Introduction to Skyward Employee Access

Sunnyside School District has now made it easier for our staff to access their personnel information on line. This feature is the result of converting all Personnel Services and Fiscal Services to the WESPaC system. The information that will be made available relates to jobs, positions, education and payroll information. This information is contained on a secure website and cannot be modified - it is read only.

All employees are required to complete the Sunnyside School District E-mail Account and Network Account Release Form. If you are a substitute employee you will need to provide the district with your personal email address on the same form. Whatever email address is on this form will be your registered email address.

It is important for employees to keep their user name and password secure, just as they would for any account access. If an employee currently has WESPaC access, then their user name and password will be the same as the ones they currently use.

It is the intent of the district to move away from printing check stub information. Eventually, all employees will view check information on line.

Procedures

The following screens will demonstrate how to obtain your login and password and the login and navigation process for using Employee Access. The screen shots are from a sample data base and do not represent information from any individual employee.

A connection for Employee Access is available at the Sunnyside School District website.

http://www.sunnyside.wednet.edu

Once at the website click on Staff Links then Employee Access.

A direct URL link to the Employee Access webpage is:

https://www2.scrdc.wa-k12.net/scripts/cgiip.exe/WService=wsunnyss71/seplog01.w

Any web browser connected to the Internet can connect to the login page.
Login Screen

- To obtain your login and password click on “Forgot Login or Password?” Your login and password will be sent to your registered email address.

Once you have your Login and Password:

- Type your user name in the Login field.

- Type your password in the Password field and then click on the Login button with your mouse.
Employee Information

- By clicking on Employee Information two more menus should appear on your screen. Employee Information and Payroll.
Personnel Information

- On this page, personnel information can be viewed. Not all employees will have information listed in each link. For example, Step/Lane History will only reflect information for employees on a salary schedule. The same would be true for the Certification link and the Prof Development link.
Address Information

- By clicking on Address, an employee will be able to view their current Primary and Mailing address.

Use Address link to view Address and request an address change
Address Changes

- Use the “Request Changes” button to request address changes.

Click your Back Button to return to main menu screen.
Payroll

- The Payroll menu has eight options. Check History, Check Estimator, Calendar YTD, Fiscal YTD, Direct Deposit Information, W2 Information, W4 Information and Flex Information.
Click the Check History Link to view your payroll history.
Check History

- Clicking on Check History will open a screen that shows current and previous checks issued. By clicking on Show Check button, you will open the following screen that shows check detail information and print function. **Please note: at the time of the conversion to the new system, all checks prior to 06/30/2010 have been combined into one entry and should not be used for verification purposes.**

- Filter Options are available on this page.
Check Number 900022138

Check Information for

Employer Information
Name: SUNNYSIDE SCHOOL DISTRICT
Address: 1116 S 8TH ST
SUNNYSIDE, WA 98944-2194

Employee Information
Name:
Address:

Check Detail Information
Check Date: 07/31/2012
Check Number: 900022138
Check Type: Regular

Gross Wages: 1,655.04
Net Amount: 1,493.79

Check Date: 07/31/2012
Gross Wages: 1,655.04
Net Amount: 1,493.79
Check Type: Regular

Click on the Print button to print check detail

Taxable Wage Information

<table>
<thead>
<tr>
<th>Gross Wages</th>
<th>Federal</th>
<th>State</th>
<th>FICA</th>
<th>Medicare</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,655.04</td>
<td>1,655.04</td>
<td>1,655.04</td>
<td>1,655.04</td>
<td>1,655.04</td>
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</tbody>
</table>

Minus Deductions that Increase Tax:
Federal: 87.65
State: 0.00
FICA: 0.00
Medicare: 0.00

Plus Taxable Benefits:
Taxable Gross Wages: 1,587.35
YTD Taxable Gross Wages: 1,587.35

Pays

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate</th>
<th>Factor</th>
<th>Hours</th>
<th>Current</th>
<th>YTD</th>
<th>Retire Hours</th>
<th>Period End</th>
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<tr>
<td>DISTRICT OFFICE</td>
<td>1,655.04</td>
<td>1.00</td>
<td>1.00</td>
<td>1,655.04</td>
<td>1,655.04</td>
<td>0.00</td>
<td>07/31/2012</td>
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</table>

Deductions

<table>
<thead>
<tr>
<th>Description</th>
<th>Current</th>
<th>YTD Fed</th>
<th>St</th>
<th>FIM</th>
</tr>
</thead>
<tbody>
<tr>
<td>DENTAL-WEA/APA</td>
<td>59.57</td>
<td>59.57</td>
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<tr>
<td>Fed Inc Tax</td>
<td>69.51</td>
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<tr>
<td>FICA</td>
<td>24.00</td>
<td>24.00</td>
<td></td>
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<tr>
<td>Medicare</td>
<td>78.69</td>
<td>78.69</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PreTax PLAN 2</td>
<td>Y</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SEER Plan 2</td>
<td>Y</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>VISION-WEA/APA</td>
<td>4.48</td>
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<tr>
<td>Total:</td>
<td>225.25</td>
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</table>

Benefits

<table>
<thead>
<tr>
<th>Description</th>
<th>Current</th>
<th>YTD Fed</th>
<th>St</th>
<th>FIM</th>
</tr>
</thead>
<tbody>
<tr>
<td>DENTAL-WEA/APA</td>
<td>121.65</td>
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<td></td>
</tr>
<tr>
<td>FICA</td>
<td>102.81</td>
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<td>HCA-WASHINGTON</td>
<td>56.01</td>
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<td>LIFE IN-WEA/APA</td>
<td>27.35</td>
<td>27.35</td>
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<tr>
<td>Medicare</td>
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<td>24.00</td>
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<td>PLAN 2-WEA/APA</td>
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<td>617.68</td>
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<tr>
<td>SEER Plan 2</td>
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<tr>
<td>VISION-WEA/APA</td>
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<td>31.52</td>
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<tr>
<td>Workers' Comp</td>
<td>1,116.54</td>
<td>1,116.54</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Print

- Check information can be printed from this screen.
Check Estimator

Click the Check Estimator Link to view estimated checks.
Check Estimator

- You can use the check estimator to see how changes in your Tax Information, Benefits and Additional Deductions will affect your paycheck.
Calculate Check

- Click on the Calculate Check button to view your estimated check with the changes applied.
Click on Calendar YTD to view payroll information from January through December.
Calendar YTD

- Calendar YTD provides Year To Date Payroll information. Click on Show Calendar YTD to show detail. This view provides information from January 1 through December 31 of the current year.

- Filter Options are available on this page.
Calendar Year To Date

- The screen shot above shows all payroll information from January 1 through December 31st.
Click on Fiscal YTD to view payroll information from September through August.
Fiscal YTD

- The Fiscal To Date screen shows Payroll information from September 1 through August 31 the following year. Click on Show Fiscal YTD to show detail.

- Filter Options are available on this page.

Click on Show Fiscal YTD to view FYTD detail.
### Fiscal Year To Date

- The screen shot above shows all payroll information from September 1 through August 31st.
Click on Direct Deposit Information to view bank info.
Direct Deposit

- Clicking on the Direct Deposit Information button allows users to view banking information related to their direct deposit. For security purposes your bank account number will not display.

- Filter Options are available on this page.
W2 Information

- W2 Information provides calendar year-end tax information that is reported to the IRS.
• Filter Options are available on this page.

Click on Show W2 Info to view.

Click on View W2 to get a copy of your W2’s.
W2 Information

- Above is an example of the W2 information. This statement is intended to explain how the amounts on your W2 form are calculated. It is for information purposes only. This form is not to be used to file income tax.
Click on W4 Information to view
W4 Information

- Click on the W4 button to see current user W4 withholding. By clicking on the state a pop up screen shows W4 information with print function or click on Show W4 Info to view the same information.

- Filter Options are available on this page.
Flex Information

Click on Flex Information to view
Flex information

- Clicking on the Flex Information button allows users to view information related to their Sec. 125 Flexible Spending account.

- Filter Options are available on this page.
Time Off

- The Time Off button provides Sick, Vacation and Personal Leave information. Simply click on each description and the Time Off Code Detail will appear. This information is updated after each pay date.
Click on the My Status link to view Sick, Vacation and Personal Leave Information.
The following screen shots are examples of Sick, Vacation and Personal Leave.

- Filter Options are available on this page.