



EMPLOYEE ACCESS

THE BASICS

Snohomish School District – Payroll Department

Hours 8 a.m.-5 p.m., Monday - Friday

Phone (360) 563-7235 FAX (360) 563-7277

Email: Payroll.Department@sno.wednet.edu

Welcome to Snohomish School District! We are pleased to share with you the details of the functionality that will be accessible to you in “Employee Access”. Employee Access is an area within Skyward, our district data management software. Using Employee Access, you will have the ability to make changes to some areas of your personal information housed in Skyward, in addition to view and print areas.

As a reminder, you can access Skyward on any district computer or through the Skyward/Family Access link available on our district website. Additionally, a Skyward “app” called Skyward Mobile Access can be downloaded to your phone for “on the go” but severely limited access.

If you do not currently have or need a login for Skyward access and a password, please contact Shannon Smythe at (360) 563-7244 or Sonya Lang at (360) 563-7240 to obtain one.

Table of Contents

Sign Into Skyward Web 1

Getting Started..... 2

What You Have Access To 2

 Employee Information: 2

 Demographic:..... 3

Personnel Information.....3

 Payroll Information: 3

 Check History:..... 3

 Check Estimator:..... 4

 Calendar Year-To-Date: 5

 Direct Deposit Information:..... 5

 W2 Information:..... 5

 W4 Information:..... 6

 1095 Information: 7

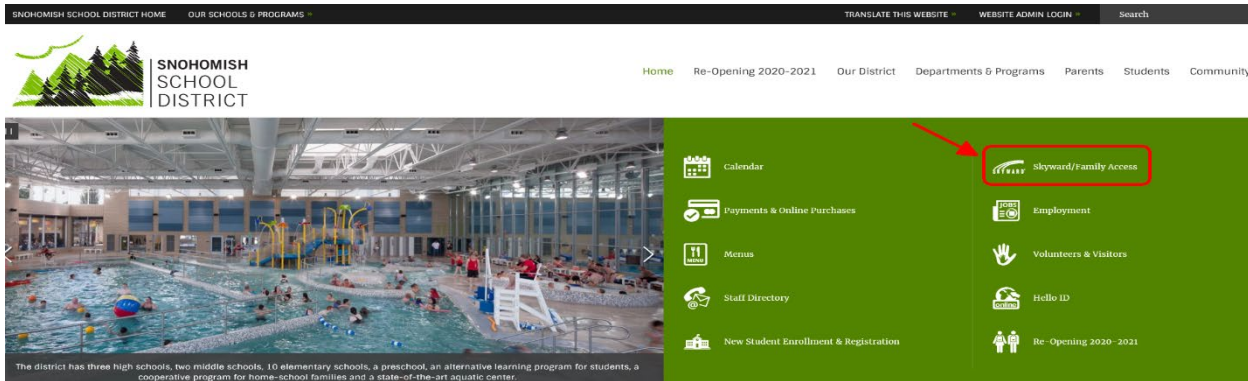
 Time Off Information:..... 7

Food Services Information.....8

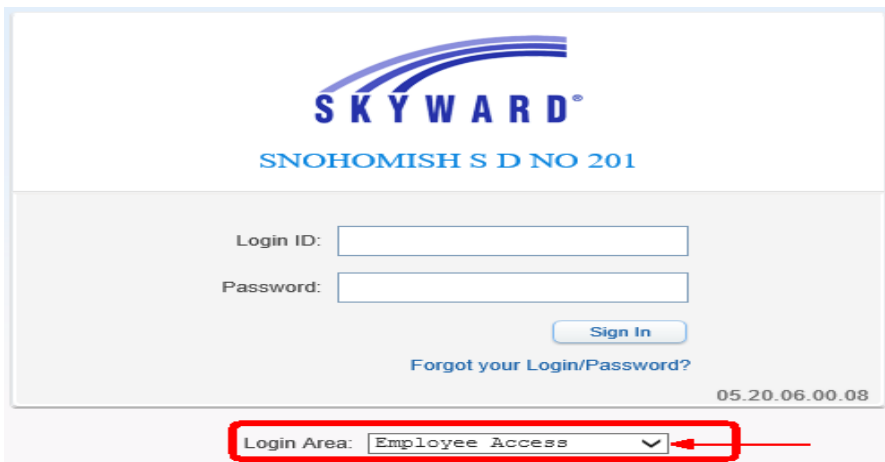
Emergency Contact Information.....8

Sign into Skyward Web

You can find the link to Skyward/Family Access at the Snohomish School District Home page or you can follow the link below.

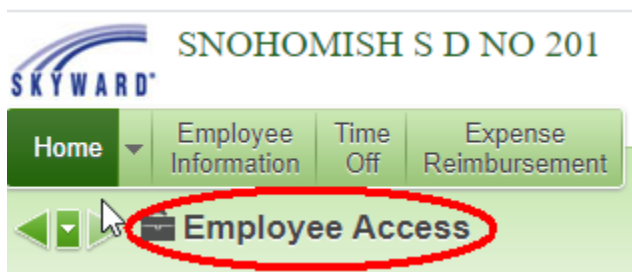


<https://www2.nwrdc.wa-k12.net/scripts/cgiip.exe/WService=wsnohoms71/seplog01.w>



Go to Employee Access:

Employee Access is an application that has several functions. The purpose of this handout is to give you an overview of the two most commonly used parts of Employee Access, **Employee Information** and **Time Off** and the sub options within each.



Getting Started

From your Home Screen Menu select **Employee Access**.

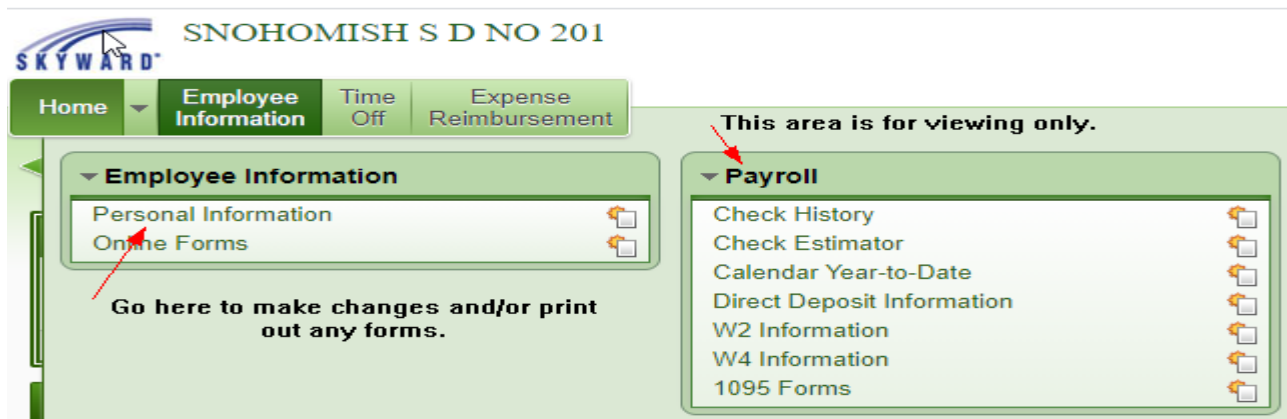
Under **Employee Access** there is the Employee Information tab to view your individual information.

- Employee Information



The Employee Information tab: Employee Information has 2 sub Tabs.

- Personal Information
- Online Forms (not active)



Personal Information: Has 6 sub options.



Demographic:

- Employee Info: Displays your Name, Phone, Race & Ethnicity information. You can request changes to your phone here. This information will then be forwarded to Human Services for approval. Please keep in mind your telephone numbers are used for Connect-Ed, school delays, school closures and emergency informational messages.
- Address: Displays your Primary and Mailing address. You can request address changes here.

Personnel:

- Here you can find the hire date for your current position. All other areas of this section are not maintained by Payroll. Please contact Human Services with any questions or concerns.

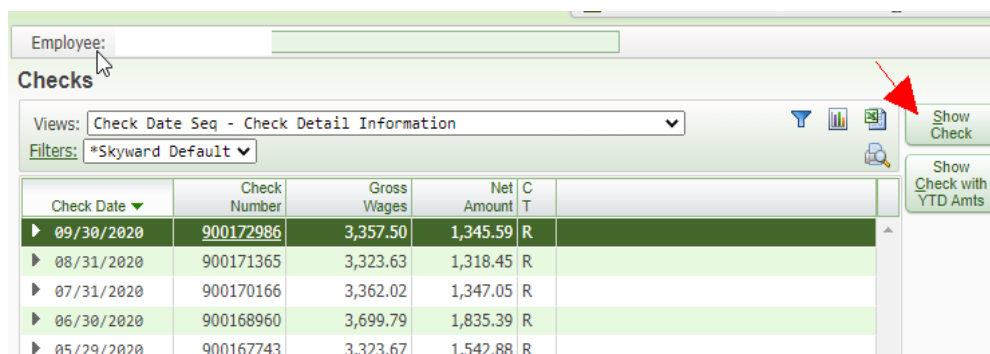
Payroll Information:

Payroll has 7 sub options

▼ Payroll
Checks
Check Estimator
Calendar YTD
Direct Deposit
W2 Information
W4 Information
1095 Forms

Checks:

- Displays your payroll information by pay date including Check Date, Check Number, Gross Wages, Net Amount. You can print a copy of your check stub from here by selecting Show Check.
- Displays of Checks and YTD Amounts are also available.



Employee:

Checks

Views: Check Date Seq - Check Detail Information

Filters: *Skyward Default

Check Date	Check Number	Gross Wages	Net Amount	C	T
▶ 09/30/2020	900172986	3,357.50	1,345.59	R	
▶ 08/31/2020	900171365	3,323.63	1,318.45	R	
▶ 07/31/2020	900170166	3,362.02	1,347.05	R	
▶ 06/30/2020	900168960	3,699.79	1,835.39	R	
▶ 05/29/2020	900167743	3,323.67	1,542.88	R	

Show Check

Show Check with YTD Amts

Check Estimator:

- This option allows you to estimate what your pay would be if you were to change any of the factors that determine your Gross & Net Pay. This **WILL NOT** change your actual payroll information; it is only a simulation of how changes would affect your pay.
- Items that you may adjust include Marital Status, Exemptions, Base Contract/Additional Pays, Deductions, Benefits
- Based on the scenario you set up the system will generate a simulated payroll stub.

Check Estimator

Check Estimator: Select Pays, Adjust Rates, and Factors for

*** Altering this information will only affect your estimated check. ***
 *** It will not affect your actual check or W4 Information ***

Tax Information

* Tax State: Federal Exemptions: 2020 or After W-4
 * Federal Marital Status: * State Exemptions:
 * State Marital Status:

System Maximums

Ignore Pay Maximums * These options do not affect deductions and benefits linked to tables. i.e. FICA, Medicare
 Ignore Deduction Maximums
 Ignore Benefit Maximums

Process Options

Print Employer/Employee Information
 Print Employee Social Security Number

Select Pays

Select	Pay Description	Rate	Factor/Hours
<input checked="" type="checkbox"/>	EXTRA	\$ <input type="text" value="31.60"/>	<input type="text" value="18.5"/>
<input type="checkbox"/>	INTERVIEWS	\$ <input type="text" value="0.00"/>	<input type="text" value="0"/>
<input type="checkbox"/>	MEETING	\$ <input type="text" value="0.00"/>	<input type="text" value="0"/>
<input checked="" type="checkbox"/>	OPEC LVL F	\$ <input type="text" value="3357.50"/>	<input type="text" value="1"/>
<input checked="" type="checkbox"/>	OVERTIME	\$ <input type="text" value="47.40"/>	<input type="text" value="1"/>
<input type="checkbox"/>	PSE PROF DEVL	\$ <input type="text" value="0.00"/>	<input type="text" value="0"/>
<input type="checkbox"/>	SUB HRS	\$ <input type="text" value="0.00"/>	<input type="text" value="0"/>
<input type="checkbox"/>	TRAINING	\$ <input type="text" value="0.00"/>	<input type="text" value="0"/>

Asterisk (*) denotes a required field

Check Estimator - Adjust Deductions and Benefits

Check Estimator: Adjust Deductions/Benefits for each Pay for

*** Altering this information will only affect your estimated check. ***
 *** It will not affect your actual check or W4 Information ***

Pays

Pay Description	Rate	Factor/Hours
1		

Deductions

Select	Description	Amount
<input checked="" type="checkbox"/>	Bank Deposit	\$ <input type="text" value="200.00"/>
<input checked="" type="checkbox"/>	DCP	\$ <input type="text" value="1000.00"/>
<input checked="" type="checkbox"/>	Fed Inc Tax	<input type="text" value="TABLE"/>
<input checked="" type="checkbox"/>	FICA - 6.2000%	<input type="text" value="TABLE"/>
<input checked="" type="checkbox"/>	FIT Add Amount	\$ <input type="text" value="100.00"/>
<input checked="" type="checkbox"/>	Medicare - 1.4500%	<input type="text" value="TABLE"/>
<input checked="" type="checkbox"/>	PAID FAM MED LV	% <input type="text" value="0.2533"/>
<input checked="" type="checkbox"/>	PSE DUES 1.75%	% <input type="text" value="1.7500"/>
<input checked="" type="checkbox"/>	SERS Plan 2	\$ <input type="text" value="276.99"/>
<input checked="" type="checkbox"/>	Workers' Comp	\$ <input type="text" value="3.69"/>

Additional Deductions for OPEC LVL F
 Apply Additional Deductions to OPEC LVL F

Benefits

Select	Description	Amount
<input checked="" type="checkbox"/>	FICA - 6.2000%	<input type="text" value="TABLE"/>
<input checked="" type="checkbox"/>	Medicare - 1.4500%	<input type="text" value="TABLE"/>
<input checked="" type="checkbox"/>	PAID FAM MED LV	% <input type="text" value="0.1467"/>
<input checked="" type="checkbox"/>	SEBB Benefits	\$ <input type="text" value="1000.00"/>
<input checked="" type="checkbox"/>	SERS Plan 2	\$ <input type="text" value="446.55"/>
<input checked="" type="checkbox"/>	Unemployment 00	<input type="text" value="TABLE"/>
<input checked="" type="checkbox"/>	Workers' Comp	\$ <input type="text" value="22.49"/>

Additional Deductions

Deduction 1:

Deduction 2:

Deduction 3:

Deduction 4:

Deduction 5:

Calendar Year-To-Date:

- For each Calendar Year it will display your total YTD Gross Wages and Net Amount. Please note this is the Calendar Year (Jan-Dec) and coincides with your W-2.
- Displays of the detailed information for the selected Calendar Year is also available by clicking on the arrow next to the year.

Calendar YTD

Views: Calendar YTD Filters: *Skyward Default

Year	Gross Wages	Net Amount
▶ 2020	30,591.39	13,732.55
▶ 2019	41,530.15	19,536.69
▶ 2018	38,371.04	18,155.86
▶ 2017	35,216.00	19,376.85

Show Calendar YTD

Direct Deposit Information:

- Displays Bank & Account information for where funds are Directly Deposited for you. The account number is displayed in a secure format for your protection. Here you can add, change, or delete your primary bank account and up to 3 additional bank accounts.

Direct Deposit

Views: General Filters: *Skyward Default

Type	Code	Description	Account Type	Bank	Bank Account	Routing Number
Net		Net	Checking	Navy Fed Cr Un	szR0Yvxr7HM= vDpRr:	256074974
Ded	Bank2	Bank Deposit	Savings	Boeing Emp Cr Un	dEOn6J2K7k= YmbgU	325081403

Change Primary Bank
Add Deduction Bank
Change Deduction Bank
Delete Bank

- Depending on the bank you highlight in this area, it will give you the action options you can take. If it is a new primary bank, the option will say Add Primary Bank instead of Change Primary Bank. Once the change is made, it is submitted to the Payroll Department for approval. You will receive an email once the change has been processed.

W2 Information:

- For each Calendar Year it will display Federal Wages, Federal Tax, Social Security Wages, Social Security Tax, Medicare Wages, Medicare Tax, State Information
- A printable W2 Information Statement for a selected year is also available by highlighting the year and clicking View W2 Form.

W2 Information

Views: **W2 Information** Filters: ***Skyward Default**     [View W2 Form](#)

Year	Federal Wages	Federal Tax	Social Security Wages	Social Security Tax	Medicare Wages	Medicare Tax	State 1	
▶ 2019	28,065.08	2,000.79	40,232.58	2,494.41	40,232.58	583.35	WA	
▶ 2018	25,583.47	1,425.56	36,865.79	2,285.70	36,865.79	534.56	WA	
▶ 2017	25,832.82	1,749.97	34,029.68	2,109.85	34,029.68	493.44	WA	
▶ 2016	21,746.32	1,347.78	28,702.18	1,779.53	28,702.18	416.18	WA	

[How is my W2 calculated?](#)

W4 Information:

- Displays your current W4 information including Federal Marital Status & Allowances, Tax State, State Marital Status & State Allowances (which will always be Single & 0 for WA). If you have made no designation in the past, it will show the federal default of Single and 0.
- Your W4 information may also be printed.
- Any changes to your W4 withholding must be made by completing a new W-4 Form and submitting it to payroll. You can find the form on the district website under commonly requested forms, payroll.

Pre-2020 Form

W4 Information

Tax Information

Federal Marital Status: **M - Married**

Federal Allowance: **0**

Tax State: **WA WASHINGTON**

State Marital Status: **S - Single**

State Allowance: **0**

2020 Form

W4 Information

Tax Information

Federal Marital Status: **S - Single/Married Single Rate**

Step 3: **0**

Step 4a: **0.00**

Step 4b: **0.00**

Step 2: **No**

Tax State: **WA WASHINGTON**

State Marital Status: **S - Single**

State Allowance: **0**

1095 Information:

- Displays your current 1095 information. This form may also be printed.

Time Off Status:

- Displays Time Off Codes, Allocated hours, Used hours, Remaining hours, Available hours, and Unpaid hours for the Time Off Codes assigned to you. Prior month time off will be posted and available for viewing by pay day of the current month. For example, time off taken in January will not be available for viewing until the February pay date. Click the arrow next to the time off code to see your usage.
- The information displayed is on a one-month lag, so any time off taken in the current month is not reflected.

Time Off Status							
Views: <input type="button" value="General"/>		Filters: <input type="button" value="*Skyward Default"/>					
Time Off Code ▲	Prior Year Remaining	Allocated	Used	Remaining	Approved	Waiting	Available
▶ PERSONAL LEAVE		98h 25m	86h 55m	11h 30m			11h 30m
▶ SICK LEAVE		717h 59m	24h 30m	693h 29m			693h 29m
▶ VACATION		834h 00m	494h 00m	340h 00m			340h 00m

Time Off Status																																																																																				
Views: <input type="button" value="General"/>		Filters: <input type="button" value="*Skyward Default"/>																																																																																		
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▼ Current Year (Includes all dates) <ul style="list-style-type: none"> ▼ Pending Requests <p>There are no Pending Requests available.</p> ▼ Time Off Transactions (up to today's date) Print Time Off Transactions <table border="1"> <thead> <tr> <th>Date</th> <th>Description/Reason</th> <th>Allocated</th> <th>Used</th> <th>Remaining</th> <th>Unpaid</th> <th>A</th> </tr> </thead> <tbody> <tr> <td>09/01/2020 Tue</td> <td>Auto Accrual / LEAVE FRON</td> <td>10h 00m</td> <td></td> <td>11h 30m</td> <td></td> <td></td> </tr> <tr> <td>05/13/2020 Wed</td> <td>PERSONAL LEA / PERSONAL L</td> <td></td> <td>5h 00m</td> <td>1h 30m</td> <td></td> <td></td> </tr> <tr> <td>05/07/2020 Thu</td> <td>PERSONAL LEA / PERSONAL L</td> <td></td> <td>5h 00m</td> <td>6h 30m</td> <td></td> <td></td> </tr> <tr> <td>05/06/2020 Wed</td> <td>PERSONAL LEA / PERSONAL L</td> <td></td> <td>5h 00m</td> <td>11h 30m</td> <td></td> <td></td> </tr> <tr> <td>02/25/2020 Tue</td> <td>PERSONAL LEA / PERSONAL L</td> <td></td> <td>5h 00m</td> <td>16h 30m</td> <td></td> <td></td> </tr> <tr> <td>12/23/2019 Mon</td> <td>Personal Lea / PERSONAL L</td> <td></td> <td>2h 30m</td> <td>21h 30m</td> <td></td> <td></td> </tr> <tr> <td>11/27/2019 Wed</td> <td>Personal Lea / PERSONAL L</td> <td></td> <td>2h 30m</td> <td>24h 00m</td> <td></td> <td></td> </tr> <tr> <td>09/01/2019 Sun</td> <td>Auto Accrual / LEAVE FRON</td> <td>10h 00m</td> <td></td> <td>26h 30m</td> <td></td> <td></td> </tr> <tr> <td>07/15/2019 Mon</td> <td>Personal Lea / PERSONAL L</td> <td></td> <td>1h 00m</td> <td>16h 30m</td> <td></td> <td></td> </tr> <tr> <td>03/01/2019 Fri</td> <td>Personal Lea / PERSONAL L</td> <td></td> <td>5h 00m</td> <td>17h 30m</td> <td></td> <td></td> </tr> </tbody> </table> <p>More Time Off Transactions</p> 								Date	Description/Reason	Allocated	Used	Remaining	Unpaid	A	09/01/2020 Tue	Auto Accrual / LEAVE FRON	10h 00m		11h 30m			05/13/2020 Wed	PERSONAL LEA / PERSONAL L		5h 00m	1h 30m			05/07/2020 Thu	PERSONAL LEA / PERSONAL L		5h 00m	6h 30m			05/06/2020 Wed	PERSONAL LEA / PERSONAL L		5h 00m	11h 30m			02/25/2020 Tue	PERSONAL LEA / PERSONAL L		5h 00m	16h 30m			12/23/2019 Mon	Personal Lea / PERSONAL L		2h 30m	21h 30m			11/27/2019 Wed	Personal Lea / PERSONAL L		2h 30m	24h 00m			09/01/2019 Sun	Auto Accrual / LEAVE FRON	10h 00m		26h 30m			07/15/2019 Mon	Personal Lea / PERSONAL L		1h 00m	16h 30m			03/01/2019 Fri	Personal Lea / PERSONAL L		5h 00m	17h 30m		
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Food Service:

- The information in this section is not maintained by Payroll.

Emergency Contacts:

- You can Add, Edit or Delete any emergency contact information you would like the district to have on your behalf.

Tips to remember:

- On any screen listing several summary lines (Browse Screen) you can expand the summary line to show more detail by clicking the small arrow on the far left of each line.
- You can change the number of records displayed on a browse screen by adjusting the “Records Displayed” at the bottom left of the screen.

Calendar YTD

Views: Calendar YTD

Year	Gross Wages	Net Amount
▶ 2020	30,591.39	13,732.55
▶ 2019	41,530.15	19,536.69
▶ 2018	38,371.04	18,155.86
▶ 2017	35,216.00	19,376.85
▶ 2016	30,399.66	15,885.28
▶ 2015	29,020.74	15,457.71
▶ 2014	27,772.75	15,268.95
▶ 2013	28,898.60	17,990.20
▶ 2012	39,116.92	26,633.75
▶ 2011	22,713.73	15,931.15
▶ 2010	23,028.55	16,178.62
▶ 2009	25,416.28	18,683.14

20 12 records displayed