Getting Started with Skyward Employee Access (Payroll)

The Employee Access application allows the employee to review their personal information, payroll, tax and contract information.
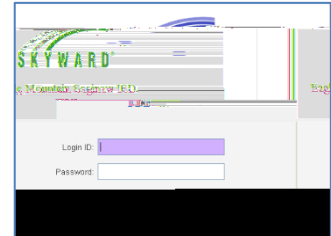
To Log-in

Go to www.emsisd.com
Select **Staff Tab**
Click **Skyward**, and then select the link for **Employee Access**
Enter your Login ID and password

To View Check History

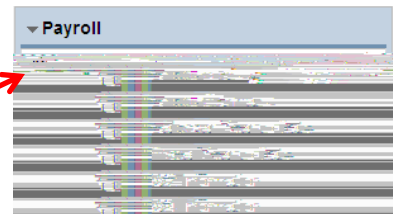Select **Employee Information**
Choose **Payroll**
Select **Check History** to display a list of checks
Select the check date
Click the **Show Check** button
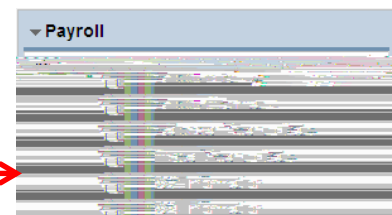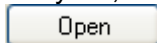Select printing options
Print

To View W2 Data

Select **Employee Information**
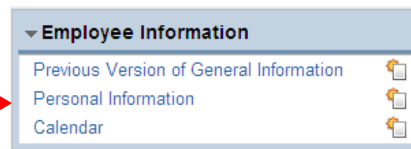Choose **Payroll**
Select **W2 Information** to view
Select the year, then click the **View W2** button
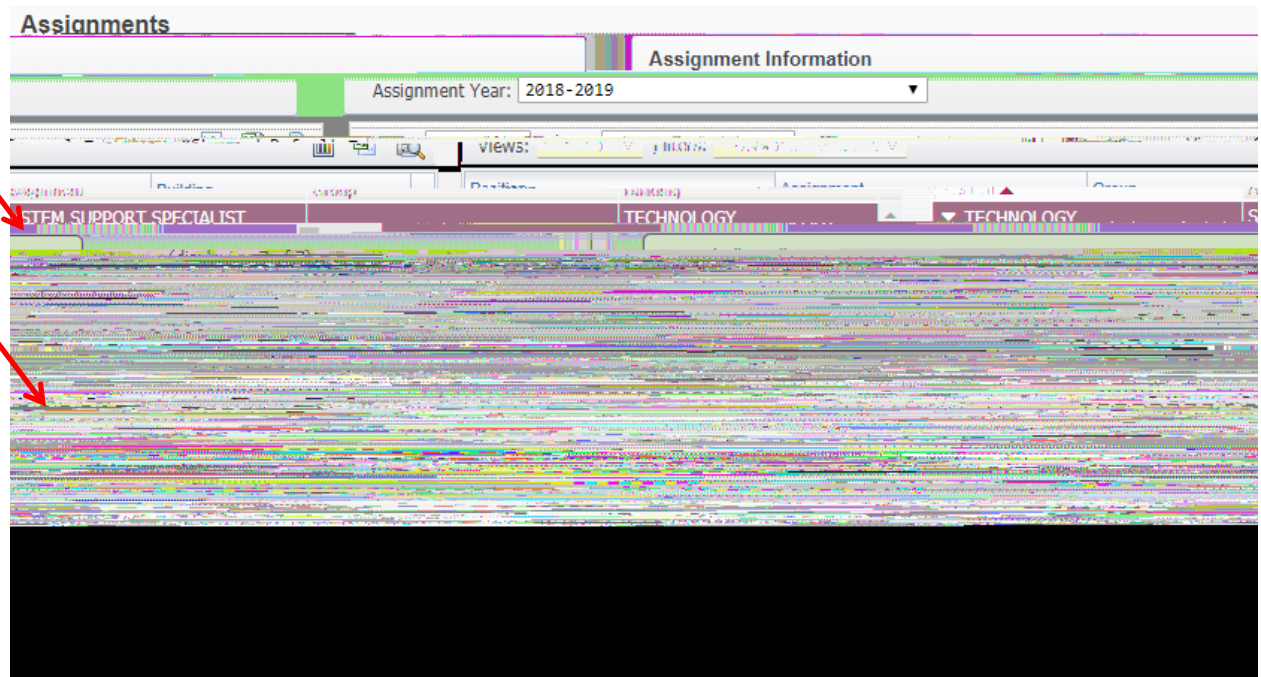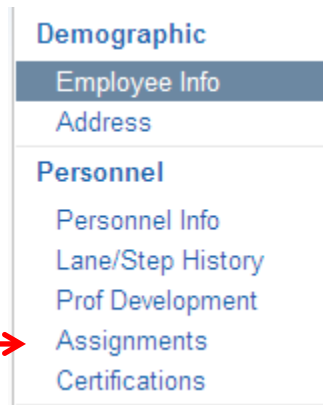Select Open to view your W2

To View Personnel Info

Select **Employee Information**
Choose **Personal Information**

Employee Information
Previous Version of General Information
Personal Information
Calendar

Demographic
Employee Info
Address

Personnel
Personnel Info
Lane/Step History
Prof Development
Assignments
Certifications

From the menu on the left, select the information you would like to view

To view your **Calendar Term Days**
- Select **Assignments**
- Click on the symbol next to your position to expand the details
- Click symbol next to **Term Information**

For Payroll issues, contact:	For Skyward issues, contact:
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Courtney Baker, Payroll Specialist (Auxilliary) (817) 232-0880, Ext. 2485	Shawn Lee, System Analyst (Skyward Educator/Family Access) (817) 232-0880, Ext. 2570
Jamie Erwin, Benefits Coordinator (817) 232-0880, Ext. 2486	Sarah Partain, System Analyst (Skyward Business/Employee Access) (817) 232-0880, Ext. 2571
Crystal Robin, Payroll Specialist (817) 232-0880 Ext. 2488	
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