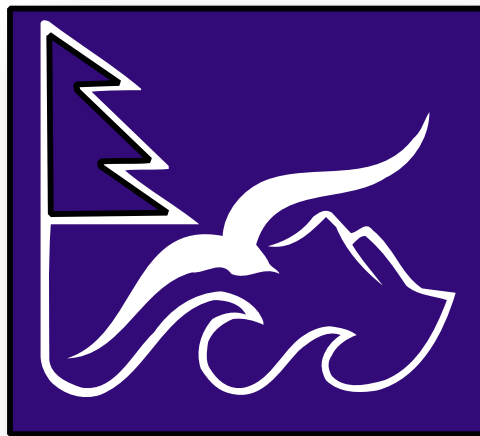


BREMERTON SCHOOL DISTRICT

Skyward Employee Access Instructions



- Prepared for use by Bremerton School District employees.
- Questions about your Skyward Educator Access username and password? Contact Ioanna Cossack @ 473-1031
- Questions about your Salary Placement? Contact:
Certificated Employees – Amy Stam @ 473-1075
Classified Employees – Carol Bailie @ 473-1023
- Address, Telephone or Name Change? Contact Leesa Bowie @ 473-1024.
- Questions about Insurance Benefits? Contact Kelbee Prowell @ 473-1021 or the Benefits Hotline 800-946-7066
- Questions about Timesheet Pay or Pay Deductions? Contact payroll @ 473-1038/1039

Employee Access Instructions

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Best Practices

- **Security-Do not share your Skyward username and password**. Employee Access displays personal information that you may want to keep confidential. If you are logged into Educator Access, your Employee Access tab will be visible.
- **Payroll Information Availability**-Monthly payroll information will be available for employees to view approximately 5 days before pay date. Deposits to bank accounts will not be made until payday itself.
- **Archiving, Monthly Payroll**-The district will no longer print and distribute paper earnings statements for each month's payroll. You may want to print a copy of your earnings statement each month for your paper based archives. Alternatively, you can make an electronic copy of your records as well.
- **Archiving After Separation from Employment**-If you separate from employment with the school district, your rights to Student Access will be suspended, as well as your e-mail account and other electronic credentials. Your employee access account will be reset for individual access only. The first time you log into the system and your password is not recognized, Retry, but use **bremerton** (all lower case) as your password. The system will then prompt you to reset your password. Be aware, your profile will be available for no more than six years. Be sure to print off all data you may need before it is completely archived. A W-2 for the year in which you separate from employment will be mailed to your forwarding address when the W-2 becomes available.

Employee Access Instructions

Introduction

Skyward Employee Access Module is a web based computer application that allows users to:

1. View your check history and print pay stubs with employer information – View and print Year-to-Date history for current and prior years. This can be very useful when applying for loans or other types of financing.
2. Use the check estimator – create different withholding and benefit scenarios to see how they will impact your take-home pay amount.
3. Print your W-2's – Creates a W-2 form that can be printed and mailed with your tax forms.
4. Check your personal information such as address or phone – Verify the information used by payroll. You may not change your data from this application.
5. Check your Calendar Year To Date payroll totals.
6. Check your Fiscal Year To Date (September 1 through August 31) payroll totals.
7. Verify your W-4 information – View your current withholding status. You may not change your data from this application but you may submit a new W-4 to Payroll to make these changes.
8. Check your leave balance – What leave has posted against your leave balances?

Accessing Employee Access

The Bremerton School District has a quick link to access Employee Access on the front page of its website. The URL is

<https://www2.wrdc.wak12.net/scripts/cgiip.exe/WService=wbremers71/rwestd01.w>

Click on this button and you will be redirected to the SKYWARD Login screen.

Enter the login and password given to you by the district technology support office.

SKYWARD®
EMERALD SCHOOL DISTRICT
Emerald SD Fiscal User Group

Login ID:
Password:

[Forgot your Login/Password?](#)

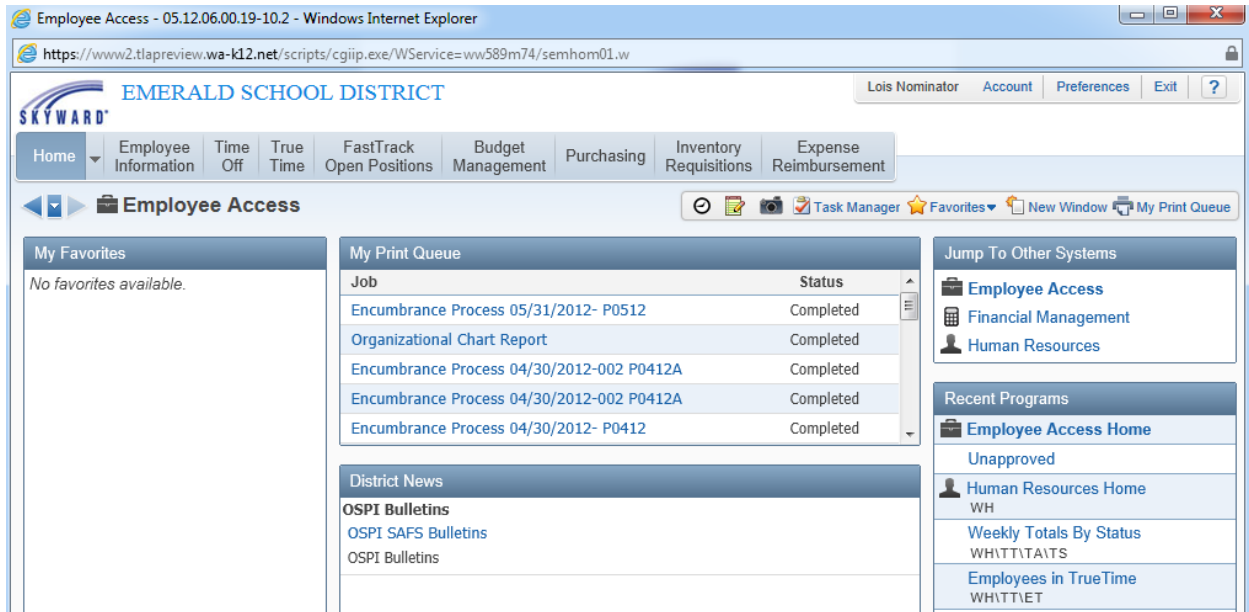
05.12.10.00.01-10.2

Login Area:

*Don't
remember
your login or
password?
Call Ioanna
Cossack @
473-1031.*

Employee Access Instructions

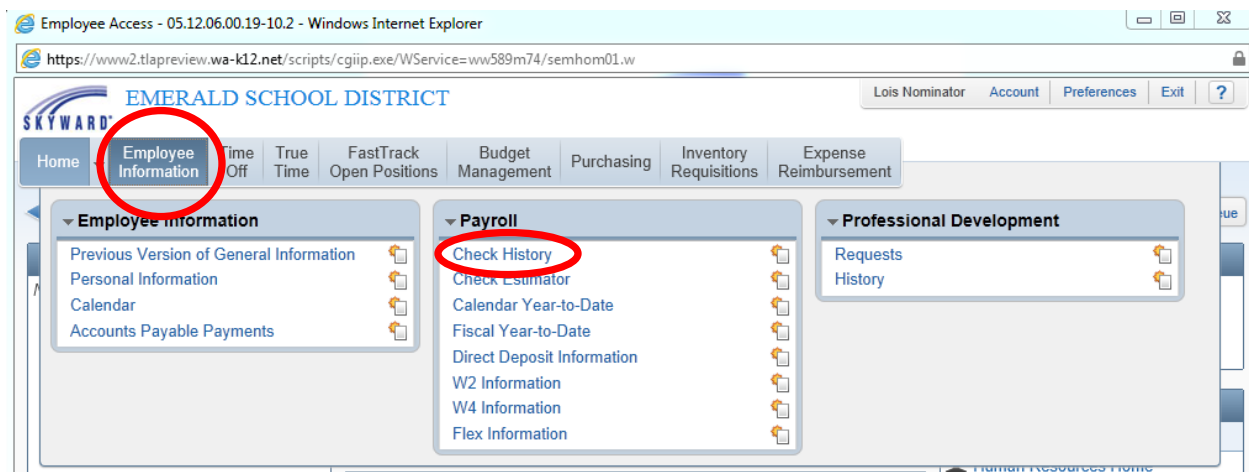
Once logged into SKYWARD, you may see more than Employee Access based upon your security settings. Depending on your security, you may have more or less tabs available than shown in the figure below.



The remainder of this document describes the information available to all Staff through the Employee Access module.

Viewing and Printing Your Check History

To view your check history, click on the EMPLOYEE INFORMATION tab then in the PAYROLL field click on CHECK HISTORY.



Your check information will be listed from the latest to the earliest.

Employee Access Instructions

Check History - 05.12.06.00.19-10.2 - Windows Internet Explorer
https://www2.tlapreview.wa-kl2.net/scripts/cgiip.exe/WService=ww589m74/epayrollbrws001.w

EMERALD SCHOOL DISTRICT
Lois Nominator Account Preferences Exit ?

Home Employee Information Time Off True Time FastTrack Open Positions Budget Management Purchasing Inventory Requisitions Expense Reimbursement

Check History ☆ Task Manager Favorites New Window My Print Queue

Views: Check Date Seq - Check Detail Information Filters: *Skyward Default

Check Date	Check Number	Gross Wages	Net Amount	C T
▶ 05/31/2012	<u>900002752</u>	5,817.48	4,330.61	R
▶ 04/30/2012	900002720	5,817.48	4,338.52	R
▶ 03/30/2012	900002688	5,817.48	4,323.73	R
▶ 02/29/2012	900002654	5,817.48	4,331.30	R
▶ 01/31/2012	900002623	5,817.48	4,331.64	R
▶ 12/31/2011	900002591	5,817.48	4,327.25	R
▶ 11/30/2011	900002558	5,817.48	4,325.53	R
▶ 10/31/2011	900002524	5,817.48	4,355.51	R
▶ 09/30/2011	900002492	5,817.48	4,355.85	R
▶ 08/31/2011	900002461	5,817.49	4,303.55	R
▶ 07/29/2011	900002430	5,817.48	4,304.55	R

Show Check
Show Check with YTD Amts
Timesheet Detail

Clicking on the underlined check number will bring up your payroll information for that month.

To print your earnings statement, Click on the Print button to start the print process.

https://www2.tlapreview.wa-kl2.net/scripts/cgiip.exe/WService=ww589m74/epayrolledits002.w/ntPopup=true

Check Number 900002752

Check Information for LOIS NOMINATOR

Print
Back

Employer Information
Name: EMERALD SCHOOL DISTRICT

Employee Information
Name: LOIS NOMINATOR

Click Here to Start the Print Process

Choose how you want the Social Security Number to print on the statement. Then Click the Print Button again

11/30/2012 Check Information

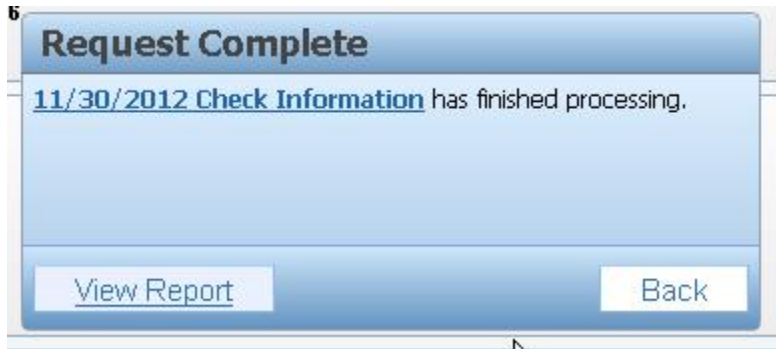
Don't print Social Security Number
 Print last 4 digits of Social Security Number
 Print full Social Security Number

You must enter the SSN for authentication in order to print the full SSN:

Check Spelling
Print
Back

Employee Access Instructions

When the following screen appears, wait for “View Report” to show up. Then, Click on View Report. A PDF file containing your earnings statement will open. You may now print your earnings statement to a printer and save the PDF file to the electronic medium of your choice.



Employee Access Instructions

What your Earnings Statement Contains:

Check Number 900002752 - 05.12.06.00.19-10.2 - Windows Internet Explorer
 https://www2.tlapreview.wa-k12.net/scripts/cgiip.exe/WService=ww589m74/epayrolledit002.w?isPopup=true

Check Number 900002752

Check Information for LOIS NOMINATOR

Employer Information
 Name: EMERALD SCHOOL DISTRICT
 Address: 123 EMERALD VIEW DR
 EMERALD, WA 98999-5000

Employee Information
 Name: LOIS NOMINATOR
 Address: 1235 196TH ST
 LYNNWOOD, WA 98036

Net Amount = Gross Wages - Deductions

Check Detail Information
 Check Date: 05/31/2012 Gross Wages: 5,817.48
 Check Number: 900002752 Net Amount: 4,330.61
 Check Type: Regular

Check Detail Information
 Total of non-taxable deductions.

Table: Taxable Wage Information

	Federal	State	FICA	Medicare
Gross Wages:	5,817.48	5,817.48	5,817.48	5,817.48
Minus Deductions that Decrease Tax:	307.87			
Plus Taxable Benefits:				
Taxable Gross Wages:	5,509.61	5,817.48	5,817.48	5,817.48

Taxes for each column are calculated based on the Taxable Gross Wages amount.

Table: Pays

Description	Rate	Factor/Hours	Amount	Retire Hours	Period End
BUSINESS OFFICE	5,817.48	1.00	5,817.48	184.00	05/31/2012

All contract and timesheet payments for the pay period.

Table: Deductions

Description	Amount	--Decrease Tax--		
		Fed	St	F/M
ANNUITY 40-SEIU	7.00	Y	Y	
ANNUITY-SEIU	10.00	Y	Y	
DENTAL - HARTFO	115.00			
Fed Inc Tax	605.19			
FICA	244.33			
MEDICAL ONE - B	122.22			
Medicare	84.35			
SERS Plan 2		Y	Y	
SERS Plan 3	290.87	Y	Y	
VISION - SCPC				
Workers' Comp	7.91			
Total:	1,486.87			

Deductions are paid by the Employee. The Y means the deduction is tax deferred.

Table: Benefits

Description	Amount	-----Taxable-----		
		Fed	St	F/M
DENTAL - HARTFO				
FICA	360.68			
HCA	62.48			
MEDICAL ONE - B	691.78			
Medicare	84.35			
SERS Plan 2				
SERS Plan 3	441.55			
Unemployment 00	14.54			
VISION - SCPC	153.00			
Workers' Comp	55.66			
Total:	1,864.04			

Benefits are paid by the District.

The Pays area will look different (see picture on the following page) if your pay is split between several Budget Account Codes / Programs. The rate column shows 100% of the full month's contract pay. The Factor/Hours is the percentage charged to a particular Budget Account Code. It should total to 100%. Your actual Gross pay is located in the Amount Column.

Employee Access Instructions

Check Detail Information

Check Date: **10/31/2012** Gross Wages: **2,502.92**
 Check Number: **900031917** Net Amount: **1,951.78**
 Check Type: **Regular**

Taxable Wage Information

	Federal	State	FICA	Medicare
Gross Wages:	2,502.92	2,502.92	2,502.92	2,502.92
Minus Deductions that Decrease Tax:	292.84		190.47	190.47
Plus Taxable Benefits:				
Taxable Gross Wages:	2,210.08	2,502.92	2,312.45	2,312.45

Pays

Description	Rate	Factor/Hours	Amount	Retire Hours	Period End
12-MO CLASSIFID	1,742.61	0.25	435.65	36.00	10/31/2012
12-MO CLASSIFID	1,742.61	0.25	435.65	36.00	10/31/2012
12-MO CLASSIFID	1,742.61	0.10	174.26	14.40	10/31/2012
12-MO CLASSIFID	1,742.61	0.15	261.39	21.60	10/31/2012
12-MO CLASSIFID	1,742.61	0.25	435.66	36.00	10/31/2012
12-MO CLASSIFID	760.31	0.25	190.08		10/31/2012
12-MO CLASSIFID	760.31	0.25	190.08		10/31/2012
12-MO CLASSIFID	760.31	0.10	76.03		10/31/2012
12-MO CLASSIFID	760.31	0.15	114.05		10/31/2012
12-MO CLASSIFID	760.31	0.25	190.07		10/31/2012
Total:			2,502.92	144.00	

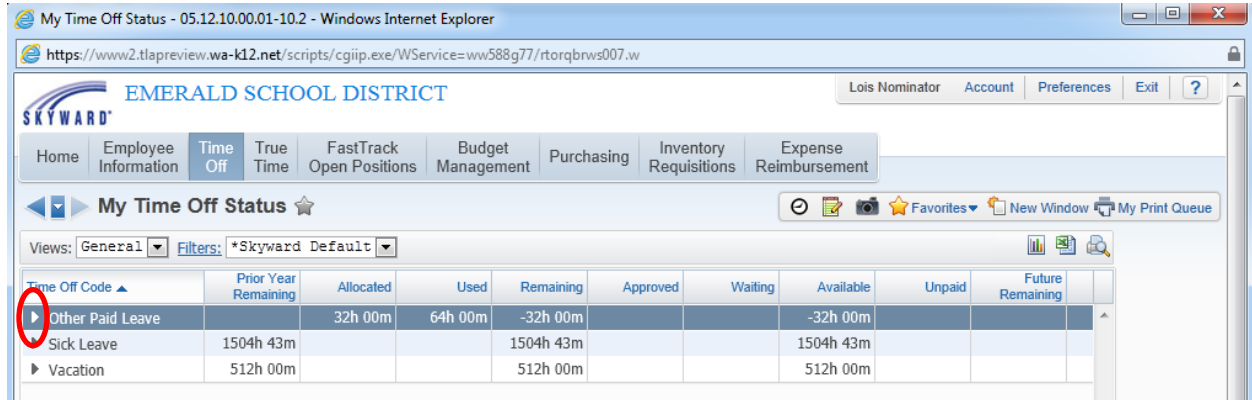
Viewing Leave Balances

Each Employee is responsible for accurately inputting his/her leave into Substitute Online, on a daily basis. Leave is imported from Substitute Online into a WESPAC export file at the end of each month. Any change to leave, after the last day of the month, must be submitted on a paper leave slip (found on www.bremertonschools.org, Staff, Employee Forms, Leave Slip – Exception Reporting Form). The WESPAC export file is generally imported into Skyward and the leave balances are updated by the 15th day of the following month. If you feel something was entered incorrectly please contact your supervisor and complete the leave form to request changes. To view leave balances and activity, Click on the TIME OFF button, then the MY STATUS button.

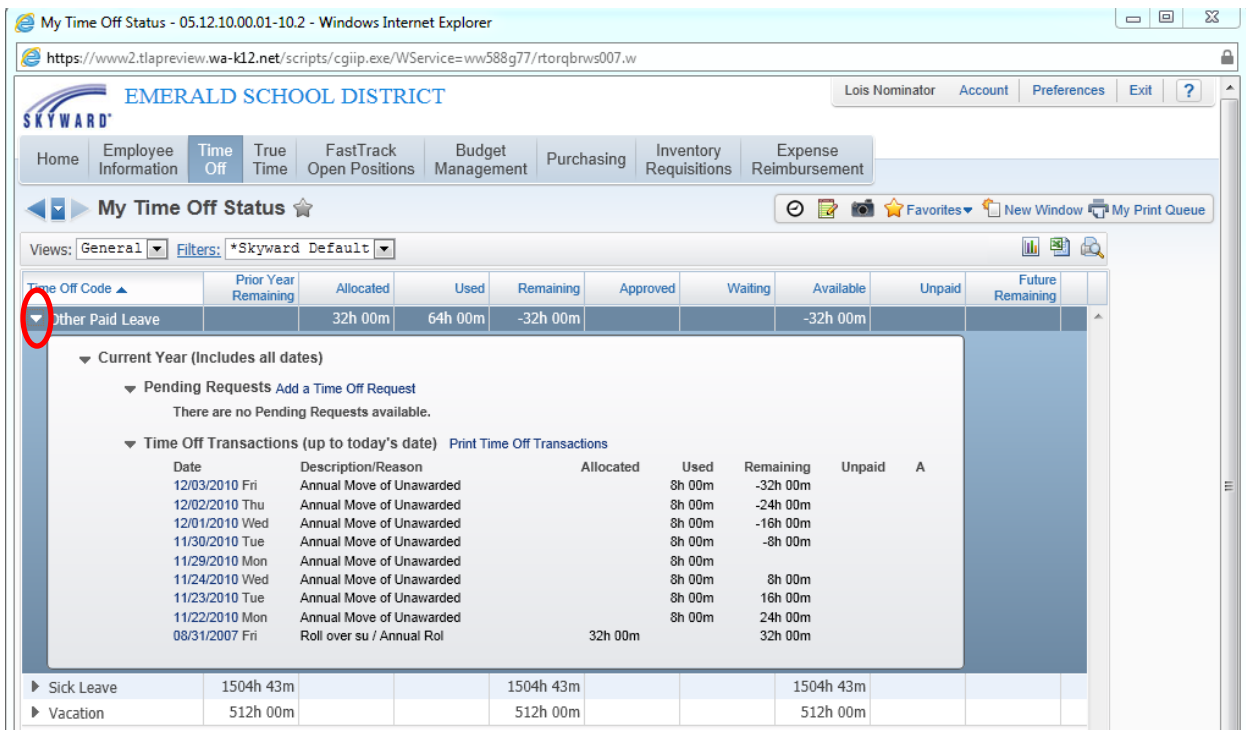
The screenshot shows the Skyward Employee Access interface. The top navigation bar includes buttons for Home, Employee Information, Time Off, True Time, FastTrack Open Positions, Budget Management, Purchasing, Inventory Requisitions, and Expense Reimbursement. The 'Time Off' button is circled in red. Below this bar, a dropdown menu for 'Time Off' is open, showing 'My Status' and 'My Requests' options, with 'My Status' also circled in red.

Employee Access Instructions

After you click on the MY STATUS button, you'll see a screen like this, showing each category of leave available to you in the TIME OFF CODE column, how the total of leave accrued and awarded in the current year under the ALLOCATED column, leave used in the USED column, and leave balances remaining in the REMAINING column:



Beside each leave TIME OFF CODE name type there is an arrow pointing to the right. Clicking on the arrow beside each leave category in the TIME OFF CODE column shows leave transactions recorded to date (see below).



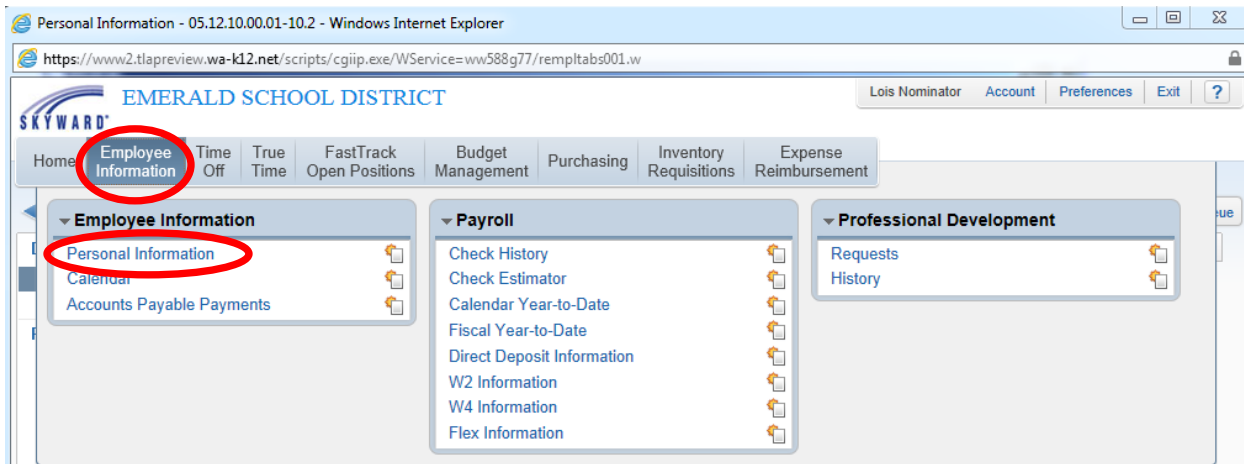
Employee Access Instructions

Viewing Personal Information

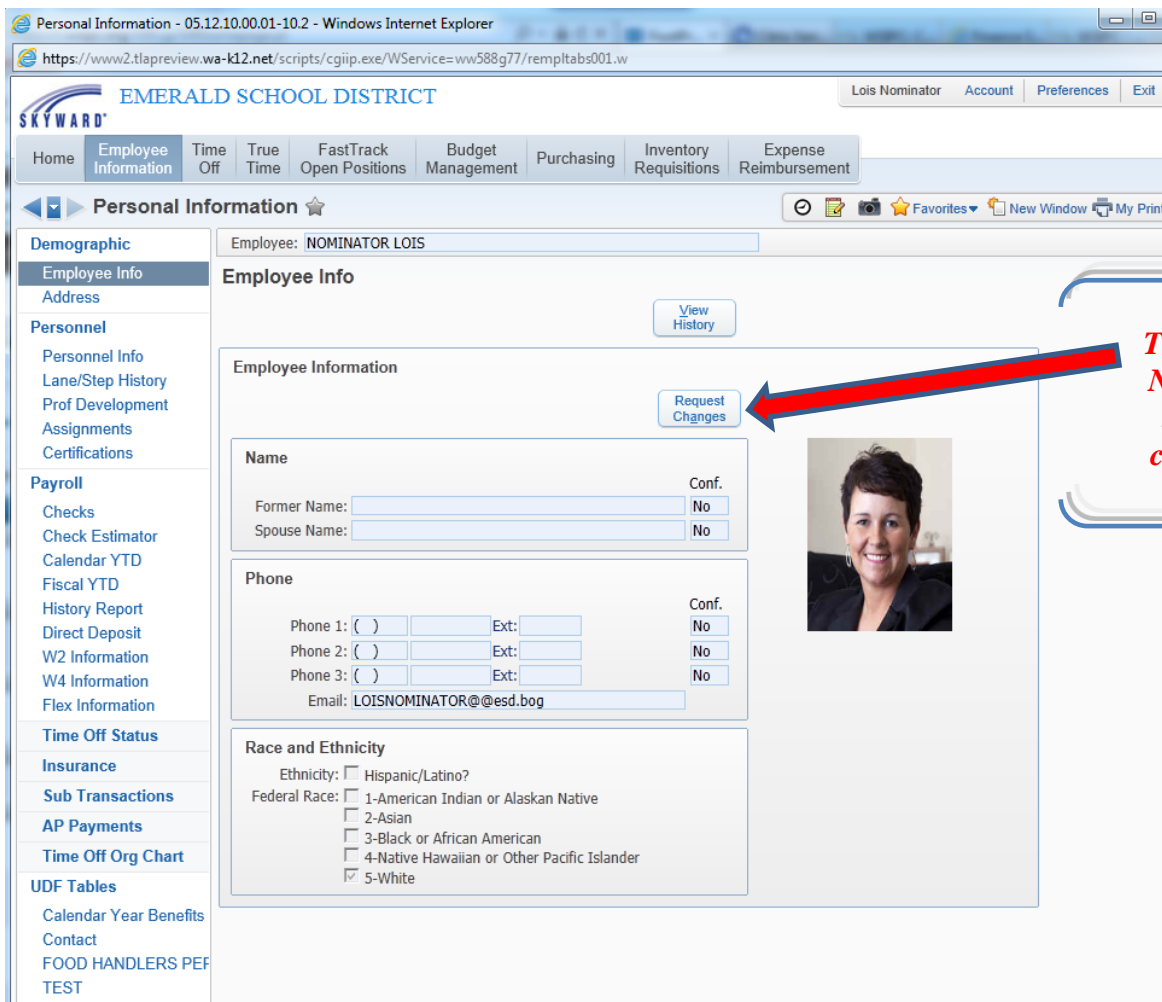
Personal Information such as Address and Phone may be verified using Employee Access. In addition to viewing check information, you may run payroll reports on user-specified periods of time. You may also change your Employee Access password.

Viewing Address and Phone Information

Click on the EMPLOYEE INFORMATION then PERSONAL INFORMATION:



This screen will appear:



Employee Access Instructions

Changes to your Name, Address, Telephone or Personal Email Address are submitted to the Human Resources Department using the “Personnel Change Form” found on the District website under “Staff”, “Employee Forms”.

In order to change your name, it must first be changed with the Social Security Administration and you must provide a copy of your new social security card with the completed Personnel Change Form.

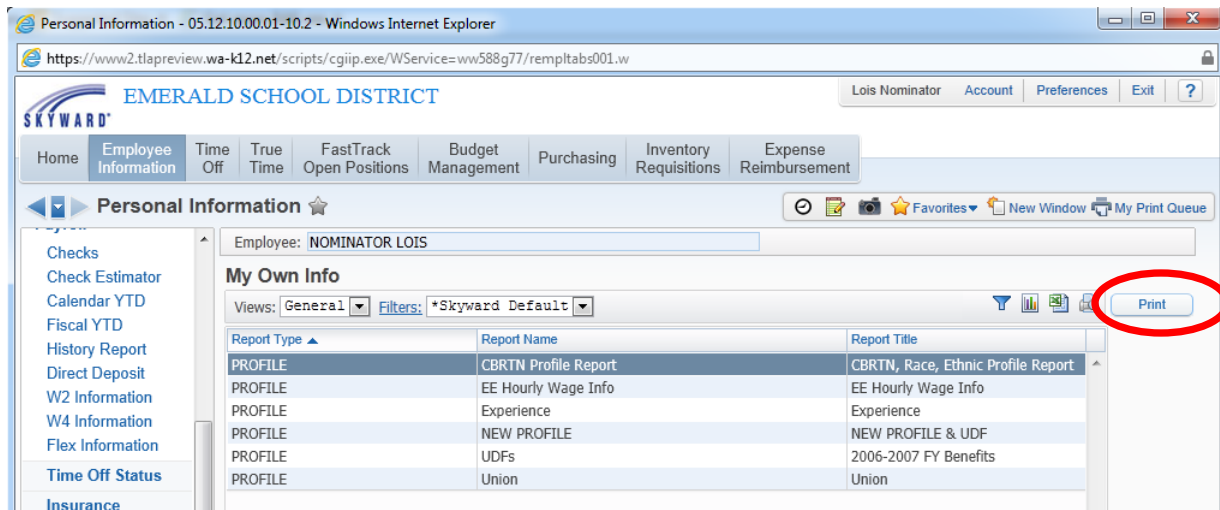
Running Payroll Reports

Employee Access allows users to run specific reports on their payroll information. To view and or run payroll reports available to you, select EMPLOYEE INFORMATION >PERSONAL INFORMATION (shown on page 8). Then click on MY OWN INFO under Reports (see screenshot below).

The screenshot shows a web browser window titled "Personal Information - 05.12.10.00.01-10.2 - Windows Internet Explorer". The URL is "https://www2.tlapreview.wa-k12.net/scripts/cgiip.exe/WService=www588g77/remptabs001.w". The page header includes the SKYWARD logo and "EMERALD SCHOOL DISTRICT". A navigation bar contains links for Home, Employee Information, Time Off, True Time, FastTrack, Open Positions, Budget Management, Purchasing, Inventory Requisitions, and Expense Reimbursement. The main content area is titled "Personal Information" and shows "Employee: NOMINATOR LOIS". A left sidebar menu includes sections like Demographic, Personnel, Payroll, Time Off Status, Insurance, Sub Transactions, AP Payments, Time Off Org Chart, UDF Tables, Attachments, Reports, and Web Post. The "Reports" section is expanded, and "My Own Info" is circled in red. The main content area displays "Employee Info" with a "View History" button. Below this is the "Employee Information" section with a "Request Changes" button and a photo of Lois Nominator. The form includes fields for Name (Former Name, Spouse Name), Phone (Phone 1, 2, 3 with area codes and extensions), and Race and Ethnicity (Ethnicity and Federal Race).

Employee Access Instructions

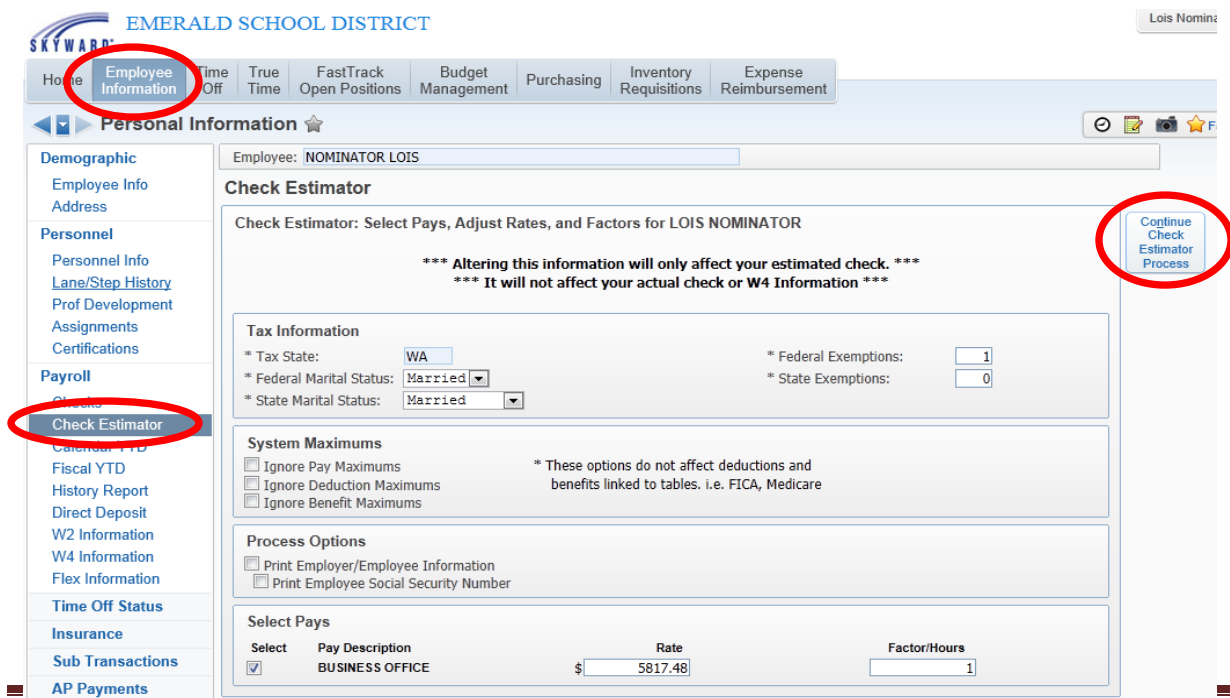
The Report Options Screen allows you to select the report you want to run. Highlight the desired report by single clicking on it. Then hit PRINT (see screenshot on next page). The report will run.



Using the Check Estimator

If you would like to see what your check looks like with different deductions, you can use the Check Estimator. Go to EMPLOYEE INFORMATION > PERSONAL INFORMATION > CHECK ESTIMATOR. ***Please note: this will not change your payroll. This feature is informational only.***

The first screen (shown on page 11) enables you to make changes to withholding status and pay rate information. When finished entering the changes you wish to calculate on the first screen, select the ***Continue Check Estimator Process*** button. Make sure that at least one of the pay types is selected or the estimator will not work.



Employee Access Instructions

Check Estimator - Adjust Deductions and Benefits - 05.12.10.00.01-10.2 - Windows Internet Explorer

https://www2.tlapreview.wa-k12.net/scripts/cgiip.exe/WService=ww588g77/epayrolledit009.w?isPopup=true

Check Estimator - Adjust Deductions and Benefits

Check Estimator: Adjust Deductions/Benefits for each Pay for LOIS NOMINATOR

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

BUSINESS OFFICE

Pay Description	Rate	Factor/Hours
BUSINESS OFFICE	5817.48	1

Deductions		
Select	Description	Amount
<input checked="" type="checkbox"/>	ANNUITY 40-SEIU	\$ 7.00
<input checked="" type="checkbox"/>	ANNUITY-SEIU	\$ 10.00
<input checked="" type="checkbox"/>	DENTAL - HARTFO	\$ 115.00
<input checked="" type="checkbox"/>	Fed Inc Tax	TABLE
<input checked="" type="checkbox"/>	FICA - 4.2000%	TABLE
<input checked="" type="checkbox"/>	MEDICAL ONE - B	\$ 122.22
<input checked="" type="checkbox"/>	Medicare - 1.4500%	TABLE
<input checked="" type="checkbox"/>	SERS Plan 2	\$ 0.00
<input checked="" type="checkbox"/>	SERS Plan 3	\$ 290.87
<input checked="" type="checkbox"/>	VISION - SCPC	\$ 0.00
<input checked="" type="checkbox"/>	Workers' Comp	\$ 7.91

Benefits		
Select	Description	Amount
<input checked="" type="checkbox"/>	DENTAL - HARTFO	\$ 0.00
<input checked="" type="checkbox"/>	FICA - 6.2000%	TABLE
<input checked="" type="checkbox"/>	HCA	\$ 62.48
<input checked="" type="checkbox"/>	MEDICAL ONE - B	\$ 691.78
<input checked="" type="checkbox"/>	Medicare - 1.4500%	TABLE
<input checked="" type="checkbox"/>	SERS Plan 2	\$ 0.00
<input checked="" type="checkbox"/>	SERS Plan 3	\$ 441.55
<input checked="" type="checkbox"/>	Unemployment 00	TABLE
<input checked="" type="checkbox"/>	VISION - SCPC	\$ 153.00
<input checked="" type="checkbox"/>	Workers' Comp	\$ 55.66

Calculate Check

The second screen allows the user to adjust the deductions and benefits of each payroll assignment. Once all deduction/benefit changes have been made, click on the Calculate Check to complete the Check Estimator Process.

Note: This process does not make changes to your payroll.

Verify your W-4 information

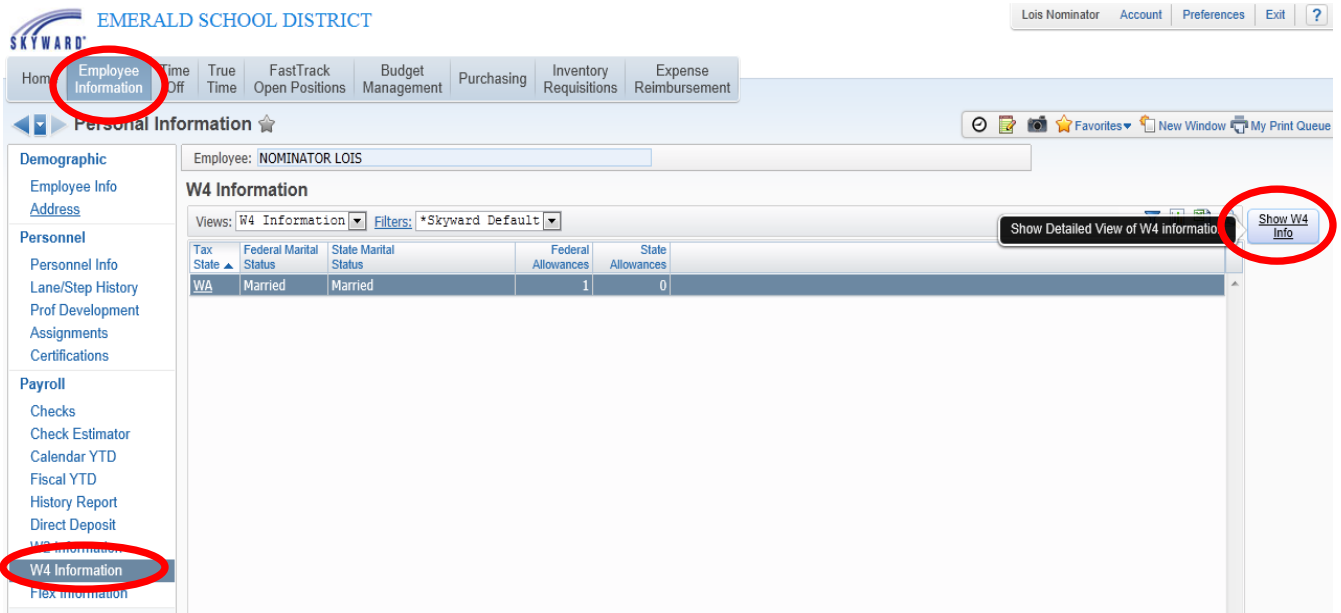
Employee Access enables you to view the withholding status from your W-4 form.

The information in this area is informational. If you want to make a change, you will need to complete and submit a new W-4 Form to the payroll department.

Go to EMPLOYEE INFORMATION > PERSONAL INFORMATION > PAYROLL > W4 INFORMATION

From here you will be able to view the information currently being used by payroll to calculate your federal withholding. Click on SHOW W4 Info. (see the screen shot on page 13)

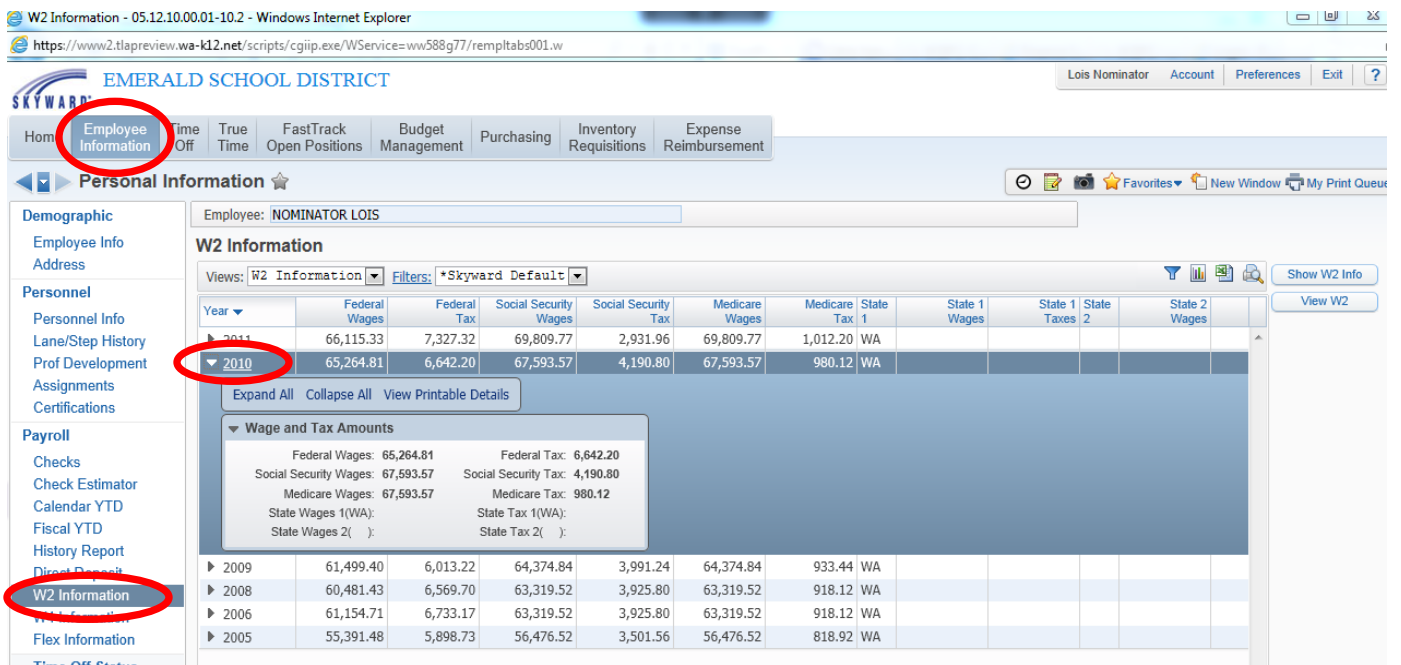
Employee Access Instructions



Viewing and Printing W-2

Employee Access enables you to view and print your W2 information. Go to EMPLOYEE INFORMATION>PERSONAL INFORMATION> PAYROLL > W2 INFORMATION.

Select the year you would like to view by clicking on the arrow to the left of the year. A box will appear that explains how the information on your W2 is calculated. To print an actual W2, use your mouse to select the desired year and select the View W2 button on the right. Your W2 will be displayed in PDF format which you can then print and use for filing your taxes.



Employee Access Instructions

To print an actual W2, use your mouse to highlight the desired year, then click the View W2 button on the right. If you want to view how your W2 Information is calculated, click on the SHOW W2 INFO button. Your W2 and “Show W2 Info” report will be displayed in PDF format and can be printed.

EMERALD SCHOOL DISTRICT

Lois Nominator Account Preferences Exit ?

Home Employee Information Time Off True Time FastTrack Open Positions Budget Management Purchasing Inventory Requisitions Expense Reimbursement

Personal Information

Demographic Employee Info Address

Personnel Personnel Info Lane/Step History Prof Development Assignments Certifications Payroll Checks Check Estimator

Employee: NOMINATOR LOIS

W2 Information

Views: W2 Information Filters: *Skyward Default Show Detailed View of W2 information

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	State 2 Wages
▶ 2011	66,115.33	7,327.32	69,809.77	2,931.96	69,809.77	1,012.20	WA				
▶ 2010	65,264.81	6,642.20	67,593.57	4,190.80	67,593.57	980.12	WA				
▶ 2009	61,499.40	6,013.22	64,374.84	3,991.24	64,374.84	933.44	WA				
▶ 2008	60,481.43	6,569.70	63,319.52	3,925.80	63,319.52	918.12	WA				
▶ 2006	61,154.71	6,733.17	63,319.52	3,925.80	63,319.52	918.12	WA				
▶ 2005	55,391.48	5,898.73	56,476.52	3,501.56	56,476.52	818.92	WA				

Show W2 Info View W2

Questions?

Skyward Access: Contact Ioanna Cossack 473-1031

Human Resources: Contact Leesa Bowie 473-1024

Payroll:

Alicia Vasquez: 473-1038 - Child Nutrition, Crownhill, Custodians, Facilities / Maintenance, MVMS, Naval, West Hills, View Ridge, WSTSC.

Wanda Liner: 473-1039 – Admin, Armin Jahr, BHS, Kitsap Lake, Open Doors, Renaissance, Special Services, Special Programs, Transportation, Washington Youth Academy,