 30m	
01/29/2013 Tue	Vacation		5h 00m	41h 30m	
01/04/2013 Fri	Vacation		5h 00m	46h 30m	
01/03/2013 Thu	Vacation		5h 00m	51h 30m	
01/02/2013 Wed	Vacation		5h 00m	56h 30m	

### Viewing Personal Information

Personal Information such as address and phone may be verified using Employee Access. In addition to viewing check information, you may run payroll reports on user-specified periods of time. You may also change your Employee Access password.

### Viewing Address and Phone Information

Click on the PERSONAL INFORMATION button:

**SEQUIM SCHOOL DISTRICT**

Home Employee Information **Time Off** Account Master Purchasing

▼ **Employee Information**

- Personal Information**
- Calendar
- Accounts Payable Payments
- Online Forms

▼ **Payroll**

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

This screen will appear:

The screenshot displays the Skyward HR system interface for Sequim School District. The top navigation bar includes 'Home', 'Employee Information', 'Time Off', and 'FastTrack Open Positions'. The main content area is titled 'Personal Information' and features a sidebar menu with categories like 'Demographic', 'Personnel', and 'Payroll'. The 'Employee Info' section is active, showing fields for 'Former Name' and 'Spouse Name', each with a 'Conf.' checkbox. A callout box on the right states: 'Note: You can also view information available in the Payroll section from this screen.'

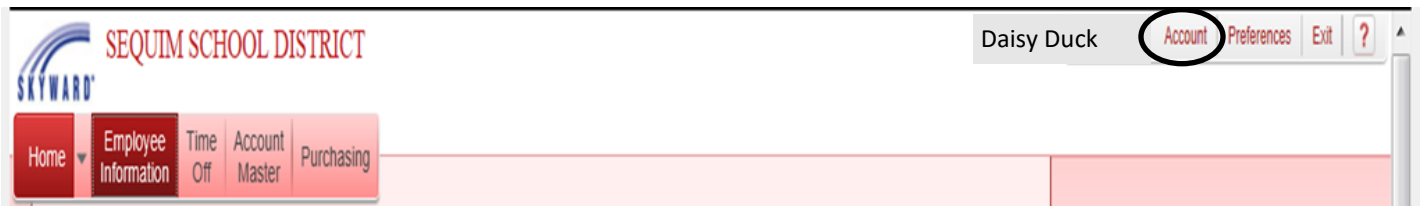
**Please note that if you have a change of address or phone number you will still need to notify Payroll. You will not be able to change it in Employee Access.** In order to change your name, it must first be changed with the Social Security Administration and you must provide a copy of your new social security card with a request to the Human Resources Department.



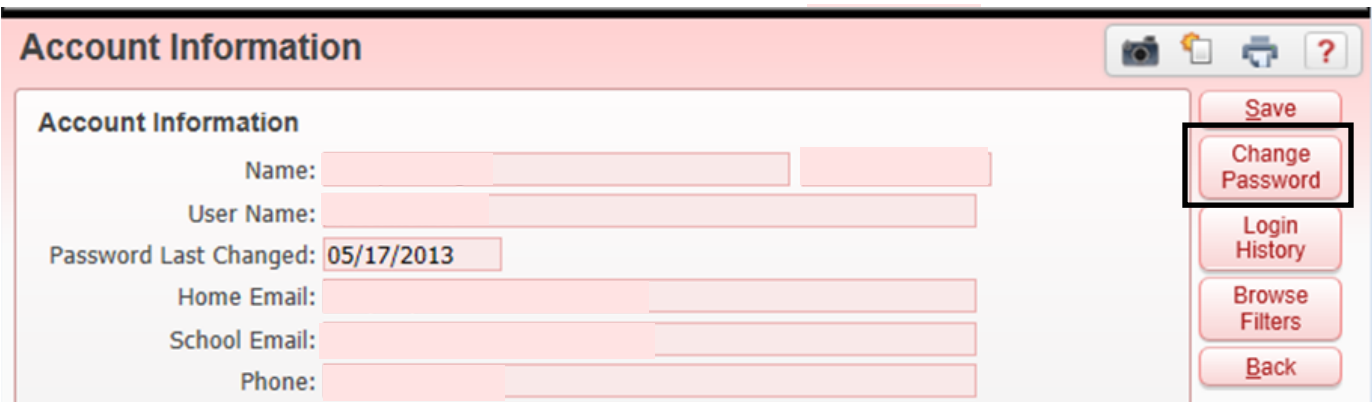
## Changing Your Password

Selecting EMPLOYEE INFORMATION >ACCOUNT will allow you Change your Password.

**CAUTION: CHANGING YOUR PASSWORD HERE WILL ALSO CHANGE YOUR PASSWORD FOR EDUCATOR ACCESS.**



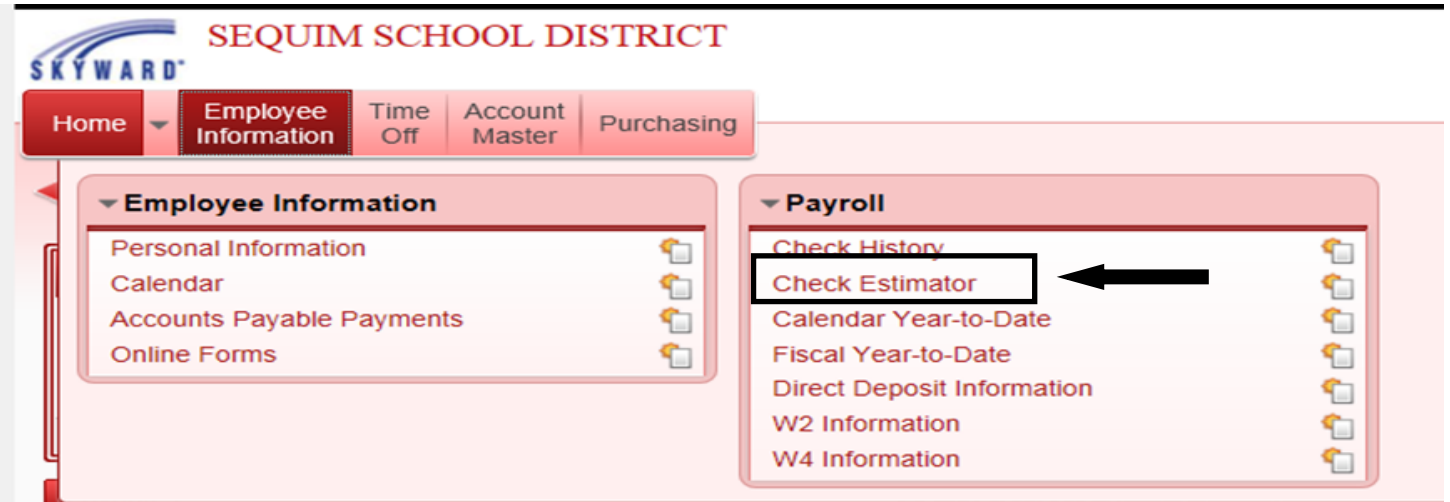
You will be redirected to the ACCOUNT INFORMATION page. From the menu panel on the left side of the screen, select Change Password.



You will be prompted to enter your current password and your new password. Once all fields are completed, select the Save button to change your changes.

## Using the Check Estimator

If you would like to see what your check looks like with different deductions, you can use the Check Estimator. Go to EMPLOYEE INFORMATION > PAYROLL > CHECK ESTIMATOR. **Please note this will not change your payroll. This feature is informational only.**



You will be redirected to the first screen of the Check Estimator process. The first screen enables you to make changes to withholding status and pay rate information. When finished entering the changes you wish to calculate on the first screen, select the **Continue Check Estimator Process** button. Make sure that at least one of the pay types is selected or the estimator will not work.

The screenshot shows the 'Check Estimator' process screen. The title is 'Check Estimator: Select Pays, Adjust Rates, and Factors for [redacted]'. A warning message states: '\*\*\* Altering this information will only affect your estimated check. \*\*\*' and '\*\*\* It will not affect your actual check or W4 Information \*\*\*'. The screen is divided into several sections:

- Tax Information:**
  - \* Tax State: WA
  - \* Federal Marital Status: Marrie
  - \* State Marital Status: Single
  - \* Federal Exemptions: 0
  - \* State Exemptions: 0
- System Maximums:**
  - Ignore Pay Maximums
  - Ignore Deduction Maximums
  - Ignore Benefit Maximums
  - \* These options do not affect deductions and benefits linked to tables. i.e. FICA, Medicare
- Process Options:**
  - Print Employer/Employee Information
  - Print Employee Social Security Number
- Select Pays:**

Select	Pay Description	Rate	Factor/Hours
<input checked="" type="checkbox"/>	DIST OFFICE	\$ 5990.17	1

A 'Continue Check Estimator Process' button is located in the top right corner.

## Check Estimator - Adjust Deductions and Benefits



Check Estimator: Adjust Deductions/Benefits for each Pay for

Calculate Check

Back

\*\*\* Altering this information will only affect your estimated check. \*\*\*  
 \*\*\* It will not affect your actual check or W4 Information \*\*\*

### Pays

#### DIST OFFICE

Pay Description	Rate	Factor/Hours
DIST OFFICE	5990.17	1

#### Deductions

Select	Description	Amount
<input checked="" type="checkbox"/>	125 MED PLAN EC	\$ 5.00
<input checked="" type="checkbox"/>	2 Add'l Deposit	\$ 1200.00
<input checked="" type="checkbox"/>	3 Add'l Deposit	\$ 150.00
<input checked="" type="checkbox"/>	4 Add'l Deposit	\$ 400.00
<input checked="" type="checkbox"/>	Add'l Deposit	\$ 300.00
<input checked="" type="checkbox"/>	CIGNA LTD	\$ 0.00
<input checked="" type="checkbox"/>	DEF COM-WASHING	\$ 50.00
<input checked="" type="checkbox"/>	Fed Inc Tax	TABLE
<input checked="" type="checkbox"/>	FICA - 6.2000%	TABLE
<input checked="" type="checkbox"/>	Medicare - 1.4500%	TABLE
<input checked="" type="checkbox"/>	METLIFE VISION	\$ 0.00
<input checked="" type="checkbox"/>	SERS Plan 3	\$ 538.34
<input checked="" type="checkbox"/>	WA Paid FML	% 0.2533
<input checked="" type="checkbox"/>	WDS DENTAL FAM	\$ 0.00
<input checked="" type="checkbox"/>	Workers' Comp	\$ 8.99

#### Benefits

Select	Description	Amount
<input checked="" type="checkbox"/>	125 MED PLAN EC	\$ 719.58
<input checked="" type="checkbox"/>	CIGNA LTD	\$ 18.52
<input checked="" type="checkbox"/>	FICA - 6.2000%	TABLE
<input checked="" type="checkbox"/>	HCA-HEALTH CARE	\$ 71.08
<input checked="" type="checkbox"/>	Medicare - 1.4500%	TABLE
<input checked="" type="checkbox"/>	METLIFE VISION	\$ 17.04
<input checked="" type="checkbox"/>	SERS Plan 3	\$ 974.75
<input checked="" type="checkbox"/>	Unemployment 00	TABLE
<input checked="" type="checkbox"/>	WA Paid FML	% 0.1467
<input checked="" type="checkbox"/>	WDS DENTAL FAM	\$ 99.79
<input checked="" type="checkbox"/>	Workers' Comp	\$ 27.87

The second screen allows the user to adjust the deductions and benefits of each payroll assignment. You also have the option to add additional deductions. These are found at the bottom of the screen. Once all deduction/benefit changes have been made, select Calculate Check to complete the Check Estimator Process.

**Note: This process does not make changes to your payroll. If you would like to make changes to payroll, you will need to contact the Payroll and Benefits Department at 360.582.3267 or 360.582.3247.**

## Verify your W-4 information

Employee Access enables you to view the withholding status from your W-4 form.

**The information in this area is informational. If you want to make a change, you will need to contact the Payroll and Benefits Department at 360.582.3267 or 360.582.3247.**

Go to EMPLOYEE INFORMATION > PAYROLL > W4 INFORMATION



Home Employee Information Time Off Account Master Purchasing

**Employee Information**

- Personal Information
- Calendar
- Accounts Payable Payments
- Online Forms

**Payroll**

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

You will be redirected to the W4 Information Screen. From here you will be able to view the information currently being used by payroll to calculate your federal withholding.



Home Employee Information Time Off Account Master Purchasing

**W4 Information** ★

Views: W4 Information Filters: \*Skyward Default

Tax State	Federal Marital Status	State Marital Status	Federal Allowances	State Allowances
WA	Single	Single	1	0

### Viewing and Printing W-2

Employee Access enables you to view and print your W2 information. Go to EMPLOYEE INFORMATION> PAYROLL > W2 INFORMATION

You will be redirected to the W2 Information screen, which lists all calendar years for which the system has W2 information.

Employee Information

- Personal Information
- Calendar
- Accounts Payable Payments
- Online Forms

Payroll

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

W2 Information

Views: W2 Information Filters: \*Skyward Default

Year	Federal Wages	Federal Tax	Social Security Wages	Social Security Tax	Medicare Wages	Medicare Tax	State 1	State 1 Wages	State 1 Taxes	State 2	State 2 Wages	State 2 Taxes
2012	12,914.46	752.87	13,689.04	574.94	13,689.04	198.50	WA					

By selecting the year, you will open a window that explains how the information on your W2 is calculated. To print an actual W2, use your mouse to select the desired year and select the View W2 button on the right. Your W2 will be displayed in PDF format which you can then print and use for filing your taxes.

**Questions?**

Skyward Access: 360.582.3411

Human Resources: 360.582.3418

Payroll and Benefits: 360.582.3267 or 360.582.3247