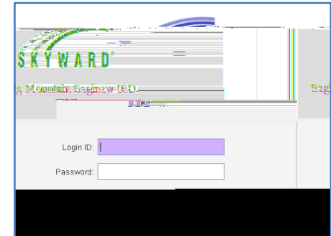<p style="text-align:center;color:red;">**Instructions for Employees Only**</p>

Getting Started with Skyward Employee Access (Payroll)

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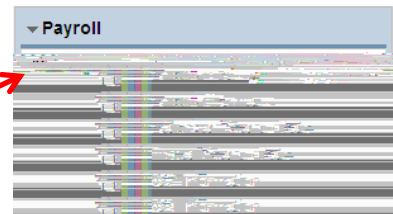
To Log-in

- Go to www.emsisd.com
- 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
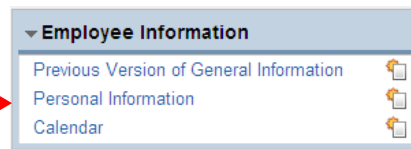- Select printing options
- Print

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
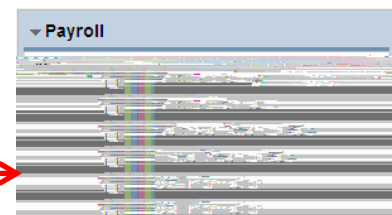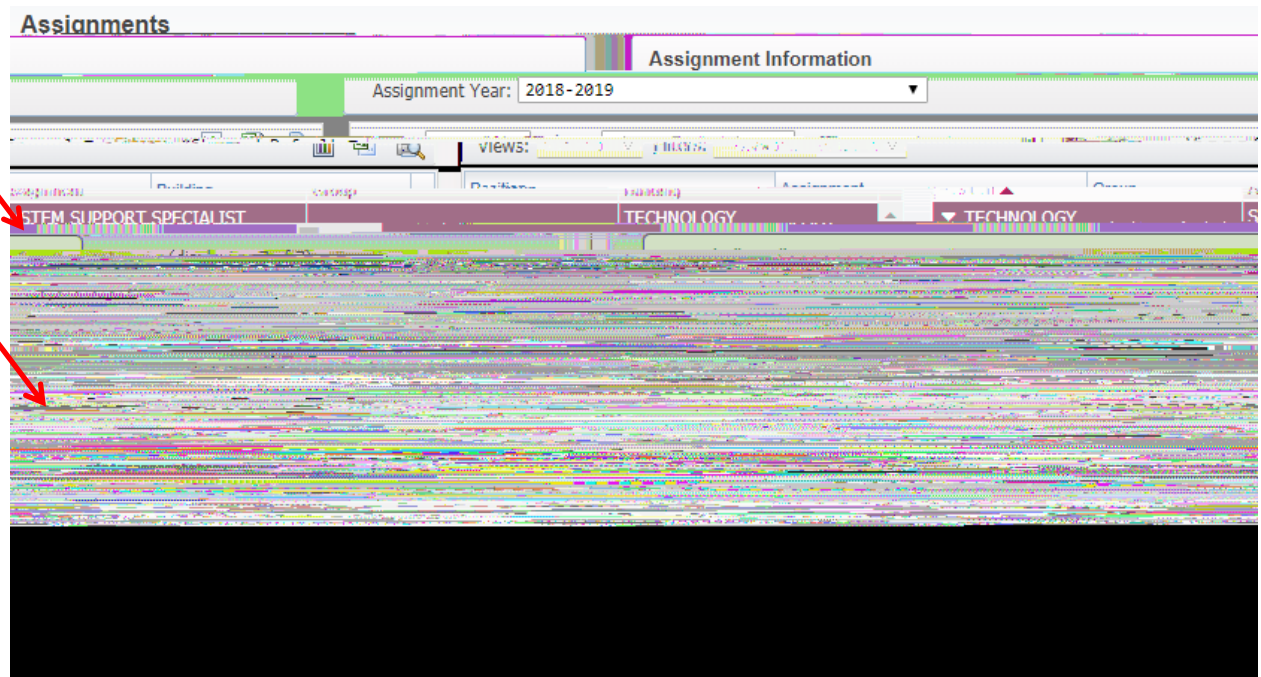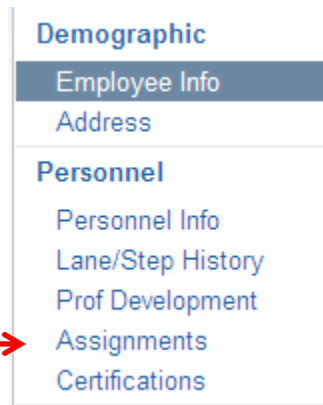
To View Personnel Info

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

For Payroll issues, contact:	For Skyward issues, contact:
Len Timmermann, Payroll Sr. Specialist (817) 232-0880, Ext. 2483	Help Desk (Skyward Login Issues) (817) 232-0880, Ext. 2917
Courtney Baker, Payroll Specialist (Auxilliary) (817) 232-0880, Ext. 2485	Shawn Lee, System Analyst (Skyward Educator/Family Access) (817) 232-0880, Ext. 2570
Jamie Erwin, Benefits Coordinator (817) 232-0880, Ext. 2486	Sarah Partain, System Analyst (Skyward Business/Employee Access) (817) 232-0880, Ext. 2571
Crystal Robin, Payroll Specialist (817) 232-0880 Ext. 2488	
Stella Mendoza, Payroll/Benefits Director (817) 232-0880, Ext. 2408	
Michele Davis, Payroll/Benefits Assistant Director (817) 232-0880, Ext. 2409	