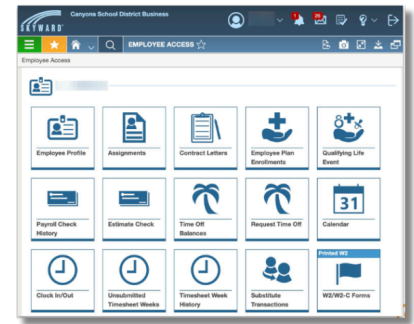


Qmlativ: Employee Access Cheat Sheet

Employee Access is where an employee goes to find and access:

- profile information
- employment information
- time off balances and requests
- current certifications
- pay increment information
- tax Information
- and more...



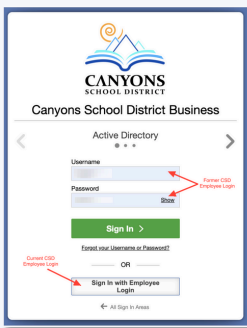
How to Access

Option 1:

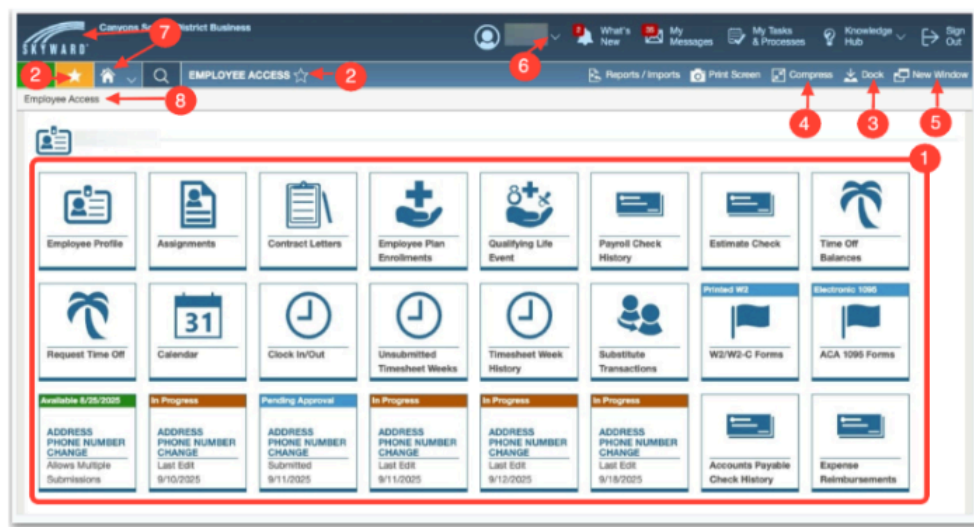
- Go to: <https://business.canyonsdistrict.org>
- Click "Sign in with Employee Login"

Option 2:

- For employees who use ClassLink, click the Skyward Business icon



Dashboard Overview



1: Tiles for quick navigation

2 & 3: Create **favorites** & bookmarks on **dock** for quick access

4 & 5: Use **Compress** & **new window** to adjust the view

6: Change theme (color) via **User Preferences**

7: Home & **Skyward** icons return to the dashboard

8: Use **breadcrumbs** to navigation back to previous screens

Hamburger Menu

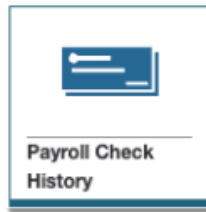
Found on the left side of the screen beneath the Skyward icon—provides another way to access personal and employee information in Employee Access.

Most of the items in this menu are also available as tiles on your dashboard. When an option in the left-hand menu is clicked, its contents will display on the right side of the screen within the gray box.



Employee Profile

- Employee Details
(address, phone number, employee number, hire date)
- Assignment Details
(position, department, start/end dates, salary)
- Additional Details
(contract letters, stipends that are part of your monthly pay)



Payroll Check History

- Access payroll & check information
- View timesheets for specific paycheck
- Review pay transactions, including stipends paid



Time Off Balances

- View available leave, track time used, and monitor remaining balances
- View time off transactions and add a new one by selecting “Add Time Off Transaction”



Request Time Off

- View the history of time off requests & approvals
- Add a new time off transaction
- Delete a time off transaction
(only if it has not yet been approved)



Clock In/Out

- For employees who previously tracked time using True Time
- Add or edit time after a workday



Unsubmitted Timesheet Weeks

- Submit timesheets at the end of each week
- Review the time that has been tracked before submitting



Available 8/25/2025

- Submit a request to update phone number and/or address
- HR will review and approve requests
- If you begin a change, but decide not to complete it, click “Delete In-Progress Online Form” link



- Access W2 and 1095 forms
- View, download, and print