

Slide 1 - Slide 1

The screenshot shows the Skyward School District 1 Employee Access web application. The browser title is "Employee Access - 05.12.10.00.20-10.2 - Windows Internet Explorer". The user is logged in as Pablo Aguinas. The interface includes a navigation menu with categories like Home, Employee Information, Time Off, True Time, FastTrack Open Positions, FastTrack Screener, Work Requests, Account Master, Purchasing, Expense Reimbursement, and Online Open Enrollment. Three main sections are visible: Employee Information (with links for Personal Information, Calendar, Modify HR Calendar Events, Accounts Payable Payments, and Online Forms), Payroll (with links for Check History, Check Estimator, Calendar Year-to-Date, Fiscal Year-to-Date, Direct Deposit Information, W2 Information, and W4 Information), and Professional Development (with links for Requests, Approvals, and History). A yellow callout box is overlaid on the Payroll section, containing the following text:

W4 Information

Navigate to Employee Access, Employee Information, Payroll, W2 Information.

Who, What, When, Why?

This feature displays an employee's W4 information on file with the district's Payroll department.

Employees use this feature to verify the W4 information on file with their district's Payroll department.

At the bottom of the page, there is a footer with the copyright notice "© 2013 Skyward, Inc. All rights reserved.", the word "Finance", and the system information "Windows XP / Internet Explorer 8".

Slide 2 - Slide 2

The W4 Information browse displays.

| Tax State | Federal Marital Status | State Marital Status | Federal Allowances | State Allowances |
|-----------|------------------------|----------------------|--------------------|------------------|
| WI | Single | Single | 0 | 0 |

The columns display the information, or for a more detailed view click Show W4 Info.

20 1 records displayed

Slide 3 - Slide 3

W4 Information - 05.12.10.00.20-10.2 - Windows Internet Explorer

Skyward School District 1

Pablo Aguinagascr Account Preferences Exit ?

Home Employee Information Time Off True Time FastTrack Open Positions FastTrack Screener Work Requests Account Master Purchasing Expense Reimbursement Online Open Enrollment

W4 Information ☆

Views: W4 Information Filters: *Skyward Default

| Tax State | Federal Marital Status | State Marital Status | Federal Allowances | State Allowances |
|-----------|------------------------|----------------------|--------------------|------------------|
| WI | Single | Single | | |

W4 Information (40)

W4 Information for PABLO AGUINAGASCR

Tax State: WI
Federal Marital Status: Single
State Marital Status: Single
Federal Allowances: 0
State Allowances: 0

Print
Back

Done

The **W4 Information** displays Tax State, Federal and State Marital Status as well as Federal and State Allowances.

Contact your district's **Payroll** department if changes are needed in any of these fields.

20 1 records displayed

Local intranet 100%

Slide 4 - Slide 4

W4 Information - 05.12.10.00.20-10.2 - Windows Internet Explorer

Skyward School District 1

Pablo Aguinascr We value your feedback

Home Employee Information Time Off True Time FastTrack Open Positions FastTrack Screener Work Requests Account Master Purchasing Expense Reimbursement Online Open Enrollment

Personal Information

Employee: AGUINAGASCR PABLO Y

W4 Information

Views: W4 Information Filters: *Skyward Default

| Tax State | Federal Marital Status | State Marital Status | Federal Allowances | State Allowances |
|-----------|------------------------|----------------------|--------------------|------------------|
| WI | Single | Single | 0 | 0 |

Show W4 Info

20 1 records displayed

The W4 Information is also available from the Personal Information area. This concludes the tutorial.