

# Welcome to Employee Access –



How do I get there?

[www.hocksd.org](http://www.hocksd.org)

Look for “Staff Links” a drop down list will appear. Choose “Skyward”.

**CRITICAL NOTE:** Login Area towards bottom of screen.

PLEASE AVOID using “All Areas” This will open all modules you have security access for. By choosing this at home when you are only wanting to view your payroll you will unnecessarily open the student system, etc.

To get in to your work areas, choose Secured Access

To view your payroll information, choose Employee Access

To view your children’s grades/attendance, choose Family Access

A screenshot of the Skyward login page for Hockinson School District. The page features the Skyward logo at the top, followed by the text "HOCKINSON SCHOOL DISTRICT". Below this is a login form with two input fields: "Login ID:" and "Password:". To the right of the "Password:" field is a "Sign In" button. Below the "Sign In" button is a link that says "Forgot your Login/Password?". At the bottom right of the login area, the version number "05.13.02.00.14-10.2" is displayed. At the very bottom of the page, there is a "Login Area:" label followed by a dropdown menu currently set to "All Areas".

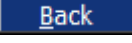
- **If you are a teacher or staff member that uses the student system, you will use the same login/password combination that you use to access other Skyward modules such as the student system.**
- **If you are an aide, custodian, CEP worker or substitute that does not have access to the Skyward system for other modules please contact Kelly Williams x5125 or Julie Dobbins x5102 or by email.**

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- How to navigate through Time Off (Leave Balances)
- Personal Information Tab – the one stop shopping button 😊

Beyond what is included in this instruction pamphlet you may also view your assignment, credits, step/lane, degrees, certificates, food service balances, etc. Explore!!

## Employee Access – Tips and Tricks

The following instructions will give you the basic tools necessary to navigate in the Employee Access module of WesPac. Upon entry to the module you will see picture icons we refer to as tabs. Tabs take you forward through the system and the word  on the screen takes you to the previous screen.

In a view only mode, wherever you see a “▶” means you may click on the “▶” to see expanded information pertaining to the information you are viewing. It is not advisable to click on the “▶” if you intend to print the information or view it in a print version. It is a limited access view only option.

Other options: Wherever you see  you have the ability to choose quick filter, charts, dump data to Excel spreadsheet or print.

Wherever you see  you can Create a Note, Take a screen shot, Add page to Favorites, Open a New Window or go to your Print Queue.

When you see things throughout the program that are underlined for instance a check number in check history, it means it takes only one mouse click to open it. If it is black then it requires two clicks of the mouse.

The system will not automatically show your social security number, however it is possible for you to add it to your paystubs when desired by entering the number yourself which then validates in the system.

## How to Print a Paystub w/ YTD Information (optional Social Security Number)

Login to Employee Access using credentials provided by your payroll office.



Click on **Employee Information Tab** then in the dropdown **Payroll** box select **Check History**



On the **Check Detail Information** screen, you will want to click on the **Check Number**

SKYWARD

Home Employee Information Time Off

Check History

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

Check Date	Check Number	Gross Wages	Net Amount	C T
02/29/2012	900070993	4,091.44	2,673.12	R
01/31/2012	900069260	5,828.71	4,062.22	R
12/30/2011	900067484	4,091.44	2,666.95	R
11/30/2011	900065645	4,091.44	2,666.95	R
10/31/2011	900063885	4,527.24	3,043.43	R
09/30/2011	900062349	4,091.44	2,721.21	R
08/31/2011	900060838	4,115.26	2,898.60	R
07/29/2011	900059072	4,115.29	2,898.62	R

Show Check  
Show Check with YTD Amts

Show Check with YTD Amts

Click on the check date to highlight the check that you want to view and then click on

You can also click on the check number to open, but it will not include the YTD totals in that view.

There are two printing options in Employee Access. The first option is a shortcut to print exactly what you see on the screen by pressing **CTRL+P**. Note that if you are printing a paystub and you want the social security number on the printout, the shortcut will not work. You would need to use the second option as shown below.

OR

Or you may click on **Print** on the upper right hand of your screen which runs the report through a queue and allows you the ability to include your social security number. When this screen displays, click on the radio button for **Print full Social Security Number**, enter your social security in the box provided **full SSN: 123-45-6789** and then click on the word **Print**.

https://www2.swrdc.wa-k12.net/?hProgram=hr/4paear05.p&hReportTitle=02/29/2012 Check Information - Windows Int...

### Print 02/29/2012 Check Information

02/29/2012 Check Information

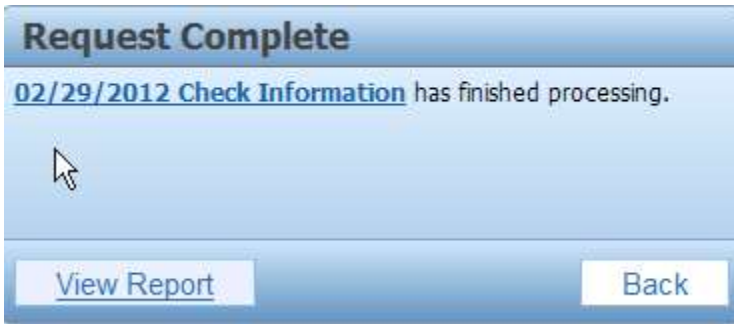
Don't print Social Security Number  
 Print last 4 digits of Social Security Number  
 Print full Social Security Number


You must enter the SSN for authentication in order to print the full SSN:

Print  
Back

Trusted sites 100%

This will take you to a print queue. Example of print queue:



Click on  [View Report](#) Click on Printer icon  or press CTRL+P to print your document.


## How to Print Calendar Year to Date Earnings

Login to Employee Access using credentials provided by your payroll office.

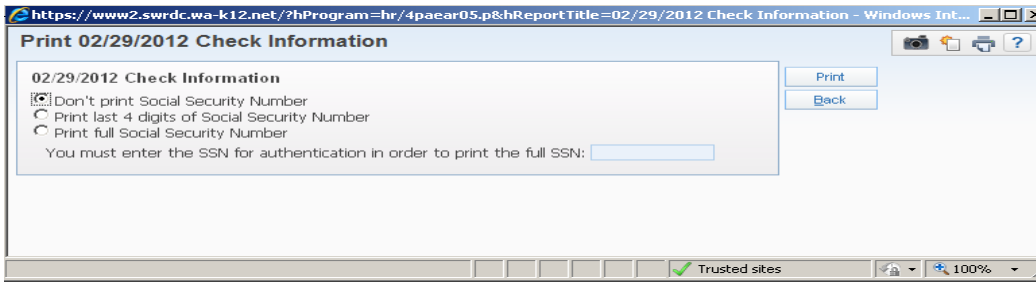
Click on **Employee Information Tab**. In the drop down menu boxes select Calendar Year to Date



Double Click on the **Year you wish to view** or click on the  button to open the W2 Information sheet for that year.

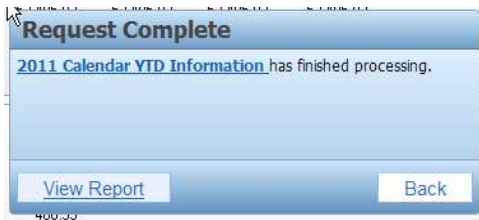
Click on  on the upper right hand of your screen.

Click on the radio button that says **Print Full Social Security Number** and then enter your full social security number without dashes in the area provided (the dashes will appear after entering the number).



The screenshot shows a web browser window with the URL [https://www2.swrdc.wa-k12.net/?hProgram=hr/4paear05.p8:hReportTitle=02/29/2012 Check Information](https://www2.swrdc.wa-k12.net/?hProgram=hr/4paear05.p8:hReportTitle=02/29/2012%20Check%20Information). The page title is "Print 02/29/2012 Check Information". The form contains the following text: "02/29/2012 Check Information", three radio button options: "Don't print Social Security Number", "Print last 4 digits of Social Security Number", and "Print full Social Security Number", and a text input field with the label "You must enter the SSN for authentication in order to print the full SSN:". There are "Print" and "Back" buttons on the right side of the form.

Click on 



The screenshot shows a blue "Request Complete" message box. The text inside says "2011 Calendar YTD Information has finished processing." Below the message are two buttons: "View Report" and "Back".

Click on . Click on Printer icon  or press CTRL+P to print your document.

## How to View/Print Your Accounts Payable Check Stubs

Click on **Employee Information Tab**. In the drop down menus select Accounts Payable Payments by clicking on it.



The screenshot shows the "HOCKINSON SCHOOL DISTRICT" Skyward interface. The navigation menu includes "Home", "Employee Information", and "Time Off". The "Employee Information" dropdown is expanded, showing options: "Personal Information", "Calendar", "Modify HR Calendar Events", "Accounts Payable Payments", and "Online Forms". The "Payroll" dropdown is also expanded, showing options: "Check History", "Calendar Year-to-Date", "Fiscal Year-to-Date", "Direct Deposit Information", "W2 Information", "W4 Information", and "Flex Information".

On the **Check Detail Information** screen you will want to double click on the **Check Number**



SKYWARD<sup>®</sup> HOCKINSON SCHOOL DISTRICT

Home Employees Information Time Off

AP Payments

Views: AP Payments Filters: Skyward Default

Check Date	Check Number	Direct Deposit	Check Amount
05/31/2013	81022		79.02

Options: You may click on the check number or click on **Show Check** on the right hand side of your screen to view your check stub.

Click on the radio button that says **Print Full Social Security Number** and then enter your full social security number without dashes in the area provided (the dashes will appear after entering the number).

04/29/2011 Check Information

Don't print Social Security Number  
 Print last 4 digits of Social Security Number  
 Print full Social Security Number

You must enter the SSN for authentication in order to print the full SSN:

Print Back

Click on **Print**

**Request Complete**

2011 Calendar YTD Information has finished processing.

View Report Back

Click on **View Report**. Click on Printer icon  or press CTRL+P to print your document.

## How to View/Print Your W2 Tax Year Information

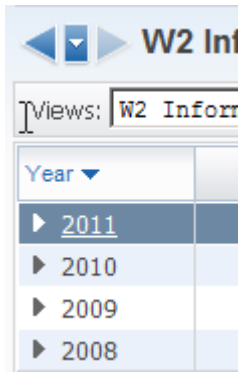
Click on **Employee Information** and then **W2** information from drop down menu.

SKYWARD<sup>®</sup> HOCKINSON SCHOOL DISTRICT

Home Employee Information Time Off

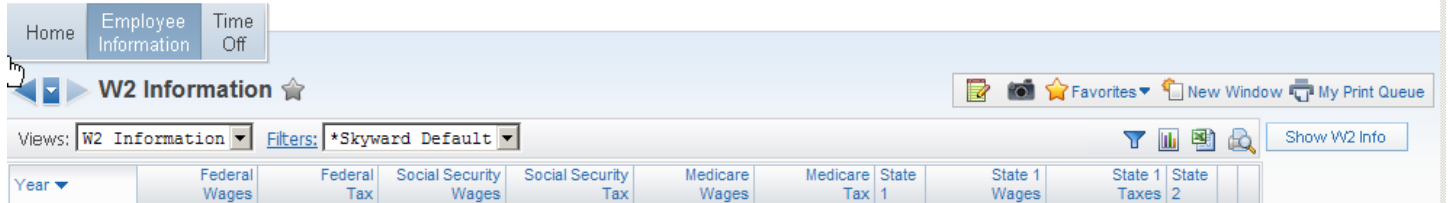
Employee Information	Payroll
Personal Information	Check History
Calendar	Calendar Year-to-Date
Modify HR Calendar Events	Fiscal Year-to-Date
Accounts Payable Payments	Direct Deposit Information
Online Forms	W2 Information
	W4 Information
	Flex Information





Click on the **year**

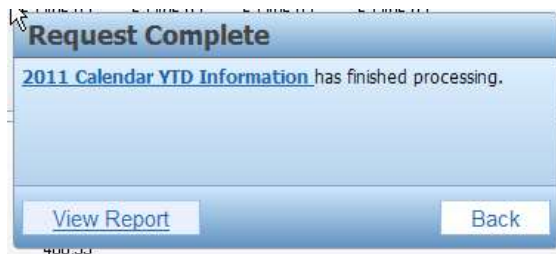
On the W2 Information screen you will note the most current year is Underlined.



When you click on the year or the [Show W2 Info](#) button your W2 Information sheet will open.

The shortcut for printing is CTRL+P.

OR



Click on [View Report](#). Click on Printer icon  or press CTRL+P to print your document.

## Time Off

Click on **Time Off Tab** then select **My Status** in the drop down menu.




This will take you to a screen that looks like:



Unlike other areas of Employee Access you are unable to click on a particular type of leave and show a report. Instead in this module you get an abbreviated version of your leave showing:

- Time Off Code** – self explanatory Personal, Sick, or Vacation
- Allocated** – time that has been awarded to you since conversion Oct 2008
- Used** – time that has been used since conversion Oct 2008
- Remaining** – leave balance
- Available** – current leave balance
- Unpaid** – amount of leave used when insufficient leave time was available
- Anniversary Date** – this field reflects the next date of most recent award or in the case of Vacation the date in which you will receive your next step i.e. moving from 2 weeks to 3 week award, etc.

Fields: Prior Year Remaining, Approved, Waiting, Future Amount, and Current Year Ending are not currently used.

By clicking on the  next to the type of leave, it will show an expanded version which includes the details of your allocation, time used, remaining balance and unpaid. Example shown below:

My Time Off Status ☆



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

Time Off Code ▲	Prior Year Remaining	Allocated	Used	Remaining	Approved	Waiting	Available	U
Personal Leave		41h 30m	25h 00m	16h 30m			16h 30m	

▼ Current Year (Includes all dates)

▼ Pending Requests

There are no Pending Requests available.

▼ Time Off Transactions (up to today's date) [Print Time Off Transactions](#)

Date	Description/Reason	Allocated	Used	Remaining	Unpaid
02/10/2012 Fri	PERSONAL PAI / PERSONAL P		8h 00m	16h 30m	
11/02/2011 Wed			0h 00m	24h 30m	
09/01/2011 Thu	Auto Accrual / Leave Roll	16h 00m		24h 30m	
07/06/2011 Wed	PERSONAL PAI / PERSONAL P		2h 00m	8h 30m	
06/09/2011 Thu	PERSONAL PAI / PERSONAL P		2h 00m	10h 30m	
03/01/2011 Tue	PERSONAL PAI / PERSONAL P		3h 00m	12h 30m	
02/24/2011 Thu	PERSONAL PAI / PERSONAL P		4h 00m	15h 30m	
01/31/2011 Mon	PERSONAL PAI / PERSONAL P		2h 00m	19h 30m	
12/29/2010 Wed	PERSONAL PAI / PERSONAL P		4h 00m	21h 30m	
09/01/2010 Wed	Auto Accrual / Leave Roll	16h 00m		25h 30m	

[More Time Off Transactions](#)

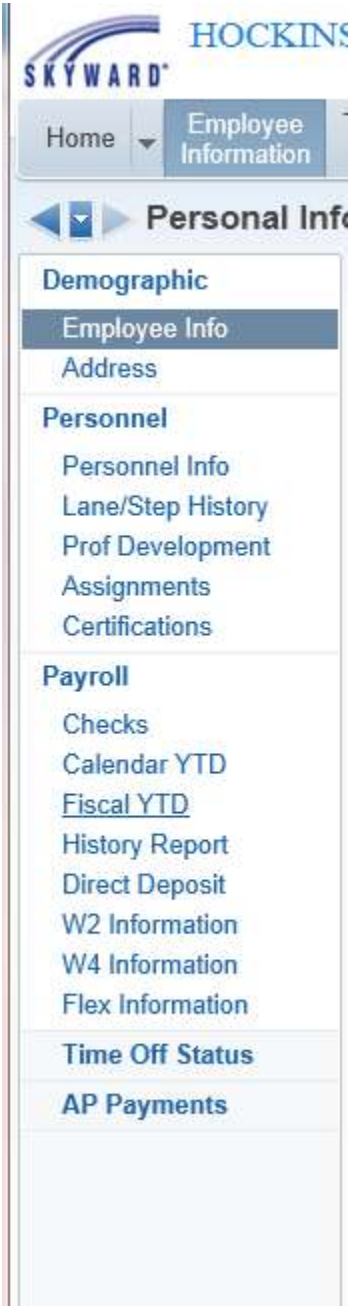
Note that you may view addition data by clicking on [More Time Off Transactions](#) or you may print clicking on [Print Time Off Transactions](#) waiting for queued report to complete, displaying report and clicking on printer icon as in other areas.

# Personal Information


Click on **Employee Information** and then select **Personal Information** from drop down menu.



On the left side of your screen you will see an assortment of areas you can access regarding your Personnel Info, Pay History, Time Off Status, Insurance, Accounts Payable Payment History and Attachments that have been posted to your file.



By clicking on the different categories to the left you will gain access to that area of the module. It works the same as previous instructions. Some allow you to print while other areas are view only.

Remember that you expand the data by clicking on the  wherever you see that symbol.

Important note on Insurance: Medical Plans will accurately show which type of plan you have whether it is Emp only, Emp/Sp, Emp/Ch or Emp/Sp/Ch. However, due to how we have set up Dental and Vision it will always show EMP in the coverage area even if you have your entire family covered. The reason being, Dental and Vision plans do not have different rates if you have employee only or choose to cover your entire family. If you are unsure who you have covered by Dental and Vision you would need to refer to your enrollment paperwork or call the office.

Also the total dollars show listed as **Monthly Pool Amt Available:** is a combination of State Allotment and any Pool Dollars you are receiving.