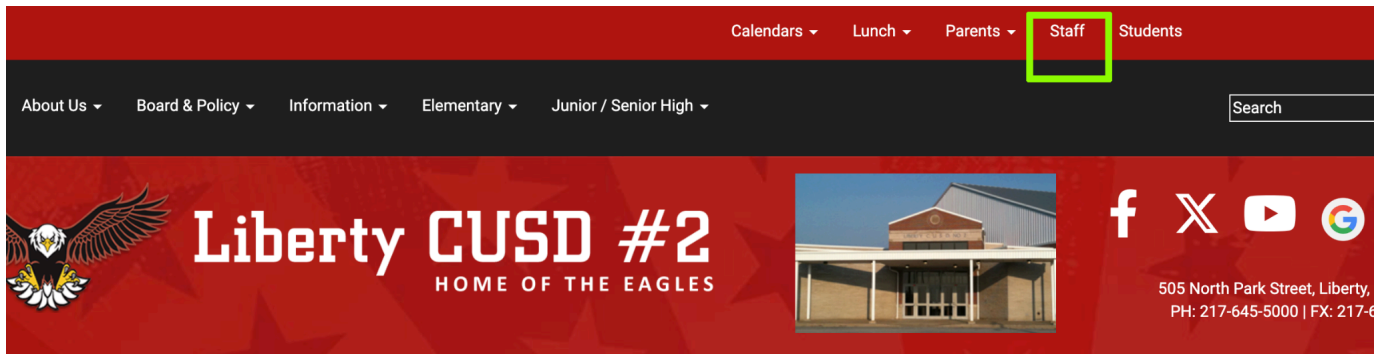


SKYWARD EMPLOYEE ACCESS

You will have access to the Skyward Employee Portal via a **Staff** link posted on the district website.



Your login is typically *'firstname.lastname'* where the names are the ones that show on your paycheck, (i.e. *'johnathan.doe'* as opposed to *'john.doe'* which may be your district email address).

If you have forgotten your username and/or password, you can get help by entering your email address, as noted her, to have login information mailed to you.

Note that there are TWO Skyward systems—EMPLOYEE ACCESS and TEACHER ACCESS. Employee Access is used for any activities related to payroll and HR functions. Teacher Access is used for student attendance, grades, book fees, and lunch fees. Lunch accounts for staff members are on the Teacher Access system.



LIBERTY CUSD 2

Username

Password

[Sign In >](#)

[Forgot your Username or Password?](#)



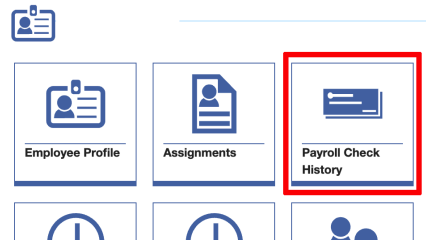
LIBERTY CUSD 2

[Submit >](#)

[Return to Sign In](#)

Skyward – View / Print Pay Stub

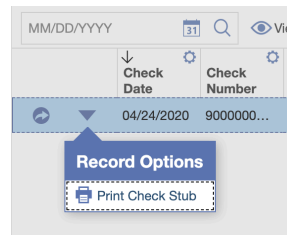
From Employee Access, select Payroll Check History



You will see a listing of payroll dates – select the down arrow on the desired row

Check Date	Check Number	Pay Gross	Net Check Amount	Payment Type	Payroll Type	IMRF Gross	TRS Gross
04/24/2020	9000000...	0000.00		A - ACH	R - Regular	0000.00	0.00

You will have an option to print the check stub



Next Option is to display your SSN on the stub

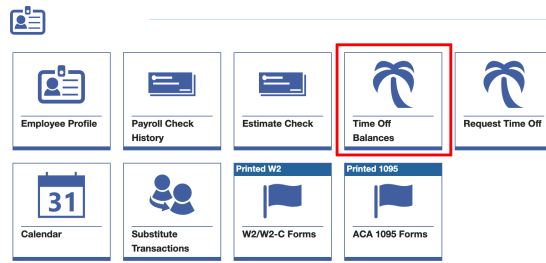
The screenshot shows a dialog box titled 'Print Payroll Check Stub' with the subtitle 'Select SSN Mask'. It has 'Next' and 'Cancel' buttons. Below, under 'BANK ACCOUNT DETAILS', there is a checkbox for 'Print Social Security Number' which is checked. Underneath, there are two radio button options: '***-**-6789' (selected) and '123-45-6789'.

Finally, print the stub (opens as a PDF in a new window)

The screenshot shows a confirmation dialog box titled 'Print Payroll Check Stub' with the subtitle 'Confirmation'. It has 'Print Check Stub' and 'Close' buttons. Below, under 'BANK ACCOUNT DETAILS', there is a horizontal line.

Skyward – View Time Off

From Employee Access, select Time Off Balances



You will see a listing of Time Off types—highlight the desired row to see a listing of transactions for that type. Click the curved arrow next to the item for more details.

TIME OFF BALANCES													
Time Off Balances													
TIME OFF TYPES													
Search Time Off Type Descrip <input type="text"/> <input type="button" value="View: Balances in Hours & Days"/> <input type="button" value="Filter: Skyward Default"/> <input type="button" value="Quick Filter"/>													
	Time Off Type Description	Unit Type	Prior Year Ending Balance	Prior Year Ending Balance Days	Current Year Allocated	Current Year Allocated Days	Current Year Used	Current Year Used Days	Current Year Ending Balance	Current Year Ending Balance Days	Next Allocation Cycle Date	Total Ending Balance	Total Ending Balance Days
	APPROVED ABSENCE	Days		0.00000		0.00000		0.00000		0.00000	07/01/2022		0.00000
	DOCK DAY	Days		0.00000		0.00000		0.00000		0.00000	07/01/2022		0.00000
	PERSONAL	Days		1.50000		2.50000		-1.00000		3.00000	07/01/2022		3.00000
	SICK LEAVE	Days		0.00000		15.50000		-15.50000		0.00000	07/01/2022		0.00000
	SPECIAL ABSENCE	Days		-1.33300		1.33300		0.00000		0.00000	07/01/2022		0.00000

TIME OFF TRANSACTIONS							
MM/DD/YYYY <input type="text"/> <input type="button" value="View: Amount in Hours"/> <input type="button" value="Filter: Skyward Default"/>							
	Transaction Date	Time Off Reason Description	Transaction Type	Hours	Description	Status	Position Type Description
	03/23/2022	ILLNESS OF IMMEDIATE FAMILY	Used		ILLNESS OF IMMEDIATE FAMILY	Approved	TEACHER
	03/09/2022	ILLNESS OF IMMEDIATE FAMILY	Used		ILLNESS OF IMMEDIATE FAMILY	Approved	TEACHER
	03/08/2022	ILLNESS OF IMMEDIATE FAMILY	Used		ILLNESS OF IMMEDIATE FAMILY	Approved	TEACHER
	01/27/2022	ILLNESS OF IMMEDIATE FAMILY	Used		ILLNESS OF IMMEDIATE FAMILY	Approved	TEACHER
	01/26/2022	ILLNESS OF IMMEDIATE FAMILY	Used		ILLNESS OF IMMEDIATE FAMILY	Approved	TEACHER
	01/11/2022	PERSONAL ILLNESS / DR APPT	Used		PERSONAL ILLNESS / DR APPT	Approved	TEACHER