

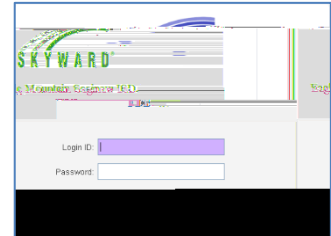
## Instructions for Employees Only

### Getting Started with Skyward Employee Access (Payroll)

The Employee Access application allows the employee to review their personal information, payroll, tax and contract information.

#### To Log-in

- Go to [www.emsisd.com](http://www.emsisd.com)
- Select **Staff Tab**
- Click **Skyward**, and then select the link for **Employee Access**
- Enter your Login ID and password



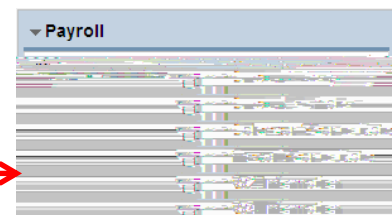
#### To View Check History

- 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
- Print



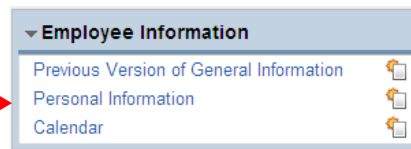
#### To View W2 Data

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



To View Personnel Info

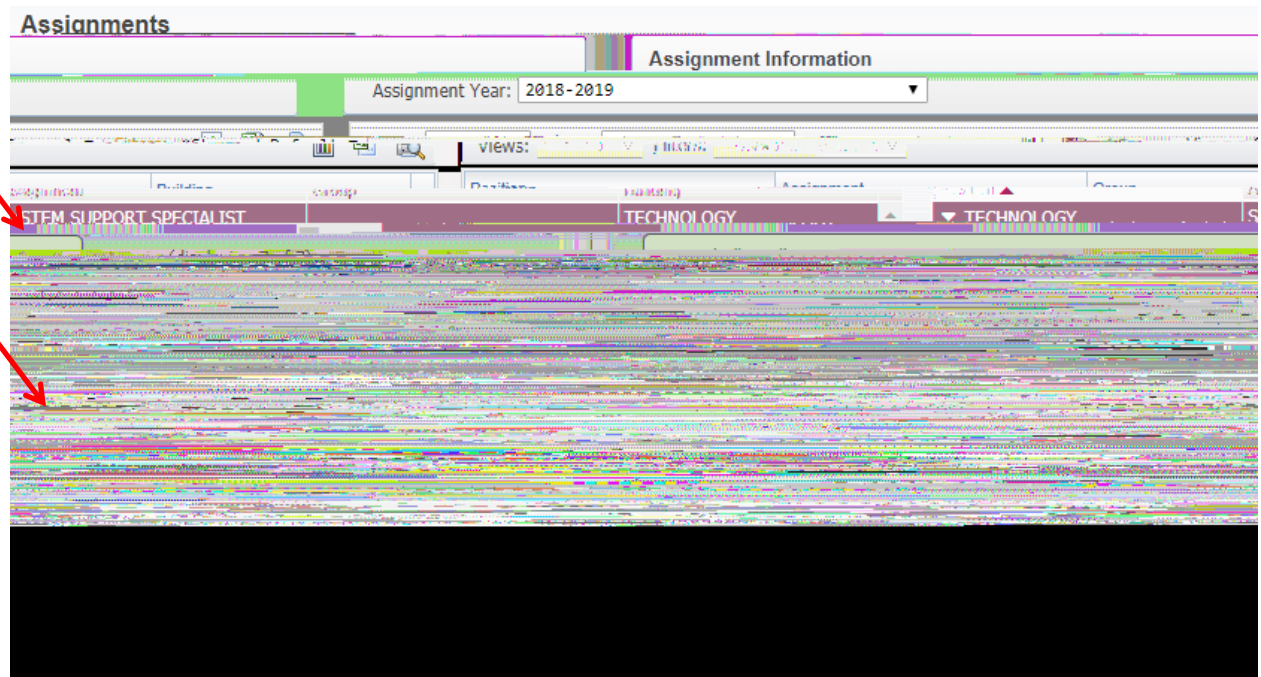
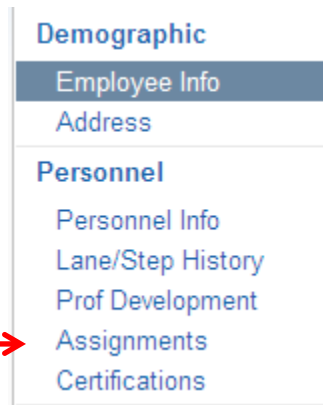
Select **Employee Information**  
Choose **Personal Information**



From the menu on the left, select the information you would like to view

To view your **Calendar Term Days**

- Select **Assignments**
- Click on the symbol next to your position to expand the details
- Click symbol next to **Term Information**



<b>For Payroll issues, contact:</b>	<b>For Skyward issues, contact:</b>
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Courtney Baker, Payroll Specialist (Auxilliary) (817) 232-0880, Ext. 2485	Shawn Lee, System Analyst (Skyward Educator/Family Access) (817) 232-0880, Ext. 2570
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