

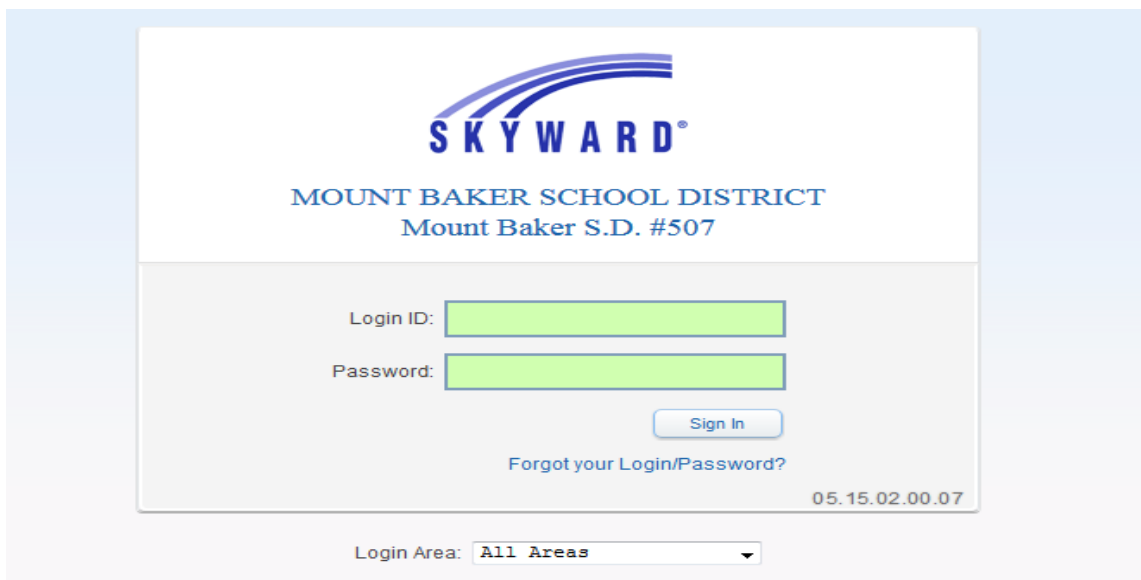
Employee Access Instructions

Accessing Your Pay, Leave and Other information

Employees may access their personal information online by logging into their Skyward Employee Access with their Login ID and password. (This is a different login/password than the one you use to log into the district's computer network or Ready Sub.) This is where you will be able to look at your check, Time Off and other information.

In order for you to gain employee access you will need to email Ken Root at kroot@mtbaker.wednet.edu to request an email to provide you with your Login ID which should be the first character of your first name, your last name and a two digit number (Example: jsmith12) and a temporary password. This information will be at the top of the email.

Go to the Mount Baker District website (www.mtbaker.wednet.edu) then click on **"Staff"** and then onto the ***SKYWARD link**. The first time you login you will need to change your password. If you forget your password, it must be reset to the district default (email to Ken) and you will need to change it the next time you log in.



SKYWARD[®]

MOUNT BAKER SCHOOL DISTRICT
Mount Baker S.D. #507

Login ID:

Password:

Sign In

[Forgot your Login/Password?](#)

05.15.02.00.07

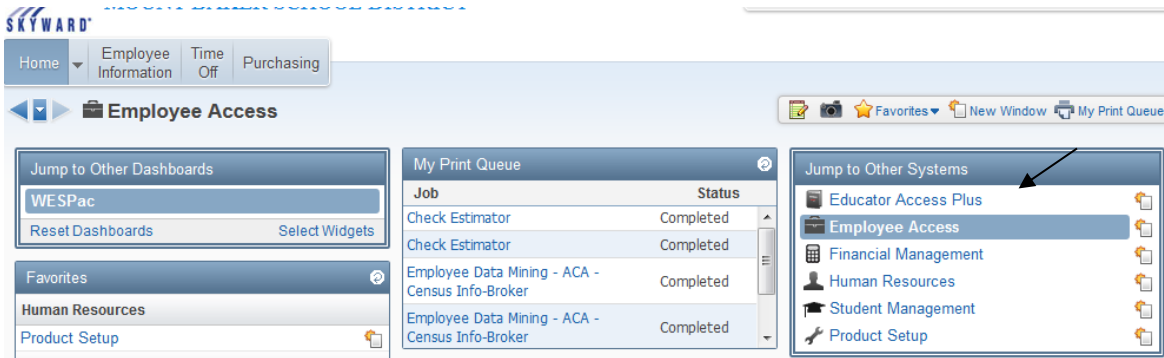
Login Area: All Areas

***To create a shortcut for the Skyward link on your desktop you should first bookmark the page. Then go to your bookmarks and right click on the Skyward link and copy then paste the shortcut to your desktop. Going forward whenever you want to login you can click on the shortcut to Skyward on your desktop.**

Three unsuccessful logins will cause the system to lock you out. If this happens you will need to call Payroll.
Important: To prevent others from accessing your information, do not leave this system open on your computer.

Employee Access Instructions

After logging in select **Employee Access** on the right hand side. You may or may not have additional choices.



View Paycheck Information — Click on "**Employee Information**" then "**Check History**".

You will be able to view and print your payroll information here. Check information will be available by the 25th of each month. Please review the information each month and notify the Payroll Office if you see an error. Any corrections that need to be made unless otherwise discussed will happen in the following months Payroll. **The actual transfer of funds into your bank account will always occur on the last weekday of the month.**



W4 information will show what you are claiming; **W2 information** is where to get a copy of your W2.

Check Estimator can be used to run scenarios on the effect on your paycheck **if** you should make changes.

Any information entered here is for estimation purposes only and does not change your payroll records.

Payroll questions should be directed to the Payroll Office. The information in Employee Access is for view and print only. Any changes you wish to make in deductions or in your W4 have to be made directly with the Payroll Office.

Employee Access Instructions

View Leave Balances — Click on **"Time Off"**, to view your leave information

The screenshot shows the Skyward web application interface. At the top, there is a navigation menu with 'Home', 'Employee Information', 'Time Off', and 'Purchasing'. An arrow points to the 'Time Off' menu item. Below the navigation is a breadcrumb trail for 'My Time Off Status'. The main content area has a 'Views: General' and 'Filters: *Skyward Default' dropdown. A summary table shows leave balances for 'PERSONAL LEAVE' and 'SICK LEAVE'. Below this, a detailed view for the 'Current Year' shows 'Pending Requests' (none) and a list of 'Time Off Transactions' with columns for Date, Description/Reason, Allocated, Used, Remaining, and Unpaid.

Time Off Code	Prior Year Remaining	Allocated	Used	Remaining	Approved	Waiting	Available	Unpaid	Future Remaining
PERSONAL LEAVE		50h 38m	30h 08m	20h 30m			20h 30m		
SICK LEAVE		202h 34m	41h 45m	160h 49m			160h 49m		

Date	Description/Reason	Allocated	Used	Remaining	Unpaid
03/31/2015 Tue	SICK / SICK		3h 00m	160h 49m	
02/28/2015 Sat	SICK / SICK		5h 00m	163h 49m	
01/28/2015 Wed	SICK / SICK		1h 00m	168h 49m	
10/31/2014 Fri	/ SICK		6h 15m	169h 49m	
09/30/2014 Tue	14/15 Accrual	96h 00m		176h 04m	
07/11/2014 Fri	SICK / SICK		20h 15m	80h 04m	
06/02/2014 Mon	SICK / SICK		2h 15m	100h 19m	
05/29/2014 Thu			0h 00m	102h 34m	
05/23/2014 Fri	SICK / SICK		1h 00m	102h 34m	
03/20/2014 Thu			0h 00m	103h 34m	

If you need assistance to login, please contact your building Tech Support or Secretary. If you need further assistance you can contact Ken Root by sending an email to kroot@mtbaker.wednet.edu