

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.

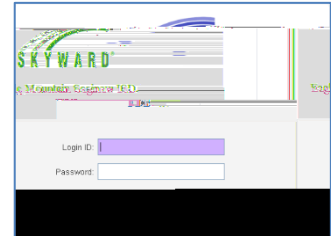
To Log-in

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

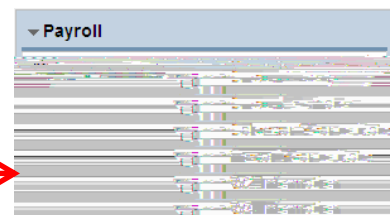
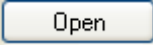
Select **Employee Information**

Choose **Payroll**

Select **W2 Information** to view

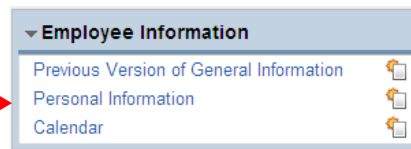
Select the year, then click the **View W2** button

Select  to view your W2



To View Personnel Info

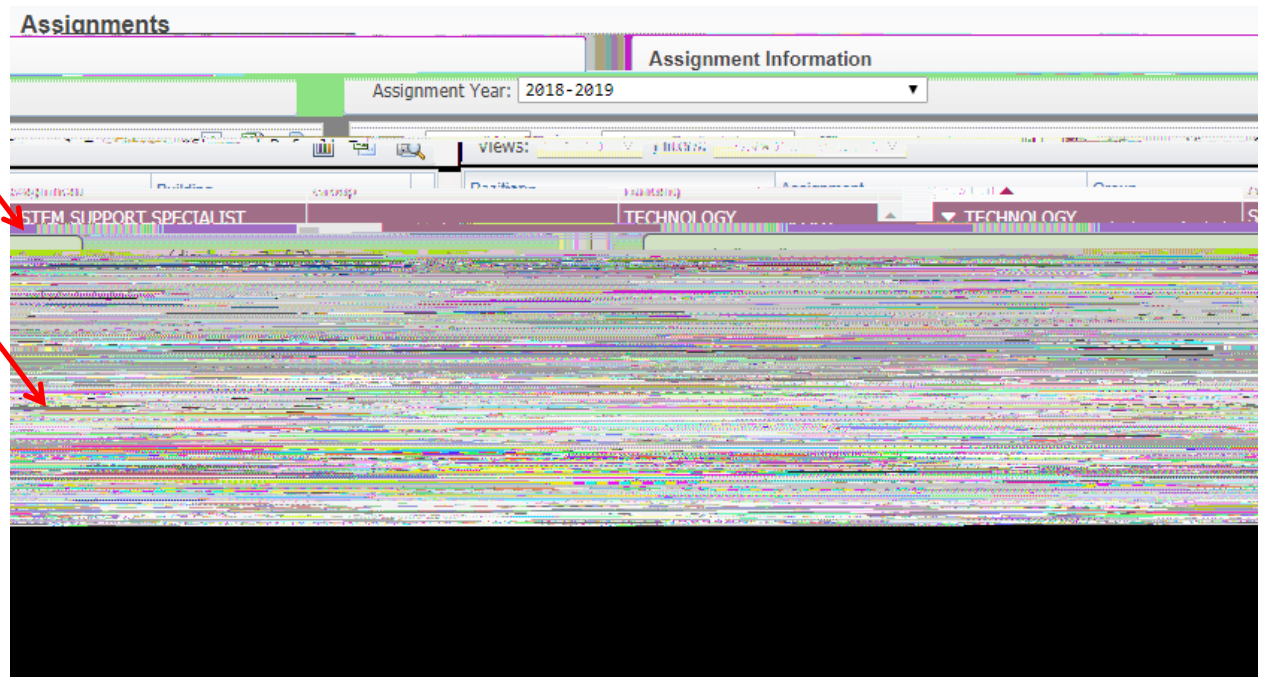
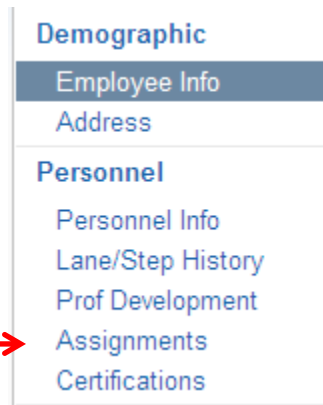
Select **Employee Information**
Choose **Personal Information**



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**



For Payroll issues, contact:	For Skyward issues, contact:
Len Timmermann, Payroll Sr. Specialist (817) 232-0880, Ext. 2483	Help Desk (Skyward Login Issues) (817) 232-0880, Ext. 2917
Courtney Baker, Payroll Specialist (Auxilliary) (817) 232-0880, Ext. 2485	Shawn Lee, System Analyst (Skyward Educator/Family Access) (817) 232-0880, Ext. 2570
Jamie Erwin, Benefits Coordinator (817) 232-0880, Ext. 2486	Sarah Partain, System Analyst (Skyward Business/Employee Access) (817) 232-0880, Ext. 2571
Crystal Robin, Payroll Specialist (817) 232-0880 Ext. 2488	
Stella Mendoza, Payroll/Benefits Director (817) 232-0880, Ext. 2408	
Michele Davis, Payroll/Benefits Assistant Director (817) 232-0880, Ext. 2409	