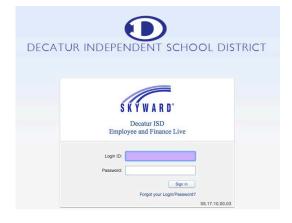
Getting Started with Skyward Employee Access (Payroll)

Instructions for Employees Only

Employee Access allows employees to review their personal, payroll, time off, and contract information.

To Login to Employee Access

- Go to <u>www.decaturisd.us</u>
- Select Staff
- Click Skyward Employee Access
- Enter your Login ID and password



To View Check History

Select Employee Information Employee Time • - Payroll Off Information Choose Payroll Check History Select Check History to display a list of checks Select the check date Check Estimator • Show Click the **Show Check** button • Calendar Year-to-Date Check Select printing options • Fiscal Year-to-Date Click Print W2 Information W4 Information

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

View W2

Select Open

to view your W2

- Payroll	
Check History	1
Check Estimator	1
Calendar Year-to-Date	1
Fiscal Year-to-Date	1
W2 Information	1
W4 Information	1

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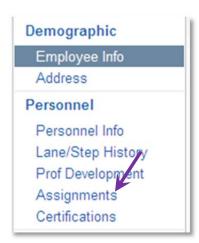
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pg 2 of 2

To View Personnel Info

- Select Employee Information
- Choose Personal Information

- Employee Information		
Previous Version of Ganeral Information	1	
Personal Information	1	
Calendar	1	



• Select from the menu by clicking on the information you would like to view.

 Click on the arrow to expand information detail

Expand All Collapse All	Modify Details (displaying 6 of 6)	View Printable Details
Fosition Information		
Assignment Informati	on	
▶ Term Information		
Salary Information		
Payroll Information		
Payroll Account Distri	bution	

For Payroll or login help with Skyward please contact: Sherrie Garner 940-393-7112 sherrie.garner@decaturisd.us