Employee Access Quick Reference

1. **Go to the www.canyonsdistrict.org (or go to skyward.canyonsdistrict.org and skip to step 4).**
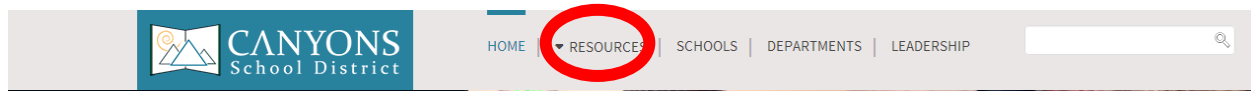
2. **Click on** RESOURCES **in the top-center of the page.**
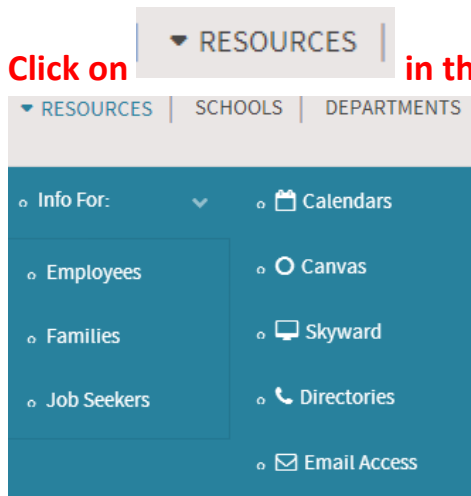
3. **Click on** Skyward

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

Employee Access Quick Reference

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.

6. Click on Employee Information
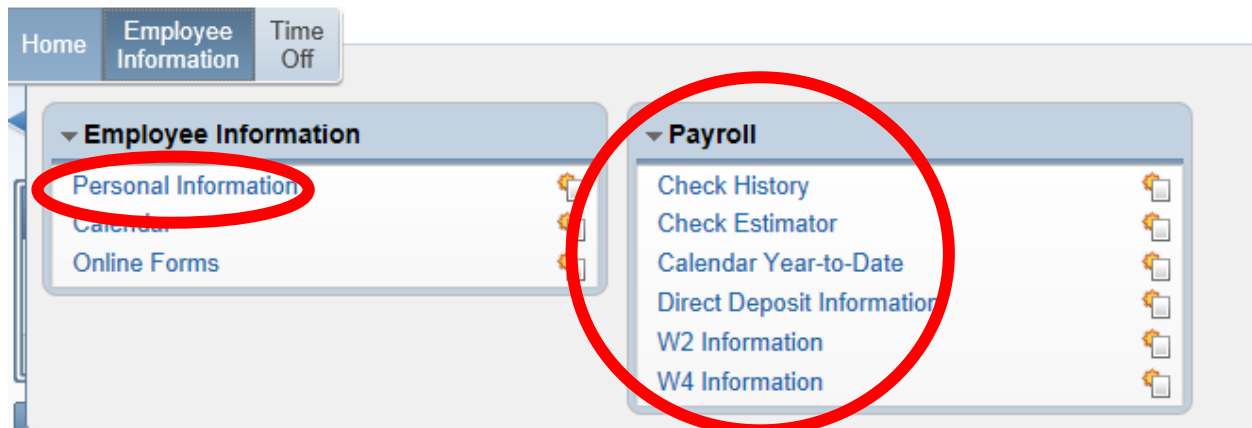
Employee Access Quick Reference

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**
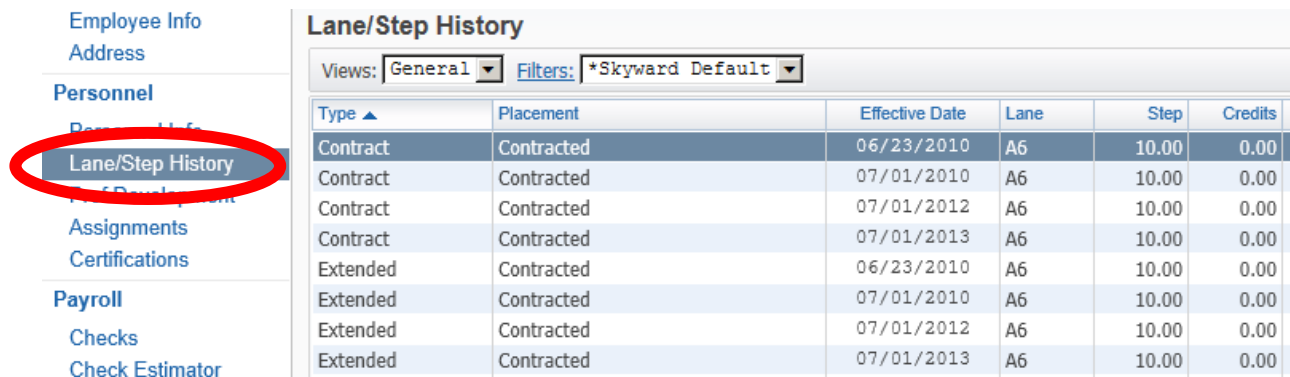
Click on Save **to confirm changes.**

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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.**
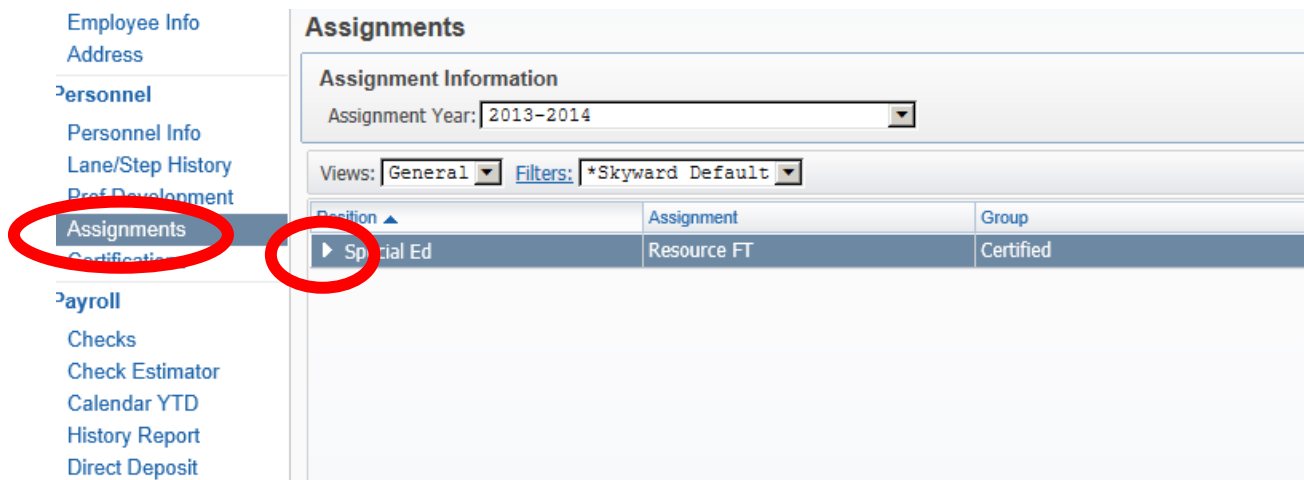

Assignment with Hourly Rate Information

Click on Assignments **to see your current hourly rate.**

Click on ▶

Employee Access Quick Reference

Click on ▶ Payroll Information
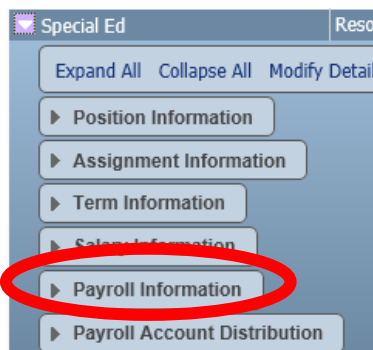
Special Ed

Expand All   Collapse All   Modify Detail

▶ Position Information

▶ Assignment Information

▶ Term Information

▶ Salary Information

▶ **Payroll Information**

▶ Payroll Account Distribution

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 | Tru 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.

Employee

Assignm

Assign
Assign

Views:

Position

▼ ESP-E

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20

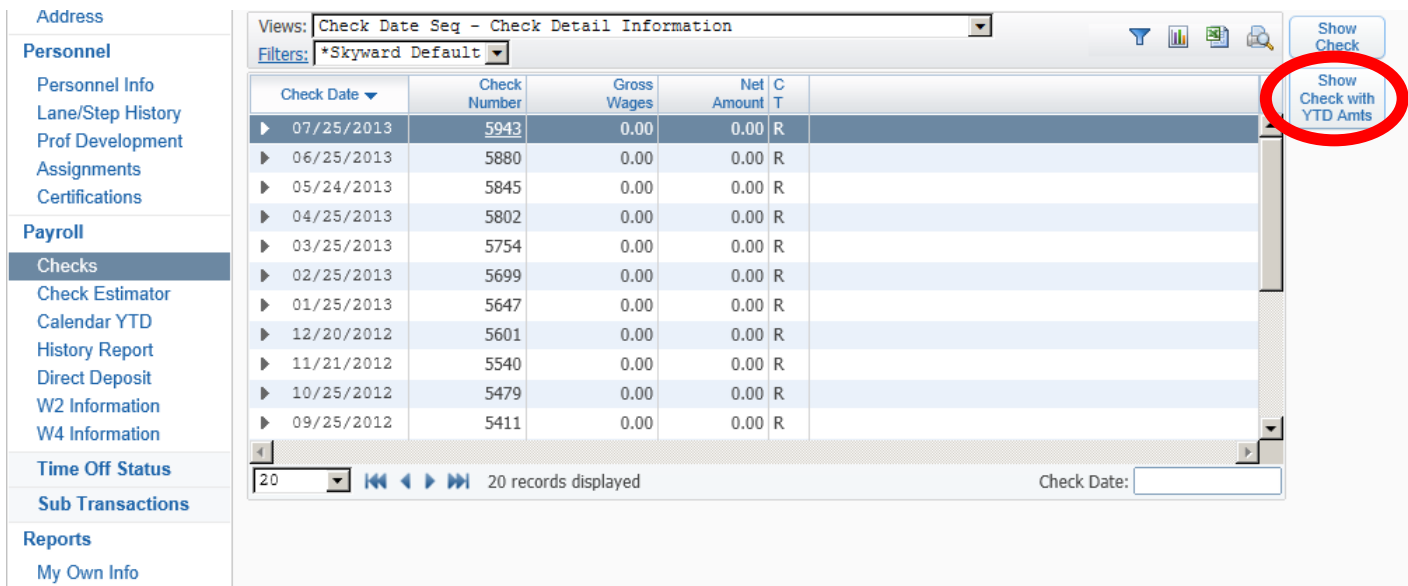**Then click on Employee ID. It will be right there. It is a six digit number.**

Employee Access Quick Reference

Check History Information

Click on Check History
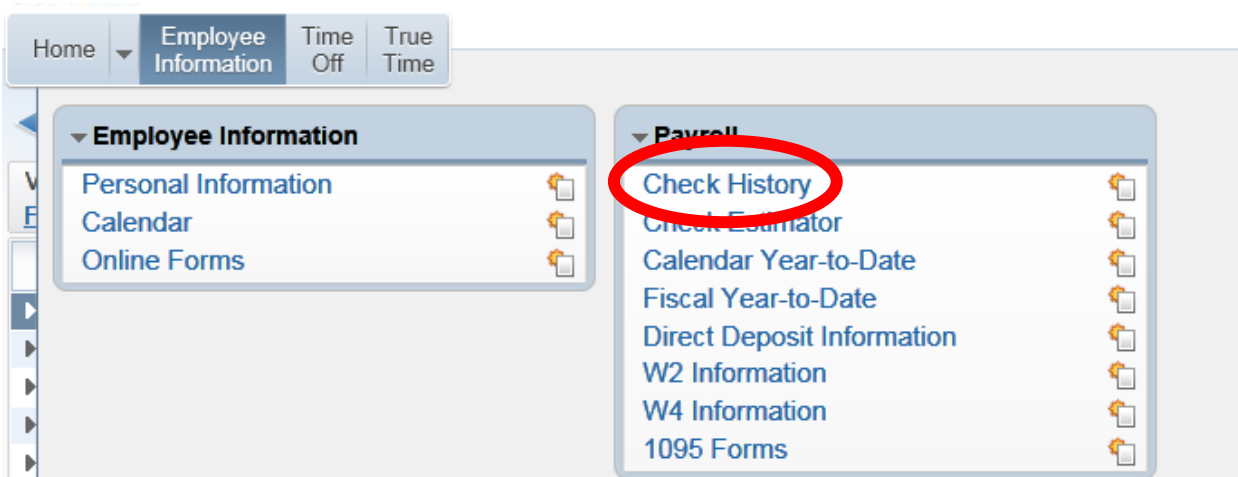
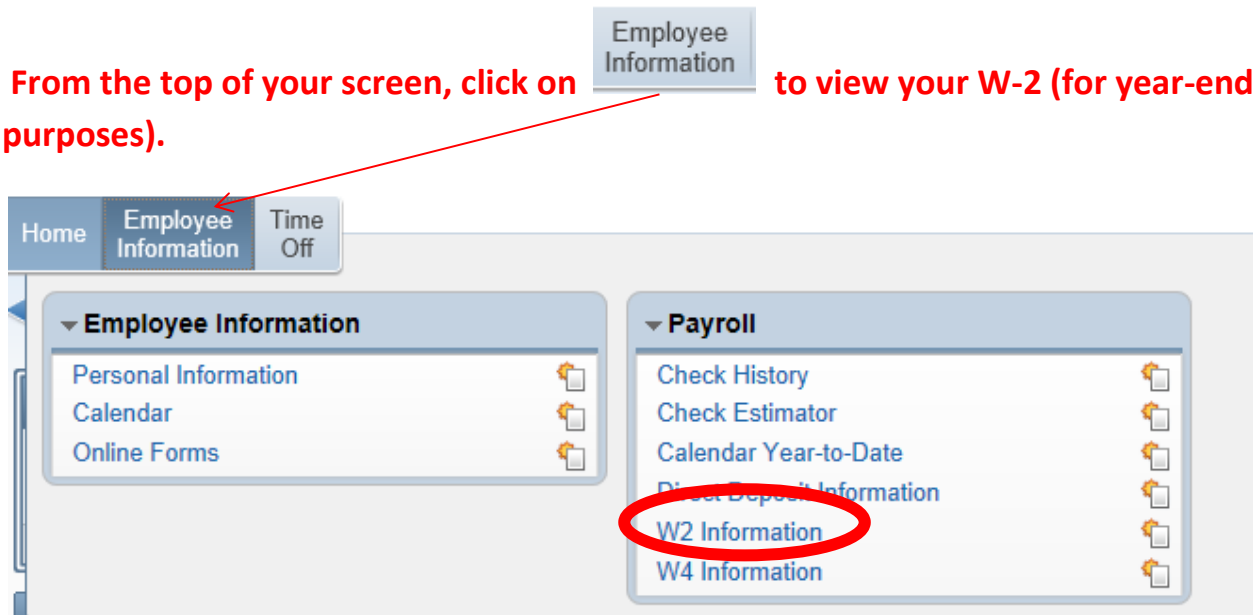

Highlight the line of the check you want to view/print.

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

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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

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

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