

# Getting Started with Skyward Employee Access (Payroll)

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## Instructions for Employees Only

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

### To Login to Employee Access

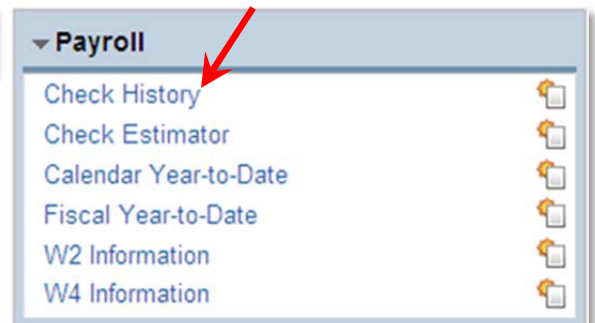
- Go to [www.emsisd.com](http://www.emsisd.com)
- Select **Employees Tab**
- Click **Skyward**, and then select the link for **Employee Access**
- Enter your Login ID and password



The login page features the Skyward logo at the top, followed by "Eagle Mountain Saginaw ISD" and "FDB". Below this is a "Login ID:" field with a purple background and a "Password:" field. A "Sign In" button is positioned to the right of the password field. A link for "Forgot your Login/Password?" is located below the password field. The version number "04.11.06.00.14" is in the bottom right corner.

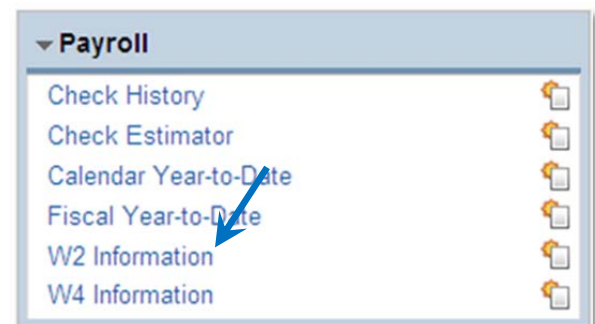
### To View Check History

- 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 **Print**



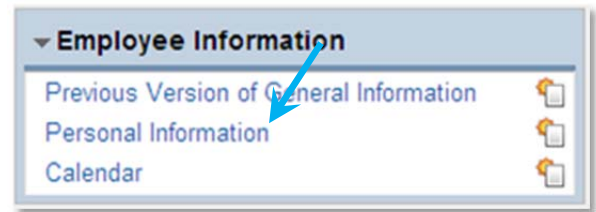
### To View W2 Data

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

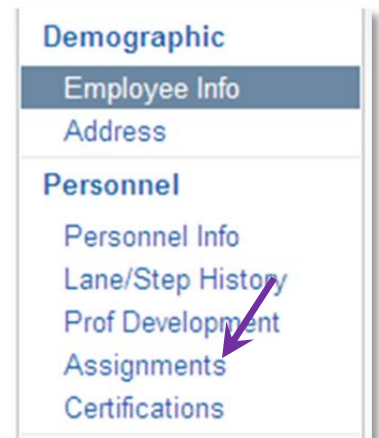


## To View Personnel Info

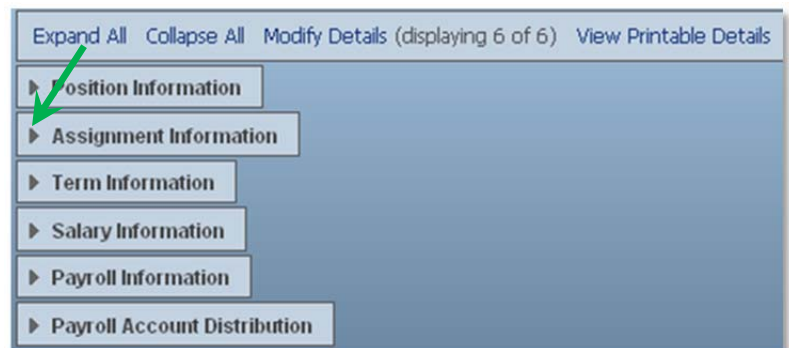
- Select **Employee Information**
- Choose **Personal Information**



- Select from the menu by clicking on the information you would like to view.



- Click on the arrow to expand information detail



For Payroll issues, contact:  
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