

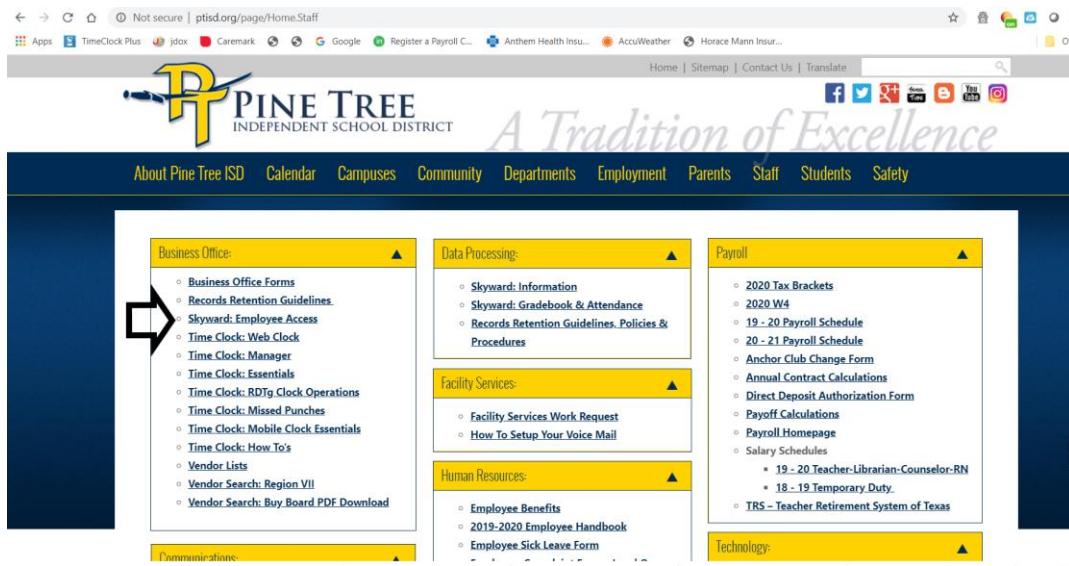
Skyward Employee Access (Payroll)

Instructions for Employees Only

Employee Access allows employees to review their personal, payroll, and contract information.

To Login to Employee Access

- Go to www.ptisd.org
-
- Select **Staff**
-
- Click **Skyward Employee Access**



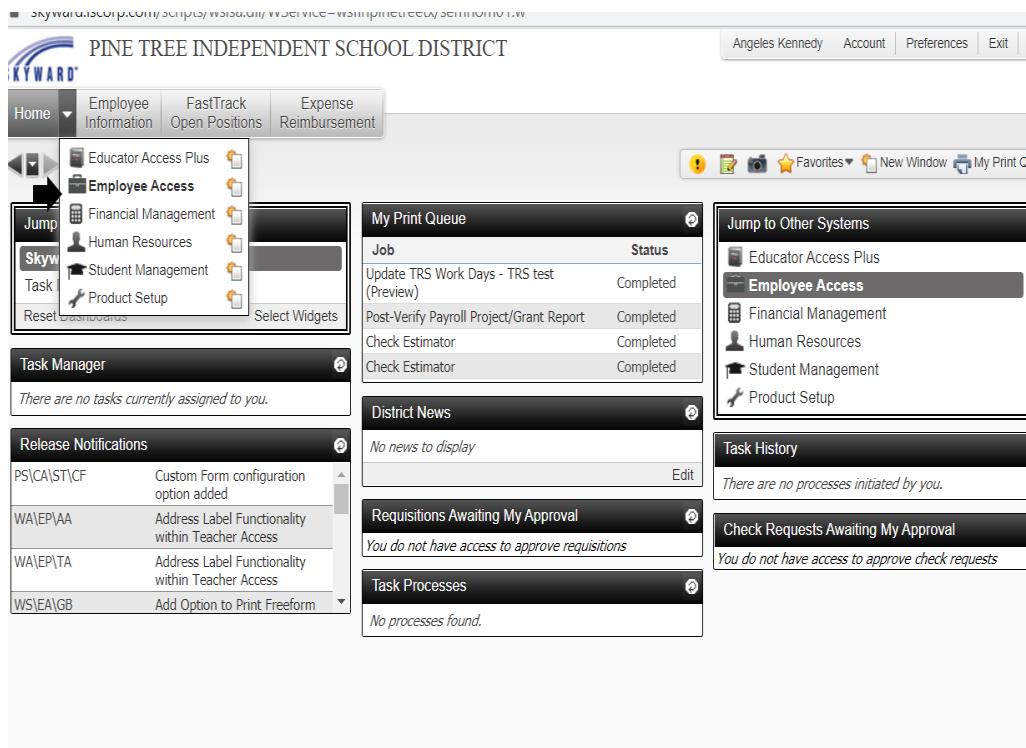
The screenshot shows the Pine Tree ISD website homepage. The 'Staff' menu is open, and the 'Skyward Employee Access' link is highlighted with a yellow box and a white arrow pointing to it. The menu also includes links for Business Office Forms, Records Retention Guidelines, Skyward: Employee Access, Time Clock: Web Clock, Time Clock: Manager, Time Clock: Essentials, Time Clock: RDtg Clock Operations, Time Clock: Missed Punches, Time Clock: Mobile Clock Essentials, Time Clock: How To's, Vendor Lists, Vendor Search: Region VII, and Vendor Search: Buy Board PDF Download.



The screenshot shows the Skyward login page for Pine Tree ISD Finance/HR Live Data. It features a logo with the word 'SKYWARD' and a login form with fields for 'Login ID' and 'Password', and a 'Sign In' button. Below the form is a link for 'Forgot your Login/Password?'. At the bottom, there is a 'Login Area' dropdown set to 'Employee Access' and a date stamp '05.20.06.00.04'.

• Enter in your Login and Password Provided by HR.

If your screen is not on Employee Access, click on the down arrow beside the “Home” button and select “Employee Access”.



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
- Click

Home Employee Information Time Off

Show Check



To View W2 Data

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

Open View W2

to view your W2

Print