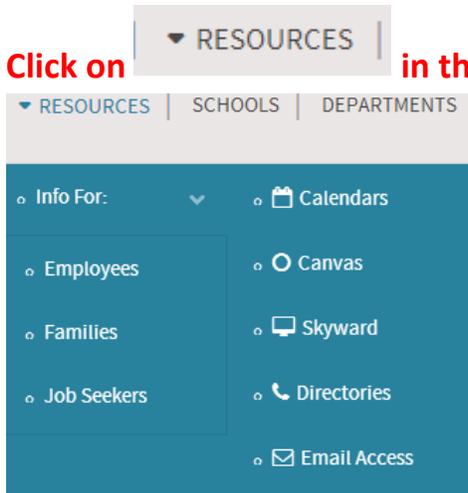


Employee Access Quick Reference

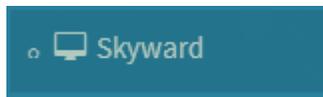
1. Go to the www.canyonsdistrict.org (or go to skyward.canyonsdistrict.org and skip to step 4).



2. Click on **RESOURCES** in the top-center of the page.



3. Click on **Skyward**



4. Click on **EMPLOYEE ACCESS** in the center of the page.

Employee Access Quick Reference

SKYWARD®

Canyons School District Production Data
Production Business

Login ID:

Password:

Sign In

Forgot your Login/Password?

05.13.06.00.03-10.2

5. Enter in your login and password. This should be provided to you by the IT department. If you do not have this or have forgotten your password, please call the IT Helpdesk at (801) 826-5544.

Employee Access - 05.13.06.00.03-10.2 - Windows Internet Explorer

https://business.canyonsdistrict.org/scripts/wsisa.dll/WSservice=wsFin/semhom01.w

Canyons School District Production Data

Home Employee Information Time

Employee Access

Jump to Other Dashboards

Skyward User

Employee

Reset Dashboards Select Widgets

Favorites

No favorites available.

My Print Queue

Job	Status
Check Estimator	Completed
Check Estimator	Completed
Print Screen - 07/20/2012 - 04.12.02.00.16	Completed
Requisition/Purchase Order Printing	Completed
03/23/2012 Check Information	Completed

Recent Programs

- Employee Access Home
- Personal Information
- My Status
- My Approvals

6. Click on 

Employee Access Quick Reference

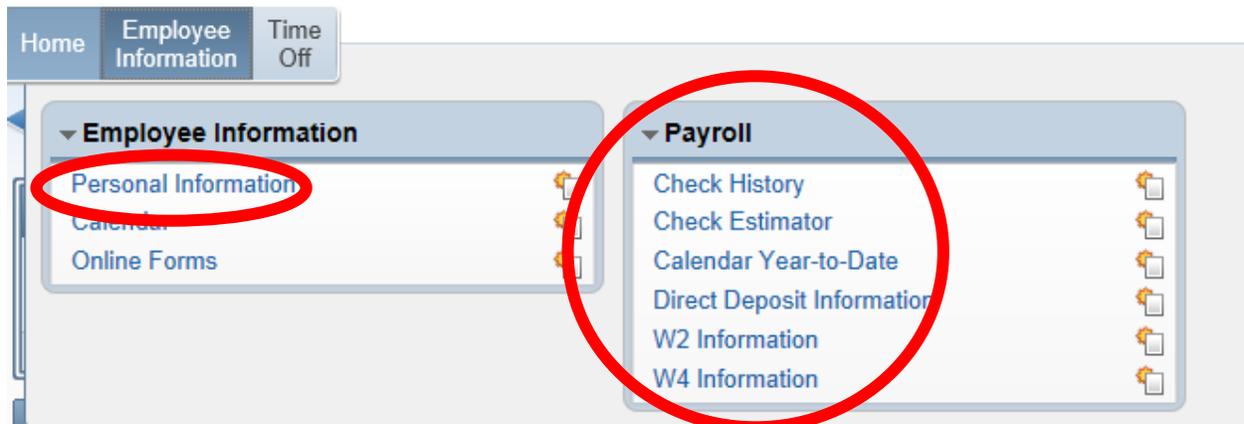
Now you can access anything you want in your Skyward account.

Personal Information Includes:

- Address
- Lane and Step History
- Professional Development
- Assignments
- Certifications
- Employee ID#

Payroll Information Includes:

- Check History-You can Print your own Check Stubs
- Direct Deposit Information
- W2 Information
- W4 Information-How many allowances you are claiming



The next few pages will give you step by step instructions on how to retrieve your information in Skyward.

Employee Access Quick Reference

Address Information

Click on **Address** to make address changes

Address

View History

Address
Primary/Mailing Address Conf: No

Primary

1234 Disneyland Way
Anaheim, CA

Request Changes

Mailing

Request Changes

Employee: Mickey Mouse

Employee: _____

Save
Back

Current Primary Address

1234 Disneyland Way
Anaheim, CA

New Address

Address: 123 Disneyland Wav
Address 2: _____
S.U.D.: _____ #: _____ PO Box _____
* Zip Code: 84020 City/State: Anaheim, CA
County: _____ Township: _____

Update with Current Primary

New Primary Address Preview

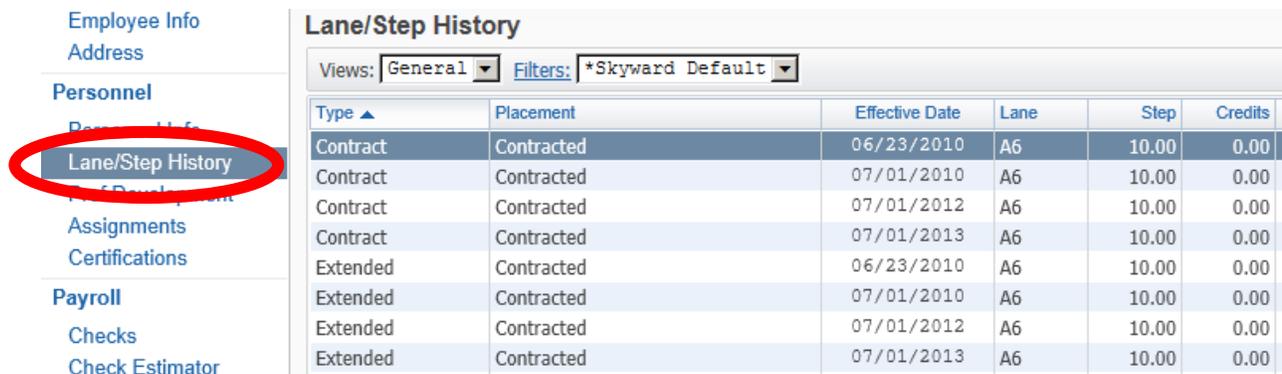
1234 Disneyland Way
Anaheim, CA

Click on **Save** to confirm changes.

Employee Access Quick Reference

Lane and Step Information

Click on [Lane/Step History](#) scroll over to the left-hand side of the page to see your current and previous lanes and steps.

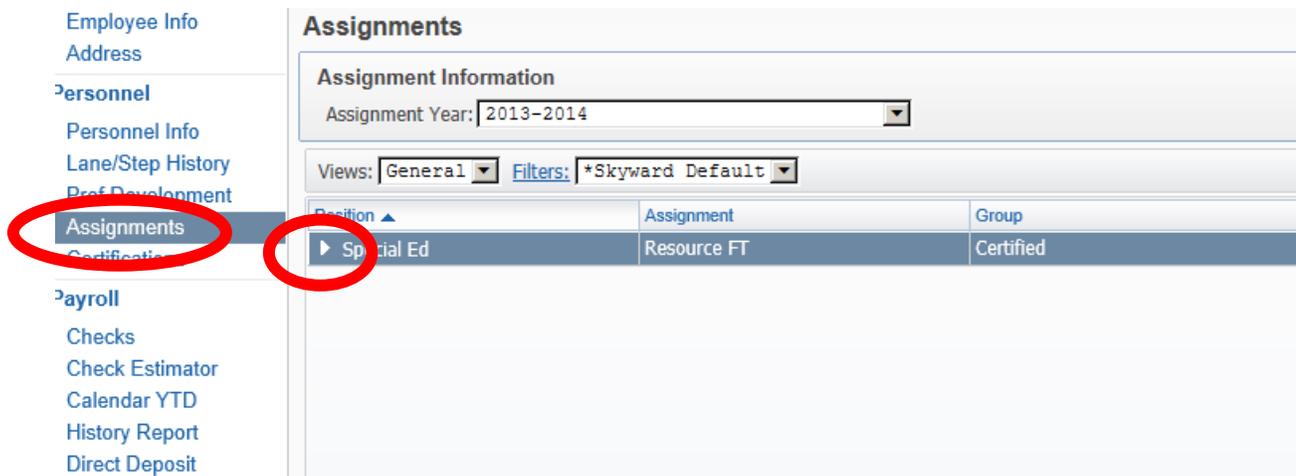


The screenshot shows the 'Lane/Step History' page. On the left-hand side, the 'Personnel' menu is expanded, and 'Lane/Step History' is highlighted with a red circle. The main content area displays a table with columns: Type, Placement, Effective Date, Lane, Step, and Credits. The table contains several rows of data, all showing 'Contracted' placements in Lane A6 with 10.00 steps and 0.00 credits. The 'Views' dropdown is set to 'General' and the 'Filters' dropdown is set to '*Skyward Default'.

Type	Placement	Effective Date	Lane	Step	Credits
Contract	Contracted	06/23/2010	A6	10.00	0.00
Contract	Contracted	07/01/2010	A6	10.00	0.00
Contract	Contracted	07/01/2012	A6	10.00	0.00
Contract	Contracted	07/01/2013	A6	10.00	0.00
Extended	Contracted	06/23/2010	A6	10.00	0.00
Extended	Contracted	07/01/2010	A6	10.00	0.00
Extended	Contracted	07/01/2012	A6	10.00	0.00
Extended	Contracted	07/01/2013	A6	10.00	0.00

Assignment with Hourly Rate Information

Click on [Assignments](#) to see your current hourly rate.



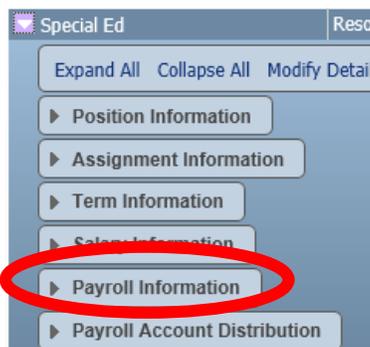
The screenshot shows the 'Assignments' page. On the left-hand side, the 'Personnel' menu is expanded, and 'Assignments' is highlighted with a red circle. The main content area displays the 'Assignment Information' section, where the 'Assignment Year' is set to '2013-2014'. Below this, the 'Views' dropdown is set to 'General' and the 'Filters' dropdown is set to '*Skyward Default'. A table shows the current assignment with columns: Position, Assignment, and Group. The row shows 'Special Ed' for Position, 'Resource FT' for Assignment, and 'Certified' for Group. A red circle highlights the 'Special Ed' position.

Position	Assignment	Group
▶ Special Ed	Resource FT	Certified

Click on 

Employee Access Quick Reference

Click on



Address

Personnel

- Personnel Info
- Lane/Step History
- Prof Development
- Assignments
- Certifications

Payroll

- Checks
- Check Estimator
- Calendar YTD
- History Report
- Direct Deposit
- W2 Information
- W4 Information

Time Off Status

Sub Transactions

Reports

- My Own Info

Assignment Information

Assignment Year: 2013-2014

Views: General Filters: *Skyward Default

Position	Assignment	Group
Assignment Information		
Term Information		
Salary Information		
Payroll Information		
Pay Code: Contract	Frequency: S12	
Supervisor:	Contract Signed:	
Pay Start: 09/01/2013	Pay Stop: 08/31/2014	
Contract: 34,169.00	% Per Pay Period: 2,847.42	
Daily Rate: 184.70	Hourly Rate: 23.21	
Hours Per Year: 1,472	Minutes Per Year:	

Payroll Account Distribution

20 1 records displayed

Here is your hourly rate

Employee ID# Information

Click on Custom Forms

SKYWARD

Home Employee Information Time Off Tim

Personal Information

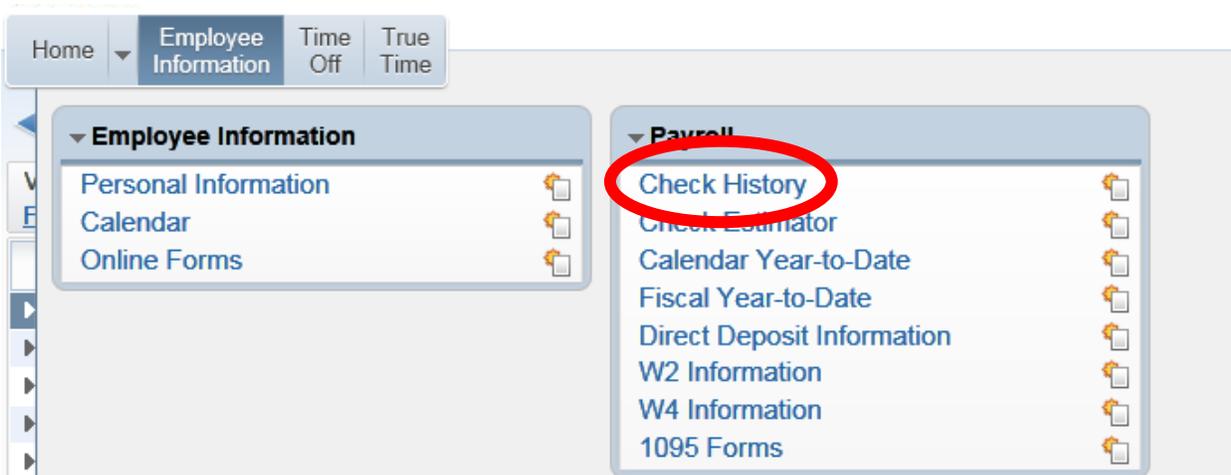
- Demographic
- Employee Info
- Address
- Personnel
- Personnel Info
- Lane/Step History
- Prof Development
- Assignments
- Certifications
- Payroll
- Checks
- Check Estimator
- Calendar YTD
- Fiscal YTD
- History Report
- Direct Deposit
- W2 Information
- W4 Information
- Time Off Status
- Sub Transactions
- Employee Letters
- Custom Forms
- Employee ID

Then click on Employee ID. It will be right there. It is a six digit number.

Employee Access Quick Reference

Check History Information

Click on Check History



Highlight the line of the check you want to view/print.

The screenshot displays a table titled 'Check Date Seq - Check Detail Information'. The table has columns for 'Check Date', 'Check Number', 'Gross Wages', 'Net Amount', and 'C'. The first row is highlighted in blue. To the right of the table, there are two buttons: 'Show Check' and 'Show Check with YTD Amts', both of which are circled in red. Below the table, there is a pagination bar showing '20 records displayed' and a 'Check Date:' field.

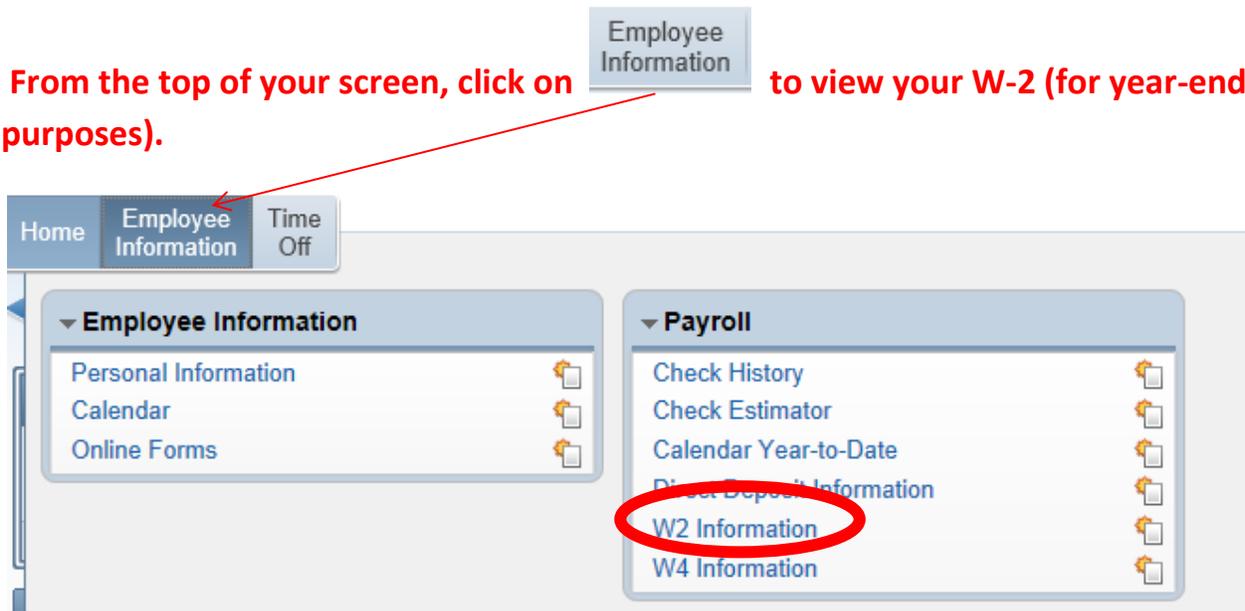
Check Date	Check Number	Gross Wages	Net Amount	C
07/25/2013	5943	0.00	0.00	R
06/25/2013	5880	0.00	0.00	R
05/24/2013	5845	0.00	0.00	R
04/25/2013	5802	0.00	0.00	R
03/25/2013	5754	0.00	0.00	R
02/25/2013	5699	0.00	0.00	R
01/25/2013	5647	0.00	0.00	R
12/20/2012	5601	0.00	0.00	R
11/21/2012	5540	0.00	0.00	R
10/25/2012	5479	0.00	0.00	R
09/25/2012	5411	0.00	0.00	R

Click on  to see paystub. Follow the  icons to print paystub.

Employee Access Quick Reference

W2 Information

From the top of your screen, click on **Employee Information** to view your W-2 (for year-end tax purposes).



7. Click on **W2 Information**

The screenshot shows the W2 Information page. The page title is "W2 Information" with a star icon. The page has a navigation bar with "Views: W2 Information" and "Filters: *Skyward Default". The main content area is a table with columns for Year, Federal Wages, Federal Tax, Social Security Wages, Social Security Tax, Medicare Wages, Medicare Tax, State 1, State 1 Wages, State 1 Taxes, and State 2. The year 2011 is highlighted. A "View W2" button is circled in red in the top right corner of the table area.

Year	Federal Wages	Federal Tax	Social Security Wages	Social Security Tax	Medicare Wages	Medicare Tax	State 1	State 1 Wages	State 1 Taxes	State 2
▶ 2012										
▶ 2011	32,792.40	3,252.16	32,792.40	1,377.28	32,792.40	475.52	UT	32,792.40	1,409.92	

8. Highlight the year you want to view/print.

9. Click on **View W2** and follow the instructions to print your W-2.