



Employee Access



Fiscal Contact Information

Phone: 509-456-2718, Email: fiscal@esd101.net

Web: <http://www.esd101.net/newisc>

June 2012

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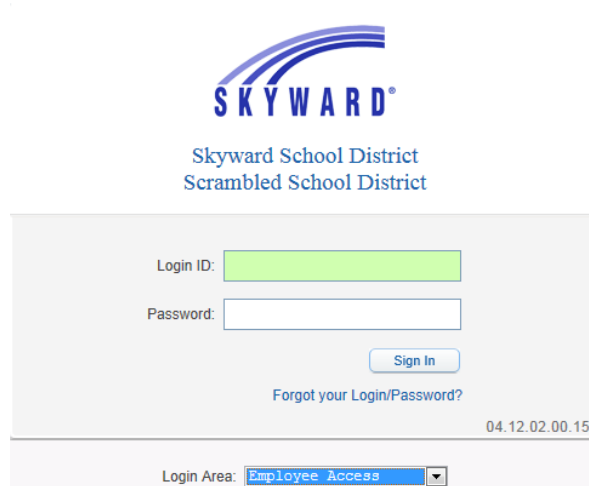
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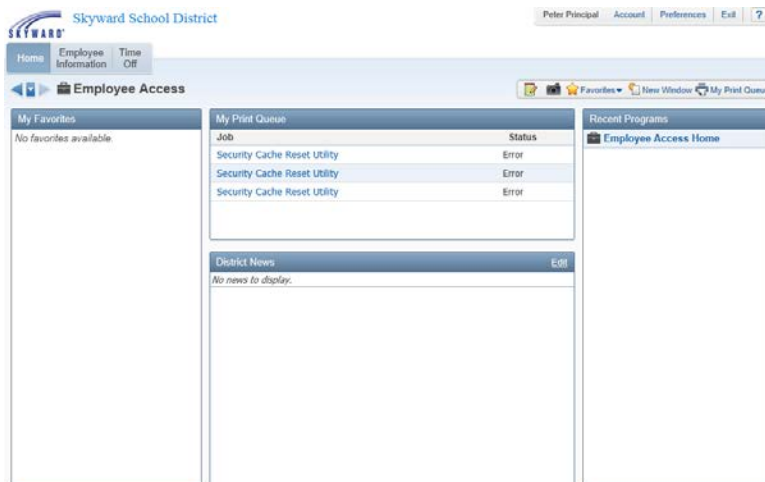
1. Login

- Go to following web address: **http://eaplus.YOURDISTRICT.wa-k12.net/**
- Enter your **Login**. Click on **Forgot Login or Password?** An email will be sent to you with your password. Use the password you've received in your email to login.



The image shows the login page for Skyward School District. At the top, there is the Skyward logo and the text "Skyward School District Scrambled School District". Below this, there are two input fields: "Login ID:" and "Password:". A "Sign In" button is positioned below the password field. A link for "Forgot your Login/Password?" is located below the "Sign In" button. The date "04.12.02.00.15" is displayed in the bottom right corner. At the bottom of the page, there is a "Login Area:" dropdown menu with "Employee Access" selected.

- Depending on your district's settings, certain buttons will become available. Below we discuss the 2 most common:



The image is a screenshot of the Skyward Employee Access dashboard. The top navigation bar includes "Home", "Employee Information", and "Time Off". The main content area is titled "Employee Access" and is divided into three columns. The left column, "My Favorites", shows "No favorites available". The middle column, "My Print Queue", contains a table with three rows, each showing "Security Cache Reset Utility" with a status of "Error". The right column, "Recent Programs", shows "Employee Access Home". At the bottom, there is a "District News" section with "No news to display".

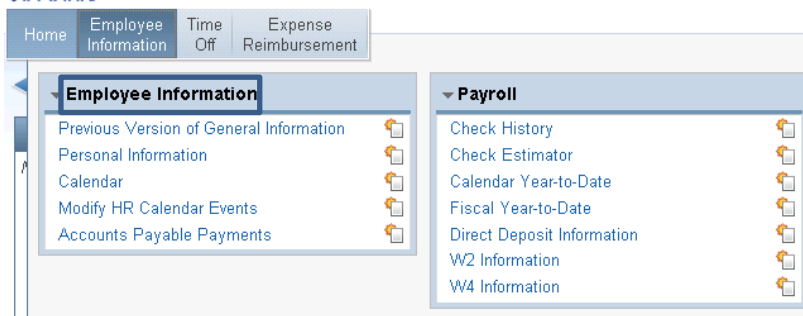
Job	Status
Security Cache Reset Utility	Error
Security Cache Reset Utility	Error
Security Cache Reset Utility	Error



*Some users may have multiple tabs. (e.g. Teachers may have an **Educator Access** tab).*

2. Employee Information

The available applications under the **Employee Information** tab will display a new window. Each of the application buttons contains different information. The specific applications and the information found within each one will vary by district. Below are some screenshots of the most common.



A. Employee Information

1. Previous Version of General Information

Displays general information that was displayed in the previous release of Employee Access. Use the links on the left to access more information.

Current User: **Principal, Peter** Print Back

Human Resources Events Calendar

June 2012 Next

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Calendar Events

Type	Date	Description

- 2. Personal Information**
Displays various personal information. Use the menu on the left to access more information.

Demographic

Employee: Principal Peter

Employee Info

Address [View History](#)

Personnel

Personnel Info
Lane/Step History
Prof Development
Assignments
Certifications

Payroll

Checks
Check Estimator
Calendar YTD
Fiscal YTD
Direct Deposit
W2 Information
W4 Information

Time Off Status

AP Payments

Food Service

Account Information
Payments
Purchases

Employee Information [Request Changes](#)

Name

Former Name: Conf. No

Spouse Name: Conf. No

Phone

Phone 1: (555) Ext: Conf. No

Phone 2: (555) Ext: Conf. No

Phone 3: (555) Ext: Conf. No

Email:

Race and Ethnicity

Ethnicity: Hispanic/Latino?

Federal Race: 1-American Indian or Alaskan Native
 2-Asian
 3-Black or African American
 4-Native Hawaiian or Other Pacific Islander
 5-White

- 3. Calendar**
Displays a calendar specific to the employee. This can contain information from the District News Calendar, personal leave requests, and other customizable information.

B. Payroll

Contains the information most frequently requested by employees. Click each link to access that information.

Home **Employee Information** Time Off Expense Reimbursement

Employee Information

- Previous Version of General Information
- Personal Information
- Calendar
- Modify HR Calendar Events
- Accounts Payable Payments

Payroll

- Check History
- Check Estimator
- Calendar Year-to-Date
- Fiscal Year-to-Date
- Direct Deposit Information
- W2 Information
- W4 Information

- 1. Check History**
View detailed check information for each check or deposit issued through payroll. You can reprint check stub information as well. While your printed check stub or earning statement may summarize some of your deductions into a single line item (i.e. Misc. Deductions), they will display individually here.

Click the next to the Check Date, click the Check Number, or highlight an individual check and click the Show Check button to get more detailed information.

Check Date	Check Number	Gross Wages	Net Amount	C	T
05/31/2012	402769	10,000.00	7,222.66	R	

Check Number 402769

Check Information for Peter Principal

Employer Information Name: EMP1497-Skyward Test School District Address: 508 Scramble avenue PO Box 217 Scramble, WV 55555	Employee Information Name: Peter Principal Address: 123 N MAPLE ST Scramble, WV 55555
---	---

Check Detail Information
 Check Date: 05/31/2012 Gross Wages: 10,000.00
 Check Number: 402769 Net Amount: 7,222.66
 Check Type: Regular

	Federal	State	FICA	Medicare
Gross Wages:	10,000.00	10,000.00	10,000.00	10,000.00
Minus Deductions that Decrease Tax:				
Plus Taxable Benefits:				
Taxable Gross Wages:	10,000.00	10,000.00	10,000.00	10,000.00

Description	Rate	Factor/Hours	Amount	Retire Hours	Period End
ADMIN	10,000.00	1.00	10,000.00	1,840.00	05/31/2012

Deductions				Benefits			
--Decrease Tax--				-----Taxable-----			
Description	Amount	Fed	St F/M	Description	Amount	Fed	St F/M
Fed Inc Tax	2,204.87			FICA	620.00		
FICA	420.00			Medicare	145.00		
Medicare	145.00			TRS Plan 0			
TRS Plan 0			Y	Unemployment 00			
Workers' Comp	7.47			Workers' Comp	31.66		
Total:	2,777.34			Total:	796.66		

2. Check Estimator

Estimate how payroll changes will affect your net pay. The changes here WILL NOT affect payroll. This is an estimator function only! The first screen displays Pay & Tax information. Enter your changes and then click **Continue Check Estimator Process**.

Check Estimator: Select Pays, Adjust Rates, and Factors for Peter Principal

*** Altering this information will only affect your estimated check. ***
 *** It will not affect your actual check or W4 Information ***

Continue Check Estimator Process

Tax Information * Tax State: WA * Federal Marital Status: Single * State Marital Status: Single		* Federal Exemptions: 0 * State Exemptions: 0	
System Maximums <input type="checkbox"/> Ignore Pay Maximums <input type="checkbox"/> Ignore Deduction Maximums <input type="checkbox"/> Ignore Benefit Maximums			
Process Options <input type="checkbox"/> Print Employer/Employee Information <input type="checkbox"/> Print Employee Social Security Number			
Select Pays			
Select	Pay Description	Rate	Factor/Hours
<input checked="" type="checkbox"/>	ADMIN	\$ 10000.00	1

Asterisk (*) denotes a required field

The second screen displays your Deductions and Benefits. Enter any changes and then click **Calculate Check**.

Check Estimator - Adjust Deductions and Benefits

Check Estimator: Adjust Deductions/Benefits for each Pay for Peter Principal

*** Altering this information will only affect your estimated check. ***
*** It will not affect your actual check or W4 Information ***

ADMIN

Pay Description	Rate	Factor/Hours
ADMIN	10000.00	1

Deductions			Benefits		
Select	Description	Amount	Select	Description	Amount
<input checked="" type="checkbox"/>	Fed Inc Tax	TABLE	<input checked="" type="checkbox"/>	FICA - 6.2000%	TABLE
<input checked="" type="checkbox"/>	FICA - 4.2000%	TABLE	<input checked="" type="checkbox"/>	Medicare - 1.4500%	TABLE
<input checked="" type="checkbox"/>	Medicare - 1.4500%	TABLE	<input checked="" type="checkbox"/>	TRS Plan 0	\$ 0.00
<input checked="" type="checkbox"/>	TRS Plan 0	\$ 0.00	<input checked="" type="checkbox"/>	Unemployment 00	TABLE
<input checked="" type="checkbox"/>	Workers' Comp	\$ 7.47	<input checked="" type="checkbox"/>	Workers' Comp	\$ 31.66

Buttons: Calculate Check, Back

Once the print queue is finished running click **View Report** and the estimated check information will display.

3. Calendar Year-to-Date

View Calendar Year-to-Date Pay, Deduction, and Benefit information for each calendar year in Skyward. Click the Year or the Show Calendar YTD button for more detailed information.

Calendar YTD

Views: Calendar YTD Filters: *Skyward Default

Year	Gross Wages	Net Amount
▶ 2012	10,000.00	7,222.66

Buttons: Show Calendar YTD

Calendar YTD

Calendar YTD Information for 2012 for Peter Principal

Buttons: Print, Back

Employer Information		Employee Information	
Name: EMP1497-Skyward Test School District Address: 508 Scramble avenue PO Box 217 Scramble, WV 55555		Name: Peter Principal Address: 123 N MAPLE ST Scramble, WV 55555	

Taxable Wage Information				
	Federal	State	FICA	Medicare
Gross Wages:	10,000.00	10,000.00	10,000.00	10,000.00
Minus Deductions that Decrease Tax:	0.00	0.00	0.00	0.00
Plus Taxable Benefits:	0.00	0.00	0.00	0.00
Taxable Gross Wages:	10,000.00	10,000.00	10,000.00	10,000.00

Pays	
Description	Amount
ADMIN	10,000.00
Gross Wages:	10,000.00
Minus Deductions:	2,777.34
Net Amount:	7,222.66

Deductions				Benefits			
Description	Amount	---Decrease Tax---		Description	Amount	-----Taxable-----	
		Fed	St			Fed	St
Fed Inc Tax	2,204.87			FICA	620.00		
FICA	420.00			Medicare	145.00		
Medicare	145.00			TRS Plan 0	0.00		
TRS Plan 0	0.00	Y		Unemployment 00	0.00		
Workers' Comp	7.47			Workers' Comp	31.66		
Total:	2,777.34			Total:	796.66		

4. Fiscal Year-to-Date

Similar to Calendar YTD, except information will be displayed for the Fiscal Year.

5. Direct Deposit Information

View your Direct Deposit information, including Bank, Account #, and Routing #.

6. W2 Information

View your Taxable Wages and Withholding amounts for each calendar year in Skyward.

- The **Show W2 Info** button displays a reconciliation from Gross Wages to Federally Taxable Wages to Net Pay.
- The **View W2** button opens a PDF version of your actual W2 that can be printed.

7. W4 Information

View your current Federal Withholding Status. The Show W4 Info button displays this information in a printable format.

Tax State	Federal Marital Status	State Marital Status	Federal Allowances	State Allowances
WA	Single	Single	0	0

3. Time Off

View leave balances, and submit leave requests if your district has implemented that option.

A. My Time Off Status

Use the on the left of the screen to view detail transactions for each leave type. Leave used and allocated leave will be displayed.

Time Off Code	Prior Year Remaining	Allocated	Used	Remaining	Approved	Waiting	Available	Unpaid	Future Amount
Personal Holiday		16h 00m	16h 00m	0h 00m			0h 00m		
Sick Leave		109h 20m	16h 00m	93h 20m			93h 20m		
Vacation		182h 11m	48h 00m	134h 11m	8h 00m		126h 11m		

B. My Time Off Requests

View any current and historical requests for time off. To add a time off request click the Add button on the right.

Date	Time	Amount	Type	Status	Year	Time Off Code	Reason	Description
06/26/2012 Tue	08:00 am	08:00 am	vacation	approved	2012	vacation	vacation reason	vacation