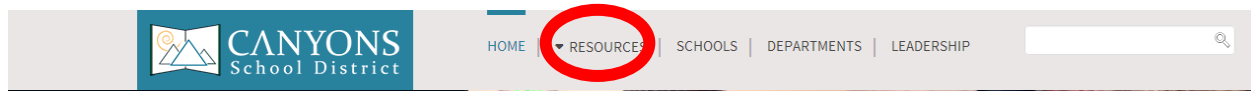
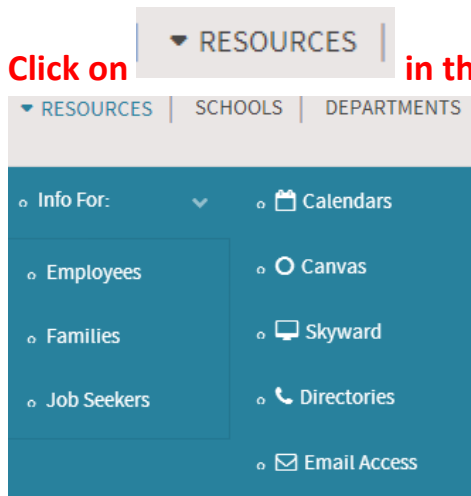


Employee Access Quick Reference

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

Employee Information

Mickey Mouse

Jump to Other Dashboards

Skyward User

Employee

Reset Dashboards

Select Widgets

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

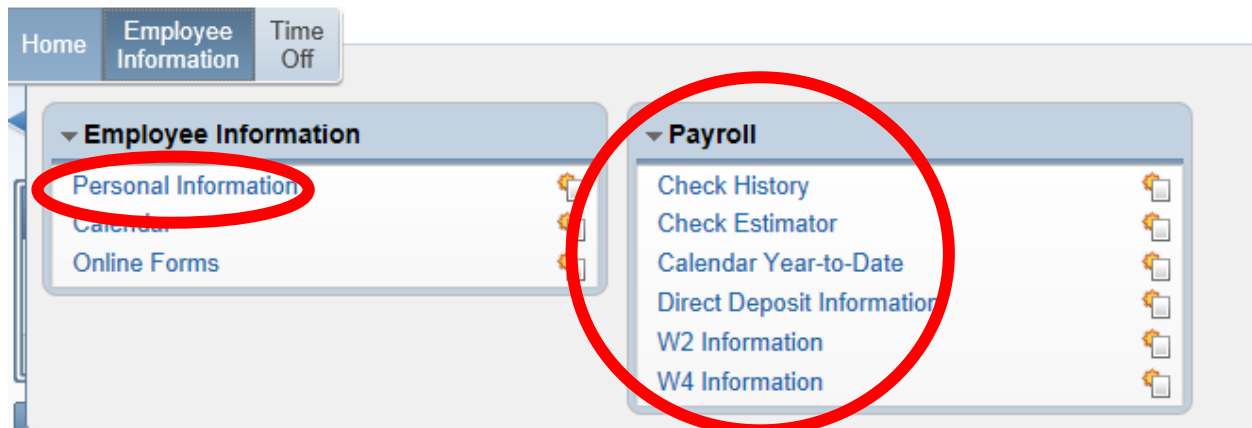
Now you can access anything you want in your Skyward account.

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 Dir: Disneyland Wav Update with Current Primary

Address 2: _____

S.U.D.: #:

* Zip Code: 84020 PO Box: _____ City/State: Anaheim, CA

County: _____ Township: _____

New Primary Address Preview

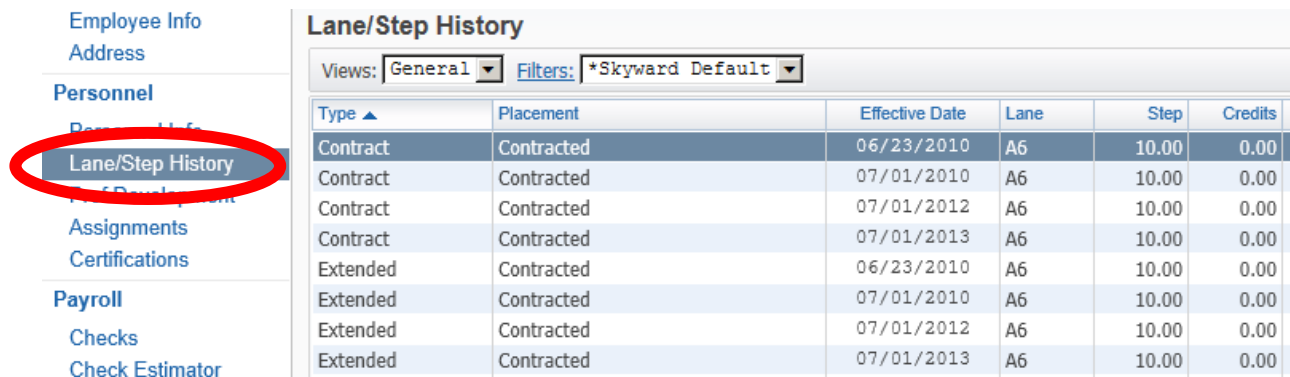
1234 Disneyland Way
Anaheim, CA

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.

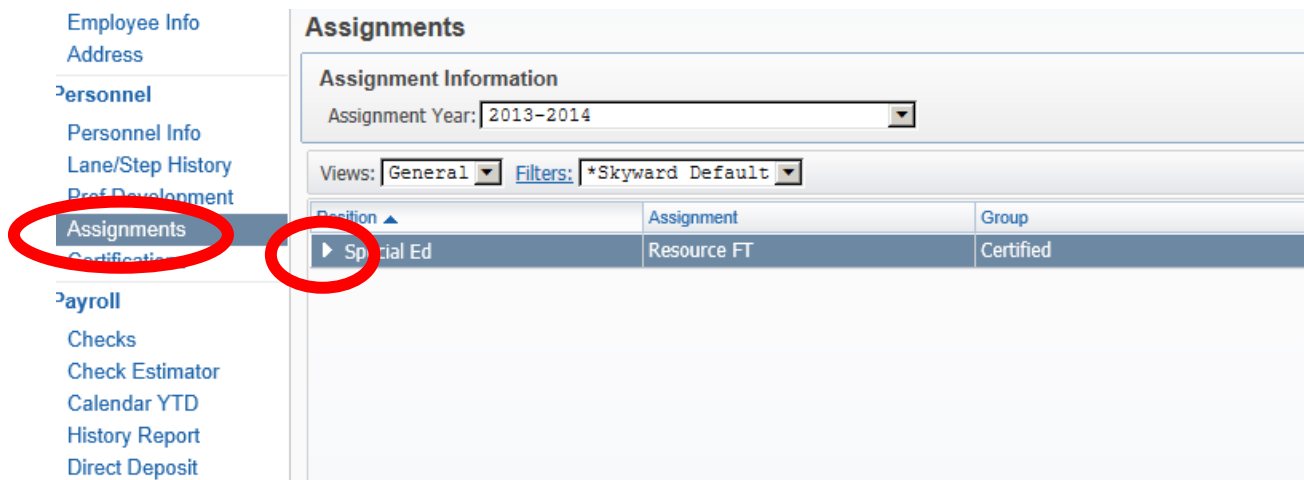


The screenshot shows the 'Lane/Step History' page. On the left-hand side, the 'Personnel' menu is visible, with 'Lane/Step History' highlighted by a red circle. The main content area displays a table with columns: Type, Placement, Effective Date, Lane, Step, and Credits. The table contains several rows of data, all showing 'Contracted' placements in Lane A6 with 10.00 credits. The 'Effective Date' varies from 06/23/2010 to 07/01/2013. Above the table, there are dropdown menus for 'Views' (set to 'General') and 'Filters' (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.



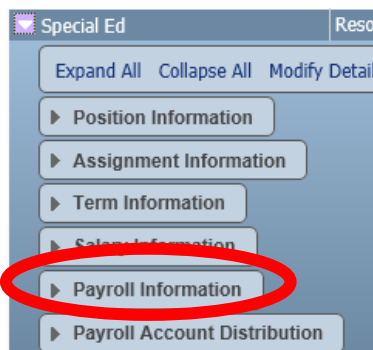
The screenshot shows the 'Assignments' page. On the left-hand side, the 'Personnel' menu is visible, with 'Assignments' highlighted by a red circle. The main content area displays the 'Assignment Information' section, which includes a dropdown menu for 'Assignment Year' (set to '2013-2014'). Below this, there are dropdown menus for 'Views' (set to 'General') and 'Filters' (set to '*Skyward Default'). A table with columns: Position, Assignment, and Group is displayed. The table contains one row of data: 'Special Ed' under Position, 'Resource FT' under Assignment, and 'Certified' under Group. A red circle highlights the 'Special Ed' cell in the table.

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 True Tim

Personal Information

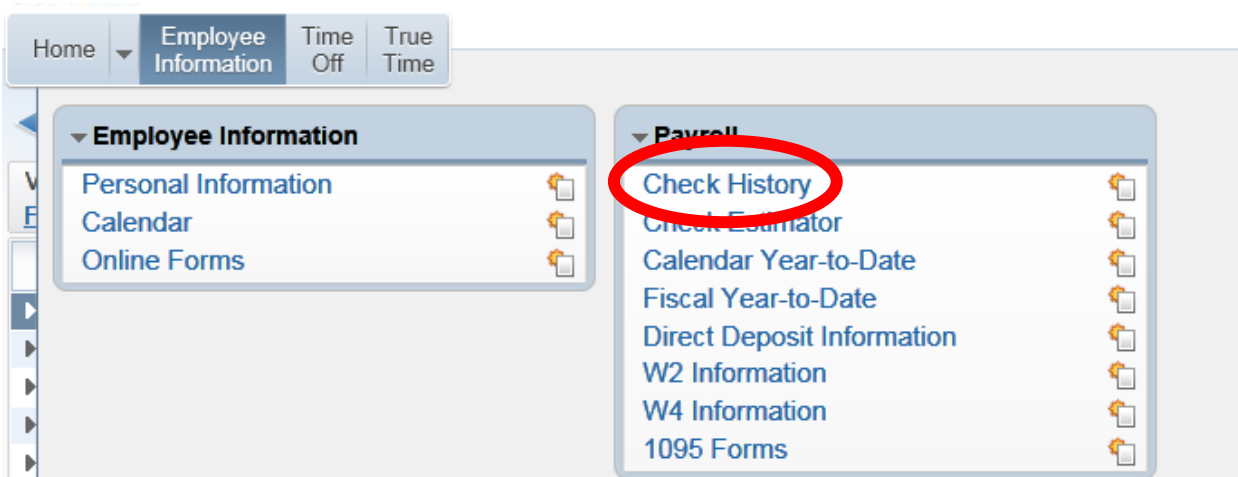
- Demographic
 - Employee Info
 - Address
- Personnel
 - Personnel Info
 - Lane/Step History
 - Prof Development
- Assignments
- Certifications
- Payroll
 - Checks
 - Check Estimator
 - Calendar YTD
 - Fiscal YTD
 - History Report
 - Direct Deposit
 - W2 Information
 - W4 Information
- Time Off Status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

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

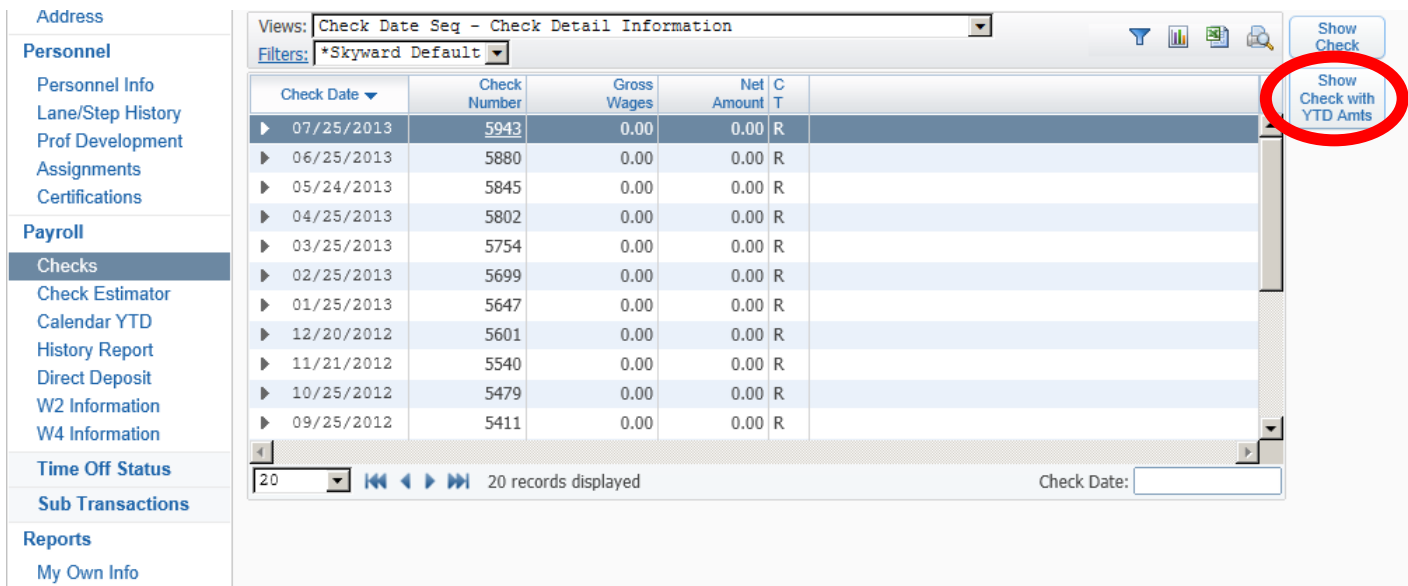
Employee Access Quick Reference

Check History Information

Click on **Check History**



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

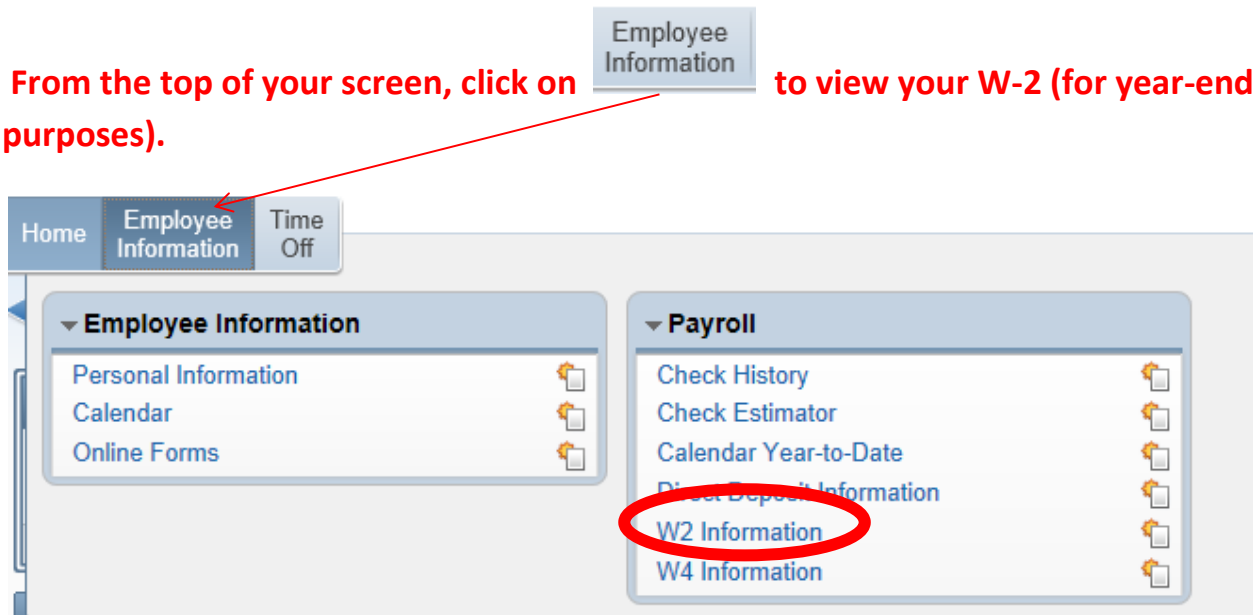


Click on **Show Check with YTD Amts** to see paystub. Follow the **Print** icons to print paystub.

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. At the top, there is a navigation bar with 'W2 Information' and a star icon. Below the navigation bar, there is a table with columns for various tax and wage categories. The 'View W2' button is 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	

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

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