How to log into Skyward to access employee paycheck information and time off.



STEP 1

Open your browser and go to www.freemansd.org

Scroll to the bottom of the page (under Barb Gady's picture) to find **Staff** and then **Skyward**

<-nerdc-freeman.html

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Freeman School District Skyward Web Access: Web Access Skyward Web Access PocketPac: PDA Skyward Employee Access: EA Skyward Family Access: Family Skyward Fast Track: Fast Track Skyward Mobile: Mobile Skyward District Calendar: Calendar RDS Remote Desktop Services for WESPaC:

STEP 2

A new screen will appear with the options showing to the left.

Select the Web Access button

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S K Y W A FREEMAN SCHOOL	R D° L DISTRICT
Login ID: tbecker20	
Forgot you	Sign In ur Login/Password?
Login Area: All Areas	♥

STEP 3

This is the log in page for Skyward. Enter your Login ID and password Press **Sign In**

wwwz.neruc.wa-kitz.net/scripts/cgrip.exe/wbervice-wreenins/lijssinin
SKYWARD FREEMAN SCHOOL DISTRICT (000)
Student Management Students Families Staff Student Services Food Service Office
Student Management
Jump to Other Dashboards Wellness Screenings
SKYWARD FREEMAN SCHOOL DISTRICT
Employee Employee Time Off
Employee Access

STEP 4

Depending on your access, you could have several tabs available to you. To get to the Employee Information (where your paycheck and time off information is located) press the down arrow.

Select Employee Information.

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Employee Information		- Payroll	
Personal Information	6	Check History	¢
alendar		Check Estimator	C C
Accounts Payable Payments	Contraction 1	Calendar Year-to-Date	¢
Online Forms	C	Fiscal Year-to-Date	¢
		Direct Deposit Information	9
		W2 Information	¢
		W4 Information	¢
		1005 5	

STEP 5

Under Employee Information there are a variety of tabs that you can open to view.

We are going to look at **Check** History.



Select the Check Date that you want to open. On the right side, there are two options for you to choose from; you can show your pay check stub with the monthly totals or you can open the stub that includes Year-to-Date Amounts. We are going to choose Show Check with YTD Amts

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mployee Access	Imployee Time Off						
Check	History 😭				🛃 👩 😭 Favorites 🕈 🖞 Ne	w Window 🖷	My Print Queue
/iews: Check Dat	ce Seq - Check Det	ail Informati	.on	✓ Filters: *Skyward Default ✓	7 🔟	9 &	Show
Check Date 👻	Check Number	Gross Wages	Net C Amount T				Show
12/30/2021	<u>900015892</u>					A	YTD Amts
11/30/2021	900015758						
	900015630						
10/29/2021							

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STEP 7 This will bring you to your pay stub. Press the Print button on the right Check Number 900015892 Print < Check Information for TAWNYA BECKER <u>B</u>ack **Employer Information** Employee Information Name: FREEMAN SCHOOL DISTRICT #358 Name: Address: 15001 S JACKSON RD Address ROCKFORD, WA 99030-9755 **Check Detail Information** Check Date: 12/30/2021 Check Number: 900015892 Check Type: Regular Taxable Wage Information Federal State FICA Medicare Gross Wages: Minus Deductions that Decrease Tax: Plus Taxable Benefits: Taxable Gross Wages: YTD Taxable Gross Wages: Pays Description Rate Factor/Hours Current YTD **Retire Hours** WC Hours Work Hours Period End ACCTS PAYABLE BUS DR COVID DRIVER CONTRACT SECRETARY STANDBY TIME Deductions Benefits --Decrease Tax-------Taxable-----Description Current YTD Fed St F/M Description Current YTD Fed St F/M 1.75% UN-PUBLIC FICA Medicare Fed Inc Tax FICA SEBB Healthcare LIFE FLIGHT SERS Plan 0 SERS Plan 3 Medicare Prem Std PPOE/S Unemployment 00 SERS Plan 0 WA Paid FML SERS Plan 3 Workers' Comp Supp LTD Total: VEBA I - VEBA TR WA Paid FML Workers' Comp Total:

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Employee Time Off Employee Information	▼ Payroli	Next we are going to explore the Time Of
Personal Information Calendar Accounts Payable Payments Online Forms	Check History Check Estimator Calendar Year-to-Date Fiscal Year-to-Date Direct Deposit Information W2 Information W4 Information 1095 Forms	

Employee Access - Employee Information < 🖬 🕨 My Time Off Status 🏫 Views: General V Filters: *Skyward Default V Prior Year Remaining Used Remaining Approved Waiting Allocated Available Time Off Code 🔺 COVID Emgy Pd Sick Lv ▶ PERSONAL LV SICK I-1433 ▼ Current Year (Includes all dates) ➡ Pending Requests Add a Time Off Request 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 A 11/19/2021 Fri 10/26/2021 Tue 10/18/2021 Mon 10/06/2021 Wed 09/27/2021 Mon 09/01/2021 Wed 35h 00m 05/20/2021 Thu 02/11/2021 Thu 01/22/2021 Fri 12/07/2020 Mon More Time Off Transactions

STEP 9

Once this is open, it will show you the different types of leaves you have used and/or are available to you.

Press the down arrow to the left of **Sick Leave**.

It will open the window that shows the details of the time you accrue at the beginning of each year and the time off you have taken.