



EMPLOYEE ACCESS

Instructions for Using Employee Access

One of the features with the Skyward Human Resources Software is the ability to access your monthly check information online. Check information will be available online approximately four days before you receive your paycheck each month. Below are instructions on how to access Employee Access and to view your pay check information.

To Access the Employee Access Website:

1. Open your internet browser.
2. Point your browser to the Arlington School District Web Page at www.asd.wednet.edu.
3. On the menu on the home page, find Staff Information, click on that and then find "Login to Skyward". Click on that.
4. At the Skyward Login, type in your username and password. If you are a teacher that has taken attendance on Educator Access or used Gradebook, your username and password stays the same.
5. At the next screen, find the menu option "Employee Access" and click on that.
6. Click on the Employee Information tab to access your paycheck information. Click on the Time Off tab to view your leave balances. You will only be able to view paycheck information for the months since we converted to WesPaC HR in October 2007. However, your accumulated pay for the fiscal and calendar years will be up-to-date.

Please see the screen shot instructions to find step-by-step instructions on viewing wage information, using the Check Estimator, viewing leave balances, and printing wage verification reports. Please note, this information will not include wages earned before the 2007-08 school year.

The Check Estimator will allow you to adjust deductions and exemptions to see how it would affect your pay check. **This is only an estimator and will not change your pay or deductions.** If you decide you would like to change your deductions, you will need to contact Cheri Hansen (618-6226) for benefit deductions, or Mardine McAfee (618-6225) for any W-2 deduction changes.

You can use the Time Off tab to track your leave balances. Some staff members are awarded Vacation Leave while others are not. If you are not eligible for vacation, it will not show on your status report. Some leaves, such as bereavement, will show a negative number. That is because you are not awarded hours for that leave but are allowed to take it based on a negotiated agreement.

Employee Information Tab- Viewing Personal Information

You can view and print personnel information such as address, assignments, certifications, professional growth, step/lane history, and pay history.

1. Click **Personnel Info**.
The **Personnel Info** page opens.
2. Click on the tabs to view the information contained in the tabs.
This page contains the following tabs:
 - **General** – This tab displays Name, Address, Type, Status, HR Type, and Hire Date.
 - **Assignments** – This tab does not contain information at this time
 - **Step/Lane History** – This tab contains salary schedule placement information, including Type, Placement, Effective Date, Lane, Step, and Credits. This applies to certificated staff only and may not be updated at this time.
 - **Certifications** – This tab contains Certification information for teachers and administrators.
 - **Professional Growth** – This tab does not contain information at this time.

Employee Information - Check History

You can view and print your paycheck history. This page will give details on your wages, deductions and benefits on each monthly check.

1. Click **Check History**.
The **Check History** page opens.
This page displays Check Number, Check Date, Gross Amount and Net Amount. The default display is the current calendar year.
2. Click the **Check Number** field to see the details of a check. Click the **Back** button to return to the Check History page. Your total monthly check information is available. Or, if you have more than one assignment, you can click on the **Description name** of that contract and see details of the pay for that assignment only.
3. Click the **Description** to see the details of a pay item.
4. Click the **Estimate Check** button to go to the **Check Estimator**. Follow the instructions on the *Using the Paycheck Estimator* page of this document to estimate a paycheck. Click the **Back** button to return to the **Check History** page.
5. Click **Prev** or **Next** button to go to the previous or next Check History year.

Employee Information - Check Estimator

Using the Paycheck Estimator

You can use this tool to estimate your paycheck under different scenarios including changes to tax exemptions, deductions and pay.

1. Click **Check Estimator**.

The **Check Estimator** page opens.

2. In the **Federal Marital Status** drop down box, select one of the following:

- **Single**
- **Married**
- **Exempt**

3. In the **State Marital Status** drop down box (if applicable) , select one of the following:

- **Single**
- **Married**
- **Exempt**

NOTE: *This field does not apply to the State of Washington.*

4. In the **Federal Exemptions** field, enter the number of exemptions you want to use in the estimate.

5. In the **State Exemptions** field, enter the number of exemptions you want to use in the estimate.

NOTE: *This field does not apply to the State of Washington.*

6. Select the pay items you want to include in the estimate by checking the **Select** box next to the items.

7. In the **Rate** field, if the correct rate is not already in the field, enter the value you want to use for the estimate.

8. In the **Factor/Hours** field, if appropriate, enter the number of hours or other multiplier you want applied to the rate for this estimate.

9. Click the **Next** button.

10. Review the **Deductions** and **Benefits**. Uncheck any you do not want to include in the estimate. Change the amounts of any deductions you want to estimate differently than shown.

11. Click the **Estimate Check** button.

The display is now your estimated check with the changes you entered. You can print this information for your records.

12. Click the **Back button** to return to the **Check Estimator**.

Employee Information - Calendar YTD

Viewing Calendar YTD Wage Data

You can view and print your calendar year to date wage data.

1. Click **Show Calendar YTD**.
The **Calendar Year to Date Information** Page opens.
2. Click the **Print** button to print the screen.

Employee Information - Fiscal YTD

Viewing Fiscal YTD Wage Data

You can view and print your Fiscal year to date wage data.

1. Click **Show Fiscal YTD**.
The **Fiscal Year to Date Information** Page opens.
2. Click the **Print** button to print the screen.

Payroll Tab - W2 Info (only available for years 2007 and beyond)

Viewing W2 Information

You can view and print your W2 information.

1. Click on the **Year** of the W2 information you want to view.
2. Click **Show W2 Info**.
The **W2 Information** page opens.
This page lists the Year, Taxable Wages, and Federal Tax for each year W2 information is available
3. Click **Print** to print the W2 information.
4. Click **View W2** to view a copy of your actual W2.
5. You must enter your social security number in order to print this W2.
6. It will open as an Adobe pdf and you can save or print.

General Information Tab - Report Options

Report Directory Reports

This page allows you to run and print reports on your employee data set up by the administrator for your use. This may be used to run wage verifications for loans, mortgage refinancing, etc.

1. Click **Report Directory**.
2. Click on the report you want to run.

Running Reports

The following are the basic steps to run reports.

1. Click **Report Options**.
The **Report Options** page opens.
2. In the **Show** column, check the types of information you want to see on the report. The selections are:

- **Employer Information** – When selected, the employer’s name and address appears on the report.
- **Calendar Year to Date Information** – When selected, calendar year dollar amounts for all wage, deduction, and benefit fields appear on the report.
NOTE: *If this field is selected, you must also enter the **Start** and **End** year. The default is the current calendar year. Multiple years will appear separately on the report.*
- **Fiscal Year to Date Information** – When selected, calendar year dollar amounts for all wage, deduction, and benefit fields appear on the report.
NOTE: *If this field is selected, you must also enter the **Start** and **End** year. The default is the current calendar year. Multiple years will appear separately on the report.*
- **Check History** - When selected, check history for all checks paid between the dates selected appear on the report. Check history is detailed check information in a format similar to the format of a check stub, with detail of all pay items, deductions and benefits for each check included in the date range selected.
NOTE: *If this field is selected, you must also enter the **Start** and **End** dates as MM/DD/YYYY. The default Start is 01/01 of the current calendar year. The default end is the current day’s date. Multiple years will appear separately on the report.*
- **Page Break** – When page break is selected, each type of information selected to be included on the report will print on a separate page.

3. Click the **Print** button to print the report.

Time Off Tab - Time Off History

You can view and print your time off history on the web.

1. Click either:

- **Sick Leave**
- **Vacation**
- **Personal Leave**
- **Not on Stub** – This leave type may display on your web site if you have taken a paid leave not covered by the areas above. An example would be Association Leave such as AEA.

The **Time Off Code Detail** page opens.

For the selected leave type, this page lists the Anniversary Date (when new leave will be allocated next) and Remaining Hours at the top. A detailed listing of leave taken includes the Date, Description, Reason, Allocated amount, Used amount, Type (Hours or Days) and Remaining balance.

2. Click the **Print** button to print your leave information.

