

Instructions for Substitutes 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.

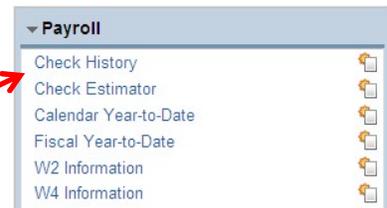
To Log-in

- 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  **Open** to view your W2



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