SKYWARD EMPLOYEE ACCESS

SKYWARD

Lake Mills Area School District

Login ID: [   ]

Password: [   ]

[Sign In]

Forgot your Login/Password?

Forgot User Name or Password?

- Click on the **Forgot your Login/Password?** on the Empoyee Access site and follow the directions.
- Use the email address that your payroll notices are sent to.
- If you are still unsuccessful, please contact the District Office and speak with Becky, Roseanne or Megan for assistance.

To change/update demographic information:

SKYWARD

| Home | Employee Information | Time Off | Expense Reimbursement |

▼ **Employee Information**

Personal Information
Calendar
Accounts Payable Payments

- Login **Employee Access**
- Select **Employee Information** tab
- Select **Personal Information**

| Home | Employee Information | Tim Off |

◄ ▼ ► **Personal Info**

▼ **Demographic**
  Employee Info
  Address
▶ **Personnel**
▶ **Payroll**
  Time Off Status
  AP Payments
▶ **Food Service**
  Emergency Contacts
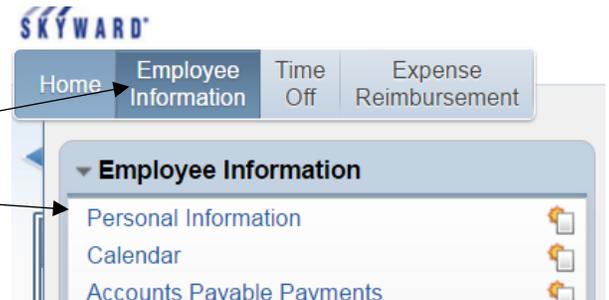
- Expand **Demographics** (by clicking on the triangle)
  - Select **Employee Info** and complete the following by selecting *Request Changes*
    - Former Name, if applicable
    - Spouses Name, optional
    - Phone 1 (please list cell here)
    - Phone 2, if applicable
    - 1st email (school email)
    - 2nd email
    - Race/Ethnicity, optional
    - Click *SAVE*
  - Select **Address**
    - Please keep updated
- Next, Select **Emergency Contacts**
  - Please add (click *add*)at least two emergency contacts
    - List name, phone numbers, relationship to you only (other fields are not active)
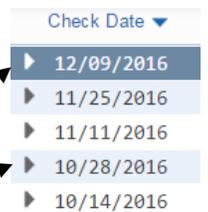
To View/Print check stubs and W2s:

- Expand **Payroll** by clicking on the triangle

◄ ▼ ► **Personal Inf**

▶ **Demographic**
▶ **Personnel**
▼ **Payroll**
  Checks
  Check Estimator
  Calendar YTD
  Fiscal YTD
  History Report
  Direct Deposit
  W2 Information
  W4 Information

Check Date ▼
▶ 12/09/2016
▶ 11/25/2016
▶ 11/11/2016
▶ 10/28/2016
▶ 10/14/2016

W2 Informati

Views: [W2 Inf]

Year ▼
▶ 2015
▶ 2014
▶ 2013

[View W2 Form]

[How is my W2 calculated?]