

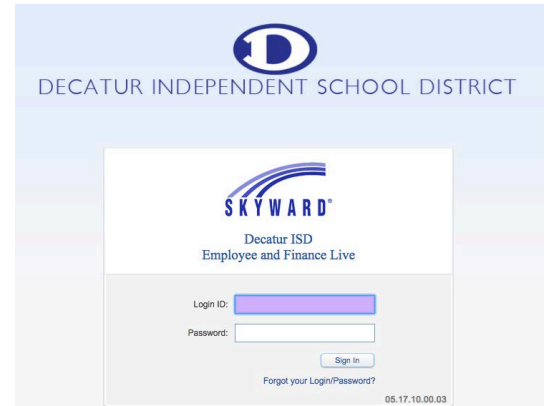
Getting Started with Skyward Employee Access (Payroll)

Instructions for Employees Only

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

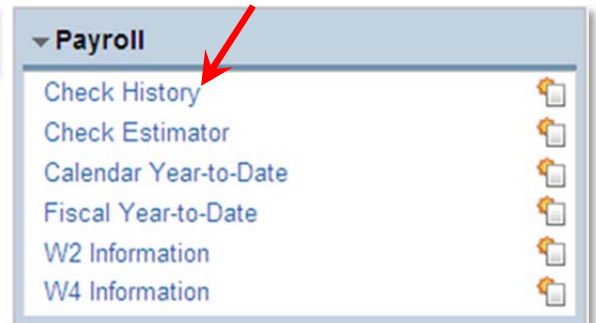
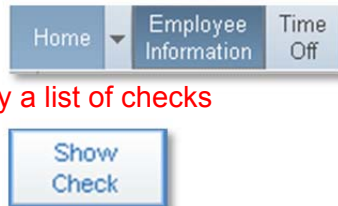
To Login to Employee Access

- Go to www.decatourisd.us
- Select **Staff**
- Click **Skyward Employee Access**
- Enter your Login ID and password



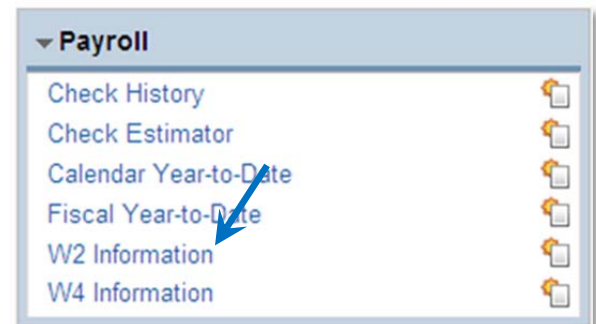
To View Check History

- 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
- Click **Print**



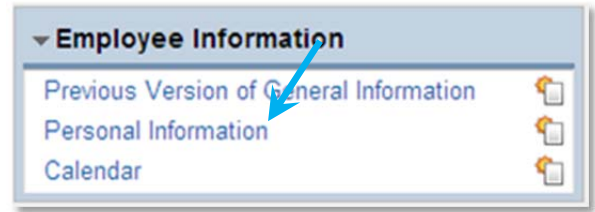
To View W2 Data

- Select **Employee Information**
- Choose **Payroll**
- Select **W2 Information** to view your W2's
- Select the year, then click the **View W2** button
- Select **Open** **View W2** to view your W2

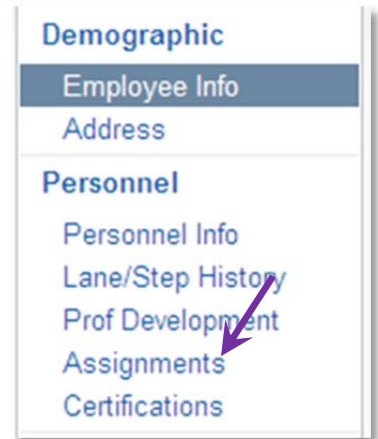


To View Personnel Info

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



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



- Click on the arrow to expand information detail



For Payroll or login help with Skyward please contact:
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