

Instructions for Employees Only

Getting Started with Skyward Employee Access (Payroll)

The Employee Access application allows the employee to review their personal information, payroll, tax and contract information.

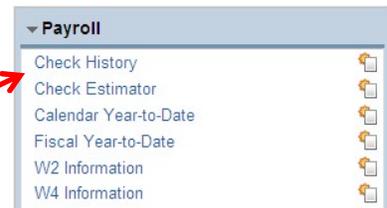
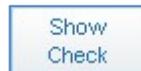
To Log-in

- Go to www.emsisd.com
- Select **Staff Tab**
- Click **Skyward**, and then select the link for **Employee Access**
- Enter your Login ID and password



To View Check History

- Select **Employee Information**
- Choose **Payroll**
- Select **Check History** to display a list of checks
- Select the check date
- Click the **Show Check** button
- Select printing options
- Print



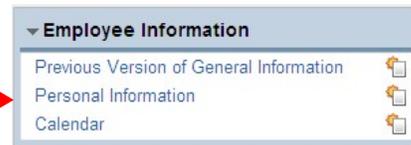
To View W2 Data

- Select **Employee Information**
- Choose **Payroll**
- Select **W2 Information** to view your W2's
- Select the year, then click the **View W2** button
- Select  to view your W2



To View Personnel Info

- Select **Employee Information**
- Choose **Personal Information**



- From the menu on the left, select the information you would like to view
- To view your **Calendar Term Days**
 - Select **Assignments**
 - Click on the symbol next to your position to expand the details
 - Click symbol next to **Term Information**



A screenshot of the "Assignments" page in a software application. The page has a header "Assignments" and a sub-header "Assignment Information" with a dropdown for "Assignment Year" set to "2018-2019". Below this are "Views" and "Filters" sections. The main content is a table with columns "Position", "Assignment", "Group", and "Building". The first row is expanded, showing "TECHNOLOGY" for Position, "SYSTEM SUPPORT SPECIALIST" for Assignment, and "TECHNOLOGY" for Building. Below the table, there are buttons for "Expand All", "Collapse All", "Modify Details (displaying 7 of 7)", and "View Printable Details". The "Term Information" section is expanded, showing details for "Calendar: 235 Day Calendar". The details include: Days: 235.00, Start Date: 07/02/2018, End Date: 06/28/2019, Hours: 1,762, Minutes: 30, Hours Per Day: 7:30, % Employed: 100.000%, FTE: 1.00000, and Calc FTE: 1.00000. A red arrow points to the "Term Information" section header, and another red arrow points to the "Calendar" text.

Position	Assignment	Group	Building
TECHNOLOGY	SYSTEM SUPPORT SPECIALIST		TECHNOLOGY

Calendar: 235 Day Calendar Days: 235.00
Start Date: 07/02/2018 End Date: 06/28/2019
Hours: 1,762 Minutes: 30
Hours Per Day: 7:30 % Employed: 100.000%
FTE: 1.00000 Calc FTE: 1.00000

For Payroll issues, contact:	For Skyward issues, contact:
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