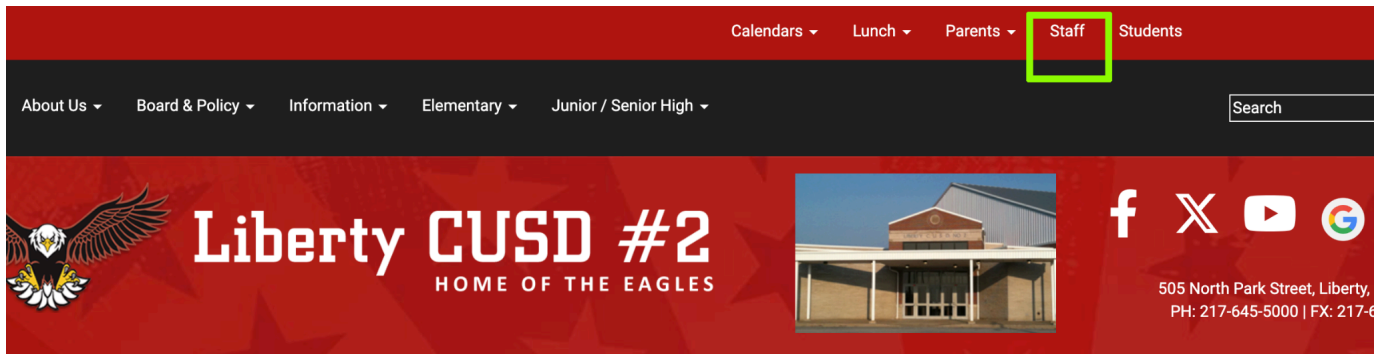# SKYWARD EMPLOYEE ACCESS

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.

Skyward – View / Print Pay Stub
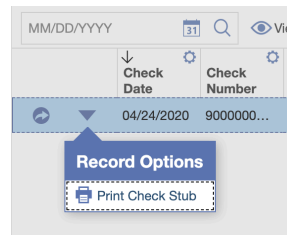
From Employee Access, select Payroll Check History
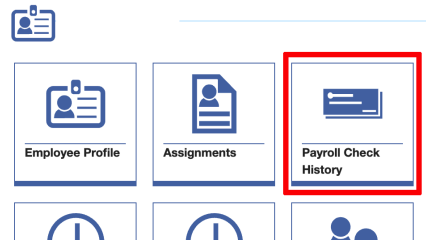
You will see a listing of payroll dates – select the down arrow on the desired row

You will have an option to print the check stub

Next Option is to display your SSN on the stub

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

Skyward – View Time Off

From Employee Access, select Time Off Balances
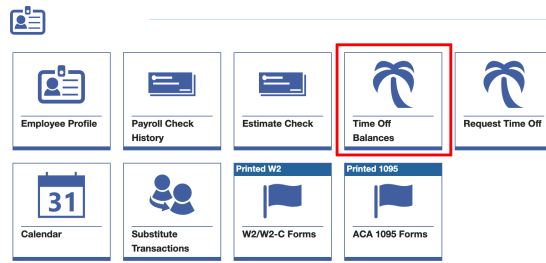
You will see a listing of Time Off types—highlight the desired row to see a listing of transactions for that type.

Click the curved arrow next to the item for more details.