



# Getting the Most from Skyward's Employee Access

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Sequim School District

August 28, 2014

# Getting the Most from Skyward's Employee Access



- How Do I Login to Skyward Employee Access (EA)?
- How do I know what address the district has on file for me?
- How do I find out my contract details (hours per day, days per year)?
- How do I know what work assignment I'm being paid for?



# Getting the Most from Skyward's Employee Access



- How do I know what's being deducted from my paycheck?
- How can I get my W2 from last year?
- How do I find out how much sick leave I have?
- How do I know what my insurance benefits are being used for?



# How Do I Login to Skyward Employee Access (EA)?

[District Home](#)

[Select a School...](#)

[Sign In](#)

[Register](#)

[Search this Site...](#)

[search](#)



## Sequim School District

*Inspire and Achieve!*



Staff  
Directory



Calendar



Skyward



Email

[Home](#)

[Our District](#)

[Board of Directors](#)

[Departments](#)

[Employment](#)

[Staff Resources](#)

[Parent Resources](#)

[Programs](#)

### Events

Jan. 27 - No School,  
District office open 1- 4:30  
p.m., Sequim University  
professional  
development for  
classified staff 8 a.m. - 12  
noon at SMS

Jan. 28 - School Board  
Workshop on Facilities @  
6 p.m. in the Board room





# Sequim School District

*Inspire and Achieve!*



SEQUIM SCHOOL DISTRICT

Login ID:

Password:

Sign In

[Forgot your Login/Password?](#)

05.13.10.00.09-10.2

Login Area: Employee Access



Employee Information Time Off

Employee Access

Favorites New Window My Print Queue

Jump to Other Dashboards

- WESPac
- Employee**

Reset Dashboards Select Widgets

Favorites

No favorites available.

My Print Queue

Job	Status
Print Screen - Employee Access - 05.13.10.00.09-10.2	Completed
12/31/2013 Check Information	Completed

- Recent Programs
- Employee Access Home
  - My Status
  - Personal Information
  - Check History
  - Check Estimator



- Home
- Employee Information
- Time Off

- ▼ **Employee Information**
  - Personal Information
  - Calendar
  - Accounts Payable Payments
  - Online Forms

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

- Employee Access Home
- Personal Information
- My Status
- Check History
- Check Estimator

Demographic

Employee Info

Address

Personnel

- Personnel Info
- Lane/Step History
- Prof Development
- Assignments
- Certifications

Payroll

- Checks
- Check Estimator
- Calendar YTD
- Fiscal YTD
- History Report
- Direct Deposit
- W2 Information
- W4 Information

Time Off Status

Insurance

Group: 2MEA

AP Payments

Reports

Employee: [Redacted]

Employee Info

View History

Employee Information

**Name**

	Conf.
Former Name: <input type="text"/>	<input type="button" value="No"/>
Spouse Name: <input type="text"/>	<input type="button" value="No"/>

**Phone**

	Conf.
Phone 1: (360) <input type="text"/> - <input type="text"/> Ext: <input type="text"/>	<input type="button" value="No"/>
Phone 2: (360) <input type="text"/> - <input type="text"/> Ext: <input type="text"/>	<input type="button" value="No"/>
Phone 3: (360) <input type="text"/> - <input type="text"/> Ext: <input type="text"/>	<input type="button" value="No"/>
Email: <input type="text"/> @sequim.k12.wa.us	

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



- ▼ Demographic
  - Employee Info
  - Address
- ▼ Personnel
  - Personnel Info
  - Lane/Step History
  - Prof Development
  - Assignments
  - Certifications
- ▼ Payroll
  - Checks
  - Check Estimator
  - Calendar YTD
  - Fiscal YTD
  - History Report
  - Direct Deposit
  - W2 Information
  - W4 Information
- Time Off Status
- ▼ Insurance
  - Group: 2MEA
- AP Payments
- ▶ Reports

Employee: [Redacted]

### Address

[View History](#)

**Address**

Primary/Mailing Address Conf:

**Primary**

[Redacted]  
SEQUIM, WA 98382

**Mailing**

How do I know what address the district has on file for me?



Demographic

- Employee Info
- Address

Personnel

- Personnel Info**
- Lane/Step History
- Prof Development
- Assignments
- Certifications

Payroll

- Checks
- Check Estimator
- Calendar YTD
- Fiscal YTD
- History Report
- Direct Deposit
- W2 Information
- W4 Information

Time Off Status

Insurance

Group: 2MEA

AP Payments

Reports

Employee: [Redacted]

Personnel Info

Type: PARAEDUCATORS

Hire Date: 11/05/200

Start Date: 09/11/200

Building Location: HELEN HALLER

Check Location: HELEN HALLER

State ID: [Redacted]

- ▼ Demographic
  - Employee Info
  - Address
- ▼ Personnel
  - Personnel Info
  - Lane/Step History**
  - Personnel Development
  - Assignments
  - Certifications
- ▼ Payroll
  - Checks
  - Check Estimator
  - Calendar YTD
  - Fiscal YTD
  - History Report
  - Direct Deposit
  - W2 Information
  - W4 Information
- Time Off Status
- ▼ Insurance
  - Group: 2MEA
- AP Payments
- ▶ Reports

Employee: [Redacted]

**Lane/Step History**

Views: **General** Filters: **\*Skyward Default**

Type ▲	Placement	Effective Date	Lane	Step	Credits
Hourly	2011-12 PARA ED	09/01/2010	05-02	5.00	0.00
Hourly	2011-12 PARA ED	09/01/2012	05-02	6.00	0.00
HOURLY	PARA ED	08/01/2009	05-01	4.00	0.00
HOURLY	PARA ED	08/01/2011	05-02	5.00	0.00
HOURLY	PARA ED	09/01/2011	05-01	6.00	0.00
HOURLY	PARA ED	09/01/2012	05-01	6.00	0.00
HOURLY	PARA ED	09/02/2012	05-02	6.00	0.00
HOURLY	PARA ED	09/03/2012	05-02	6.00	0.00
HOURLY	PARA ED	09/04/2012	05-01	6.00	0.00
HOURLY	PARA ED	07/01/2013	05-01	7.00	0.00
HOURLY	Para Ed A	08/31/2012	05-02	6.00	0.00
HOURLY	Para Ed A	08/15/2013	05-02	7.00	0.00

20 12 records displayed

- Demographic
  - Employee Info
  - Address
- Personnel
  - Personnel Info
  - Lane/Step History
  - Assignments**
  - Certifications
- Payroll
  - Checks
  - Check Estimator
  - Calendar YTD
  - Fiscal YTD
  - History Report
  - Direct Deposit
  - W2 Information
  - W4 Information
- Time Off Status
- Insurance
  - Group: 2MEA
- AP Payments
- Reports

Employee: [Redacted]

### Assignments

**Assignment Information**

Assignment Year: 2013-2014

Views: General Filters: \*Skyward Default

Position	Assignment	Group	Building
▶ Classified	Paraeducator	180 day	HIGH SCHOOL
▶ Classified	[Redacted]	[Redacted]	DISTRICT OFFICE

How do I know what work assignment I'm being paid for?



Classified Paraeducator 180 day HIGH SCHOOL

Expand All Collapse All Modify Details (displaying 7 of 7) View Printable Details

**Position Information**

Plan: **v2013-14 Sept Pay**  
 Position: **Classified**  
 Assignment: **Paraeducator**  
 Date Assigned: **09/01/2012**

**Assignment Information**

Name: [REDACTED] Job Type: **Base Classified**  
 Building: **HIGH SCHOOL** Grade From:  
 Group: **180 day** Grade To:  
 Department: **Paraeducator/Aide**

**Term Information**

Calendar: **180 Day Para-AK** Days: **190.00**  
 Start Date: **09/04/2013** End Date: **06/30/2014**  
 Hours: **1,045** Minutes: **0**  
**Hours Per Day: 5:30** % Employed: **73.077%**  
 FTE: **0.68750** Calc FTE: **0.50240**

**Salary Information**

Calc Method: **MATRIX** Matrix Type: **HOURLY**  
 Matrix: **13P05** Base Matrix:  
 Placement: **Para Ed A** Placement Tracker: **Lane:05-02 Step:7 Credits:0**


	Pay Code	Per Diem Contract	Calculated Contract
<b>Assignment:</b>	C103	15,183.85	15,183.85
<b>Add-Ons:</b>	C103	0.00	0.00
<b>Total:</b>	C103	15,183.85	15,183.85

**Payroll Information**

Pay Code: **PARA ED** Frequency: **M**  
 Supervisor: Contract Signed:  
 Pay Start: **09/01/2013** Pay Stop: **08/31/2014**  
 Contract: **15,183.85** % Per Pay Period: **1,265.32**  
 Daily Rate: **79.92** Hourly Rate: **14.53**  
 Hours Per Year: **1,045** Minutes Per Year: **0**

**Payroll Account Distribution**

Account	Percent
10 E 530 2400 27 3000 104 0000 0000	100.00

How do I find out my contract details (hours per day, days per year)? 

Home Employee Information Time Off

Personal Information

Print Camera Favorites New Window My Print Queue

- Demographic
  - Employee Info
  - Address
- Personnel
  - Personnel Info
  - Lane/Step History
  - Prof Development
  - Assignments
  - Certifications
- Payroll
  - Checks**
  - Check Estimator
  - Calendar YTD
  - Fiscal YTD
  - History Report
  - Direct Deposit
  - W2 Information
  - W4 Information
- Time Off Status

Employee: [Redacted]

Checks

Views: Check Date Seq - Check Detail Information  
Filters: \*Skyward Default

Check Date	Check Number	Gross Wages	Net Amount	C T
▶ 12/31/2013	900013439	1,491.42	691.49	R
▶ 12/29/2013	900012585	1,491.42	737.05	R
▶ 12/29/2013	900012585	-1,491.42	-737.05	Q
▶ 11/29/2013	900013012	1,491.42	737.05	R
▶ 10/31/2013	900012177	1,491.42	734.73	R
▶ 09/30/2013	900011802	1,491.42	833.51	R
▶ 08/30/2013	900011463	1,791.92	893.89	R
▶ 07/31/2013	900011070	1,408.06	984.76	R
▶ 06/28/2013	900010662	1,408.06	984.75	R
▶ 05/31/2013	900010245	1,408.06	868.72	R
▶ 04/30/2013	900009823	1,408.06	858.72	R

Show Check  
Show Check with YTD Amts

20 records displayed  
Check Date: [Input Field]


Expand All Collapse All Modify Details (displaying 5 of 5) View Printable Details

▼ Check Detail Information Pay, Ded, Ben Info

Check Number: [REDACTED] Net Pay: **737.05** Payroll Post Quarter: **4** Retire Post Date: **12/29/2013**  
 Check Type: **Regular** Gross Pay: **1,491.42** Payroll Post Date: **12/29/2013**  
 Check Date: **12/29/2013**

▼ Taxable Wage Information

	Federal	State	FICA	Medicare
<b>Gross Wages:</b>	1,491.42	1,491.42	1,491.42	1,491.42
<b>Minus Deductions that Decrease Tax:</b>	396.06	2.49	326.86	326.86
<b>Plus Taxable Benefits:</b>	0.00	0.00	0.00	0.00
<b>Taxable Gross Wages:</b>	1,095.36	1,488.93	1,164.56	1,164.56

How do I know what's being deducted from my paycheck? 

▼ Pays

Pay Code	Description	Rate	Factor/Hours	Amount	Retire Hours	WC Hours	Work Hours	Period End
C103	PARA ED	1,265.32	1.00	1,265.32	115.50	135.38	115.50	11/29/2013
C104	PARA ED	226.10	1.00	226.10	21.00	24.62	21.00	11/29/2013
<b>Totals:</b>				<b>1,491.42</b>	<b>136.50</b>			

▼ Deductions

Code	Description	Amount	Group	Type	Fe
A1	125 MED PLAN 2	124.37	OTH		Y
U51BC	ADJ BC 125 MED	2.49	OTH		Y
1FIT	Fed Inc Tax	40.37	TAX	D	
1FIC	FICA	72.20	TAX	F	
H2161	FLEX ME-SECURIT	200.00	OTH		Y
T8	[REDACTED]	[REDACTED]	MSC		
T4	[REDACTED]	[REDACTED]	MSC		
H1131	HCA-HEALTH CARE	0.00	MSC		
1Med	Medicare	16.89	TAX	M	

▼ Benefits

Code	Description	Amount	Group	Type	-----Taxable-----		
					Fed	St	F/M
A1	125 MED PLAN 2	652.03	OTH				
U51BC	ADJ BC 125 MEDI	-2.49	OTH				
1FIC	FICA	72.20	TAX	F			
H1131	HCA-HEALTH CARE	55.23	OTH				
1Med	Medicare	16.89	TAX	M			
1ReE2	SERS Plan 2	146.45	RET				
1UC	Unemployment 00	0.98	TAX	U			
D0	VSP VISION	20.45	OTH				
C0	WDS DENTAL FAM	106.40	OTH				
1WC	Workers' Comp	55.18	TAX	W			

- Home
- Employee Information
- Time Off

Personal Information

Demographic

Employee: [Redacted]

Calendar YTD

- Employee Info
- Address

Views: Calendar YTD Filters: \*Skyward Default

Year	Gross Wages	Net Amount
▶ 2013	17,614.90	10,098.51
▶ 2012	16,833.33	10,156.59
▶ 2011	16,354.14	11,397.08

Show Calendar YTD

Personnel

- Personnel Info
- Lane/Step History
- Prof Development
- Assignments
- Certifications

Payroll

- Checks
- Check Estimator
- Calendar YTD
- Fiscal YTD
- History Report
- Direct Deposit
- W2 Information
- W4 Information

Time Off Status

Insurance

Group: 2MEA

AP Payments

Reports

- Home
- Employee Information
- Time Off

Personal Information

Demographic

Employee: [Redacted]

Fiscal YTD

- Employee Info
- Address

Views: FTD Adjusted (FTD Paid + FTD Payables)

Filters: \*Skyward Default

Year	Gross Wages	Net Amount
▶ 2013-2014	5,965.68	2,996.78
▶ 2012-2013	17,328.61	10,668.60
▶ 2011-2012	16,452.57	10,046.56
▶ 2010-2011	16,244.01	11,376.23

Personnel

- Personnel Info
- Lane/Step History
- Prof Development
- Assignments
- Certifications

Payroll

- Checks
- Check Estimator



Personal Information


- Demographic
  - Employee Info
  - Address
- Personnel
  - Personnel Info
  - Lane/Step History
  - Prof Development
  - Assignments
  - Certifications
- Payroll
  - Checks
  - Check Estimator
  - Calendar YTD
  - Fiscal YTD
  - History Report
  - Direct Deposit**
  - W2 Information
  - W4 Information
- Time Off Status

Employee: [Redacted]

Direct Deposit

Views: General Filters: \*Skyward Default

Type	Code	Description	Account Type	Bank	Bank Account	Routing Number
Net		Net	Checking	Chase	4882XXXXXX	3250 [Redacted]

How can I get my W2 from last year? 

- Demographic
  - Employee Info
  - Address
- Personnel
  - Personnel Info
  - Lane/Step History
  - Prof Development
  - Assignments
  - Certifications
- Payroll
  - Checks
  - Check Estimator
  - Calendar YTD
  - Fiscal YTD
  - History Report
  - Direct Deposit
  - W2 Information
  - W4 Information
- Time Off Status
- Insurance
  - Group: 2MEA
- AP Payments
- Reports

Employee:

W2 Information

Views: W2 Information Filters: \*Skyward Default [Show W2 Info](#)

Year	Federal Wages	Federal Tax	Social Security Wages	Social Security Tax	Medicare Wages	Medicare Tax	State Tax 1	S	V
▶ 2013	13,869.53	556.96	14,622.81	906.62	14,622.81	212.02	WA		
▶ 2012	13,696.47	551.55	14,384.97	604.18	14,384.97	208.60	WA		
▶ 2011	13,744.45	816.72	14,309.42	600.99	14,309.42	207.48	WA		

[View W2](#)

W2 Information

20 3 records displayed Year:  ABC

Home Employee Information Time Off

Personal Information

Favorites New Window My Print Queue

- Demographic
  - Employee Info
  - Address
- Personnel
  - Personnel Info
  - Lane/Step History
  - Prof Development Assignments
  - Certifications
- Payroll
  - Checks
  - Check Estimator
  - Calendar YTD
  - Fiscal YTD
  - History Report
  - Direct Deposit
  - W2 Information
  - W4 Information
  - Time Off Status

Employee: [Redacted]

W4 Information

Views: W4 Information Filters: \*Skyward Default

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

Show W4 Info

20 1 records displayed

Home Employee Information Time Off

How do I find out how much sick leave I have?



Personal Information

Print Favorites New Window My Print Queue

Employee: [Redacted]

Time Off Status

Views: General Filters: \*Skyward Default

Time Off Code ▲	Prior Year Remaining	Allocated	Used	Remaining	Approved	Waiting	Available
▶ Not On Stub		33h 30m	39h 00m	-5h 30m			-5h 30m
▶ Other Paid Leave		34h 15m	8h 15m	26h 00m			26h 00m
▶ Sick Leave		276h 30m	228h 45m	47h 45m			47h 45m

- Demographic
  - Employee Info
  - Address
- Personnel
  - Personnel Info
  - Lane/Step History
  - Prof Development
  - Assignments
  - Certifications
- Payroll
  - Checks
  - Check Estimator
  - Calendar YTD
  - Fiscal YTD
  - History Report
  - Direct Deposit
  - W2 Information
  - W4 Information
- Time Off Status**

20 3 records displayed

Time Off Code: [Input] ABC



- Home
- Employee Information
- Time Off

# How do I know what my insurance benefits are being used for?



## Personal Information

Employee: [REDACTED]

### Group: 2MEA

#### Employee Setup Information

Insurance Group: 2MEA  
 Group Date: 09/01/2013 Through 08/31/2014  
 Ded/Ben Freq: Monthly 12  
 Ins Benefit FTE: 85.76% Distribution FTE: 85.76%  
 Insurance Pool: 2MEA Pool

Monthly Pool Amt Available:	620.56
Total Ded per Month:	157.94
Total Ben per Month:	745.31
Pool Balance Remaining:	0.00
Total Ded per Pay:	157.94
Total Ben per Pay:	745.31

Views: General Filters: \*Skyward Default

Print

Plan	Coverage	Deduction Code	Deduction per Paycheck	Deduction per Month	Benefit Code	Benefit per Paycheck
▶ 125 MED PLAN 2	Emp	A1	152.94	152.94	A1	618.46
▶ 125 MIN MED PLAN 2	Emp	A1	5.00	5.00	A1	0.00
▶ VSP VISION	Emp, Sp, Ch	D0	0.00	0.00	D0	20.45
▶ WDS DENTAL	Emp	C0	0.00	0.00	C0	106.40

### Time Off Status

#### Insurance

Group: 2MEA

AD Payments

# Getting the Most from Skyward's Employee Access

- Thanks for your time!
- Questions?
  - Brian Lewis, 582-3266, x266 or [blewis@sequim.k12.wa.us](mailto:blewis@sequim.k12.wa.us)

