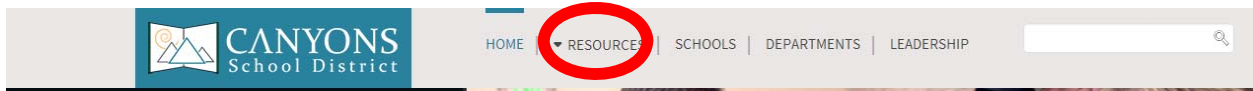
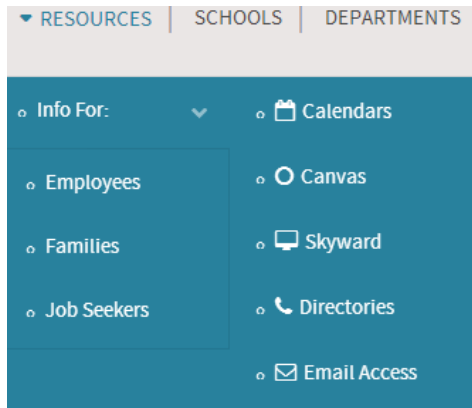


Employee Access Quick Reference

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



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



3. Click on **Skyward**.

Employee Access Quick Reference



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

SKYWARD®

Canyons School District Production Data
Production Business

Login ID:

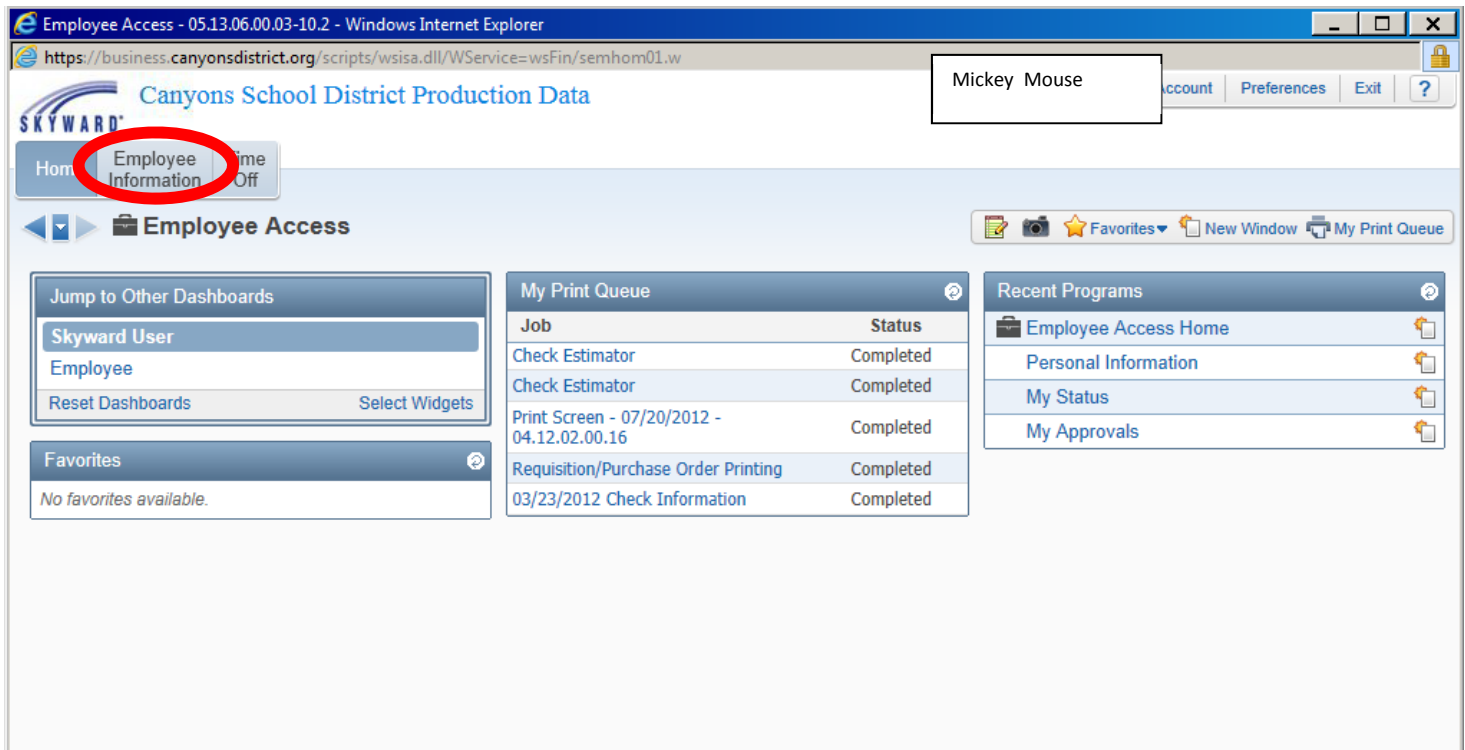
Password:

[Forgot your Login/Password?](#)

05.13.06.00.03-10.2

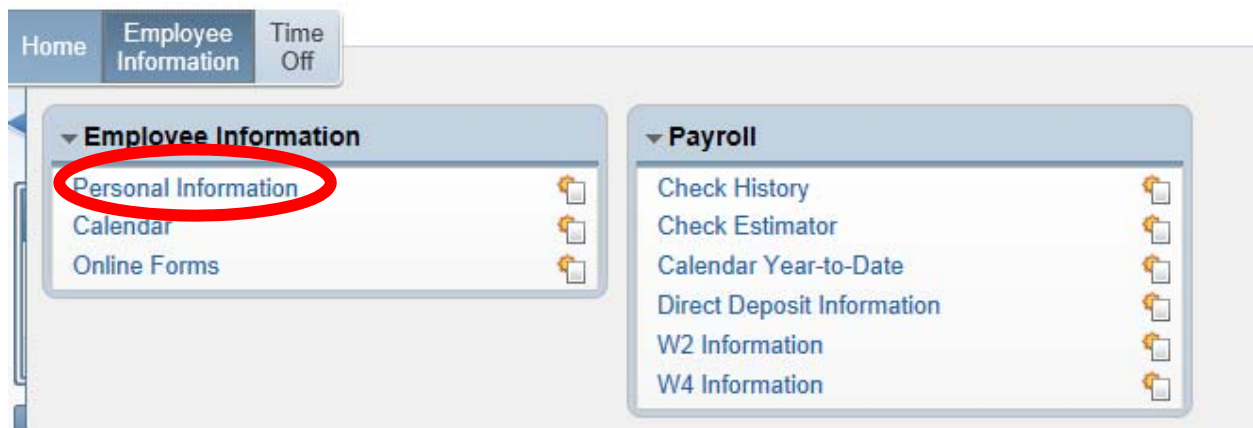
5. Enter in your login and password. This should be provided to you by the IT department. If you do not have this or have forgotten your password, please call the IT Helpdesk at (801) 826-5544.

Employee Access Quick Reference



6. Click on

Employee Information



7. Click on

Personal Information

Personal Information ★

Employee: Mickey Mouse

Employee Info

[View History](#)

Employee Information

[Request Changes](#)

Name

Former Name: Conf.

Spouse Name: Conf.

Phone

Phone 1: Ext: Conf.

Phone 2: Ext: Conf.

Phone 3: Ext: Conf.

Email: canyonsdistrict.org

Race and Ethnicity

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

Employee Info

Address

Personnel

Personnel Info

[Lane/Step History](#)

[Professional Development](#)

[Assignments](#)

Certifications

Payroll

Checks

Check Estimator

Lane/Step History

Views: [General](#) Filters: [*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

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

Employee Access Quick Reference

Employee Info
Address

Personnel
Personnel Info
Lane/Step History
Prof Development
Assignments
Certifications

Payroll
Checks
Check Estimator
Calendar YTD
History Report
Direct Deposit

Assignments

Assignment Information
Assignment Year: 2013-2014

Views: General Filters: *Skyward Default

Position	Assignment	Group
▶ Special Ed	Resource FT	Certified

10. Click on ▶

Special Ed Reso

Expand All Collapse All Modify Detail

- ▶ Position Information
- ▶ Assignment Information
- ▶ Term Information
- ▶ Salary Information
- ▶ Payroll Information**
- ▶ Payroll Account Distribution

11. Click on ▶ Payroll Information

Employee Access Quick Reference

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: 12
Daily Rate: 184.70	Hourly Rate: 23.21
Hours Per Year: 1,472	Minutes Per Year: 0

► Payroll Account Distribution

20 1 records displayed

12. Click on **Address** to make address changes

Employee Info

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

Address

View History

Primary/Mailing Address Conf: No

Primary

1234 Disneyland Way
Anaheim, CA

Mailing

Request Changes

Request Changes

Employee Access Quick Reference

13. Click on [Request Changes](#) and make the necessary changes to your address.

Employee: Mickey Mouse

Employee: _____

Current Primary Address

1234 Disneyland Way
Anaheim, CA

New Address

Hi _____ Dir _____ [Update with Current Primary](#)

Address: 123 E _____

Address 2: _____

S.U.D.: _____ #: _____ PO Box _____

* Zip Code: 84020 City/State: Anaheim, CA

County: _____ Township: _____

New Primary Address Preview

1234 Disneyland Way
Anaheim, CA

[Save](#)
[Back](#)

14. Click on [Save](#) to confirm changes.

Lane/Step History
Prof Development
Assignments
Certifications
Payroll
Checks
Check Estimator
Calendar YTD
History Report
Direct Deposit
W2 Information
W4 Information

Employee Access Quick Reference

15. Click on **Checks** to see all of your past paystubs.

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

Views: Check Date Seq - Check Detail Information

Filters: *Skyward Default

Check Date	Check Number	Gross Wages	Net Amount	C T
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

20 records displayed

Check Date:

Show Check

Show Check with YTD Amts

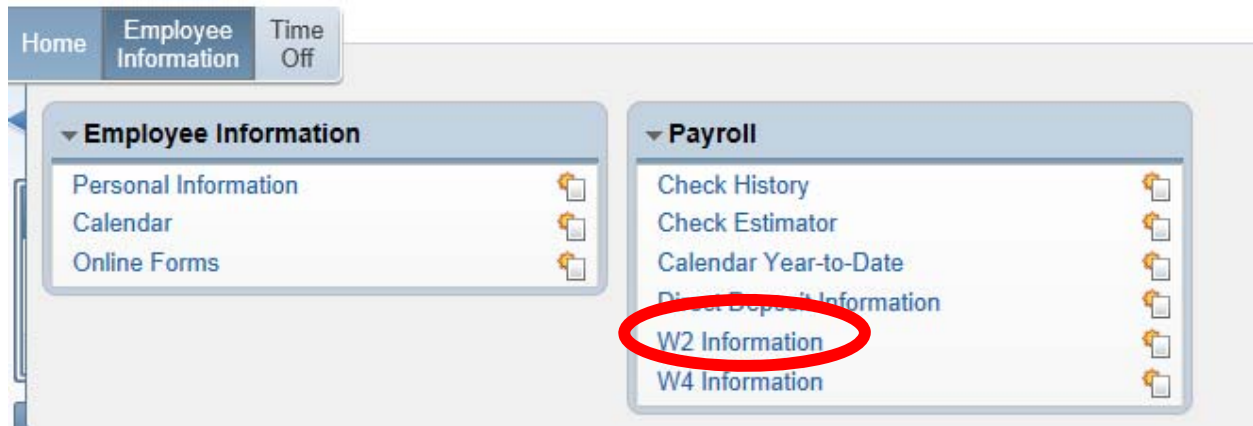
16. Highlight the line of the check you want to view/print.

17. Click on **Show Check with YTD Amts** to see paystub. Follow the **Print** icons to print paystub.



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

Employee Access Quick Reference



19. Click on **W2 Information**.

The screenshot shows the 'W2 Information' page. At the top, there is a header bar with 'W2 Information' and a star icon. Below the header, there is a 'Views' dropdown set to 'W2 Information' and a 'Filters' dropdown set to '*Skyward Default'. To the right of these are icons for 'Favorites', 'New Window', and 'My Print Queue'. Below the header, there 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 table has two rows: '2012' and '2011'. The '2011' row contains data: Federal Wages: 32,792.40, Federal Tax: 3,252.16, Social Security Wages: 32,792.40, Social Security Tax: 1,377.28, Medicare Wages: 32,792.40, Medicare Tax: 475.52, State 1: UT, State 1 Wages: 32,792.40, State 1 Taxes: 1,409.92, and State 2 is empty. To the right of the table, there is a 'View W2' button circled in red.

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	

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

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