

Getting Started with Skyward Employee Access (Payroll)

Instructions for Substitutes Only

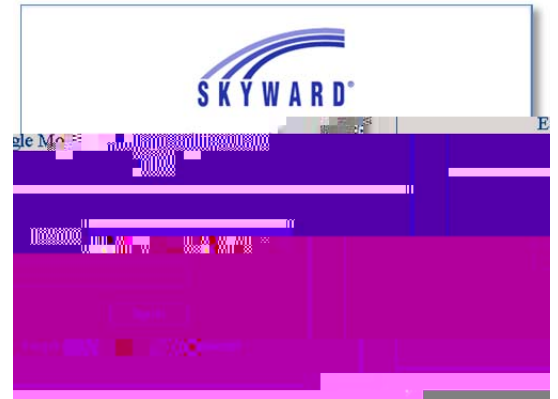
Employee Access allows employees to review their personal, payroll, tax, and other employee information.

Go to www.emsisd.com

Select **Employees Tab**

Click **Skyward**, and then select the link for **Employee Access**

Enter your Login ID and password



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Select **Employee Information**

Choose **Payroll**

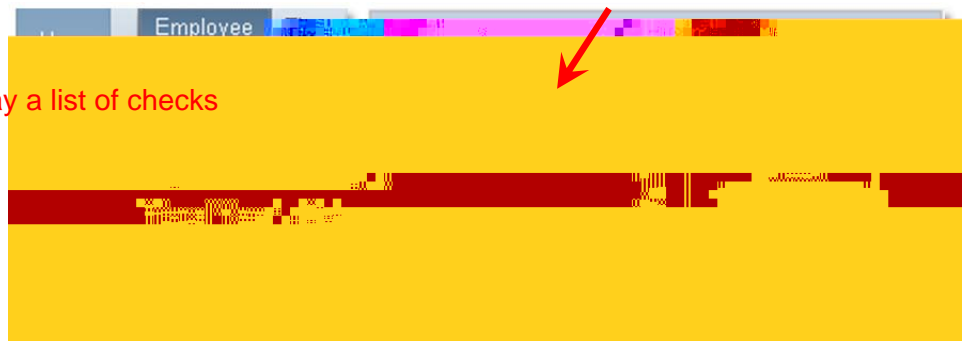
Select **Check History** to display a list of checks

Select the check date

Click the **Show Check** button

Select printing options

Click



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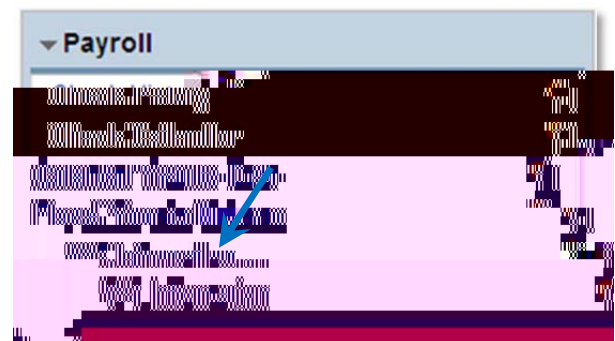
Select **Employee Information**

Choose **Payroll**

Select **W2 Information** to view your W2's

Select the year, then click the **View W2** button

Select to view your W2



For Payroll issues, contact:

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