

# EMPLOYEE ACCESS INSTRUCTIONS

## 1. INTRODUCTION

Walla Walla School District has implemented “Employee Access” of the Skyward System to enable employees to view and print the following information:

- Check stub history
- W-2
- W-4
- Calendar and fiscal year-to-date detail of gross wages, deductions, and benefits.
- Flex Plan information (except reimbursements which are on Flex-Plan web site)
- Time-off: Leave balances, used, and allocations for sick leave, vacation, bereavement, and personal leave. Incentive leave will show only as taken.

## 2. LOG-ON TO “EMPLOYEE ACCESS”

1. From the district web page, mouse-over **Staff** and click on **Skyward / Online Grades (Staff Access)**
2. Enter your Login ID and Password, select **Employee Access** under the Login Area drop-down menu, and click Sign In.

## 3. MENU

### Employee Information Tab

#### *Employee Information*

Personal Information, Calendar, Accounts Payable Payments, Online Forms

#### *Payroll*

Check History, Check Estimator, Calendar YTD, Fiscal YTD, Direct Deposit Information, W-2 Information,

W-4 Information, 1095 Forms, Flex Information

#### *Professional Development*

History

### Time Off Tab

#### *Time Off – My Status*

Bereavement\*, Incentive\*, Longevity\*, Personal, Sick, Vacation\* (\*if applicable)

→ You can view allocated leave, used leave, and remaining balances

## 4. VIEW & PRINT YOUR CHECK STUB

- Click on **Employee Information**, mouse over **Payroll**, and select **Check History**
- Click on **Check Number** to view payroll information for the specific check date desired
- To print your check stub, click on **Print** button in upper-right corner
- An information window will appear asking if you want your Social Security number on the check information. Select the desired option and click the **Print** button.
- A print Queue window will open while your check information is being prepared for printing. When it is complete, a window will appear that says the “Report Finished processing. Click the **View Report** button.
- Your check information will open in another window where you can use the printer icon (bottom of the page) to print a copy of your check.

## 5. GO BACK TO PREVIOUS SCREEN

- To go back to a previous screen, click on the **Back** button

## 6. VIEW AND PRINT OTHER INFO THAN CHECK STUB

- Select the appropriate tab and follow the same steps listed above for VIEW & PRINT YOUR CHECK STUB

07/30/2010 Check Information

3:01 PM

-----EMPLOYER INFORMATION-----

Name: WALLA WALLA SCHOOL DISTRICT  
Address: 364 S PARK ST  
LN  
WALLA WALLA WA 99362  
99362

-----EMPLOYEE INFORMATION-----

Name: ONION, SWEET  
Address: 888 ONION  
WALLA WALLA WA

-----CHECK DETAIL INFORMATION-----

Check Date: 07/30/2010 Gross Wages: 3,300.42  
Check Number: 900014273 Net Amount: 2,676.83  
Check Type: Regular

-----TAXABLE WAGE INFORMATION-----

	<u>FEDERAL</u>	<u>STATE</u>	<u>FICA</u>	<u>MEDICARE</u>
Gross Wages:	3,300.42	3,300.42	3,300.42	3,300.42
Minus Deductions that Decrease Tax:	103.19	103.19	0.00	0.00
Plus Taxable Benefits:	0.00	0.00	0.00	0.00
Taxable Gross Wages:	3,197.23	3,197.23	3,300.42	3,300.42

-----PAYS-----

DESCRIPTION	RATE	FACTOR/HOURS	AMOUNT	RETIRE HOURS	PERIOD END
CLASS EDU STIP	80.00	1.00	80.00	0.00	07/31/2010
CUSTODIAN	3,206.42	1.00	3,206.42	168.00	07/31/2010
REIMB MEALS	14.00	1.00	14.00	1.00	07/31/2010
<b>Total:</b>			<b>3,300.42</b>	<b>169.00</b>	

-----DEDUCTIONS-----BENEFITS-----

--DECREASE TAX--					----TAXABLE----		
DESCRIPTION	AMOUNT	FED	ST	F/M	DESCRIPTION	AMOUNT	FED
ST F/M							
BC PLAN 2	0.00	Y	Y	Y	BC PLAN 2	776.50	
DENTAL-UNITED C	0.00				COMP ABS LIA PL	13.80	
Fed Inc Tax	262.04				DENTAL-UNITED C	113.41	
FICA	204.63				FICA	204.63	
HEALTHC-WA STAT	0.00				HEALTHC-WA STAT	59.59	
Medicare	47.86				Medicare	47.86	
SERS Plan 2	103.19	Y	Y		SERS Plan 2	178.78	
VISION-WEA/APA	0.00				Unemployment 00	0.00	
Workers' Comp	5.87				VISION-WEA/APA	27.95	
					Workers' Comp	26.59	
<b>Total:</b>	<b>623.59</b>				<b>Total:</b>	<b>1,449.11</b>	

EARNING STATEMENT INFORMATION IS ACCESSIBLE THROUGH EMPLOYEE ACCESS PLEASE CONTACT YOUR BUILDING SECRETARY FOR LOGIN INFORMATION

changed pay schedule for 11-12