

# Getting Started with SKYWARD Employee Access

Employee Access is part of the SKYWARD system. This system allows you to access Payroll information.

## LOG IN:

Go to the Districts homepage and click on the Skyward link



You will be directed to the Districts single sign on screen. Enter your Username and Password. Contact the IT Department at 429-2900 if you do not have this information.

A screenshot of the login form. It has two input fields: "Username" and "Password". Below the fields is a "Sign in" button.

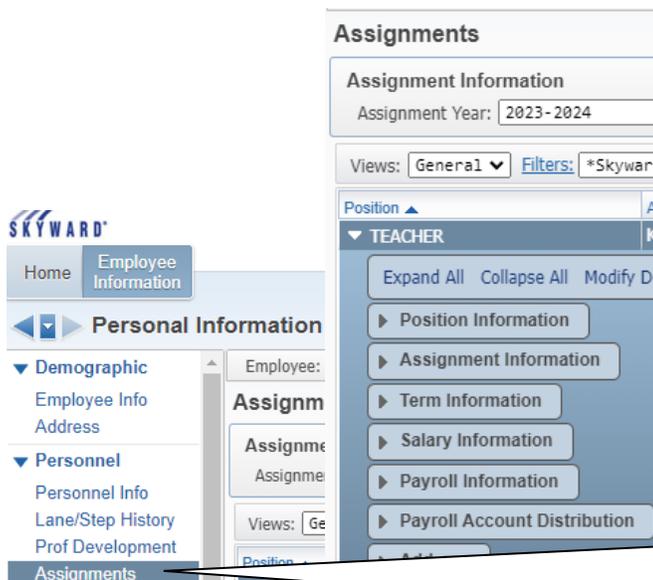
## TO VIEW CHECK HISTORY:

- Under **Payroll** choose **Check History**
- Select the check date, then click the **Show Check (you can also print a copy)**



## TO VIEW ASSIGNMENT INFORMATION:

- Select **Employee Information**. Select **Personal Information** and Select **Assignments**



**Choose Assignment** to view your current Assignment with detailed information about your salary including step placement, contract amount, hourly rates and more.