

BREMERTON SCHOOL DISTRICT

SKYWARD EMPLOYEE ACCESS

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 a Skyward Secured user logged into "All Areas," your Employee Access tab will be visible.
- **Payroll Information Availability:** Monthly payroll information will be available for employees to view approximately 3 - 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 familiarize yourself with accessing, viewing, and/or printing 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 Employee Access will be suspended, as well as your e-mail account and other electronic credentials. Print your year-to-date pay information from Employee Access prior to the suspension of your electronic credentials. 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.

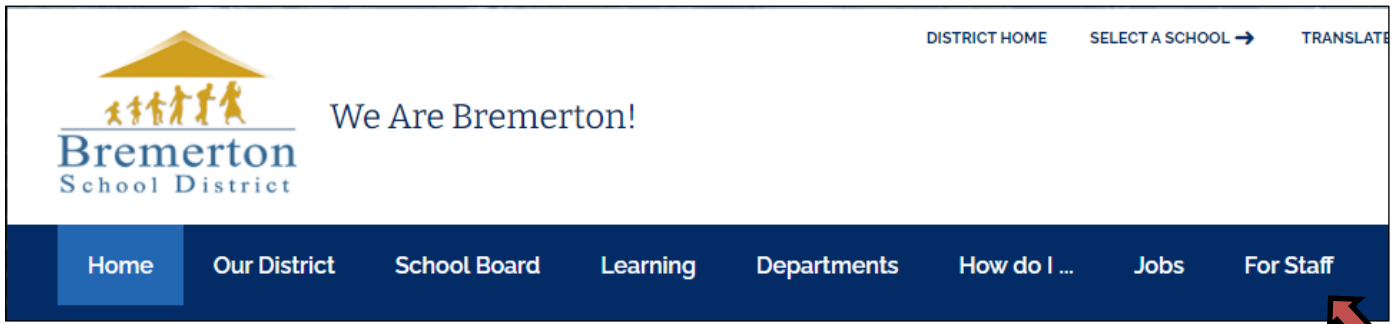
INTRODUCTION

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

- **View 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.
- **Use the Check Estimator:** Create different withholding and benefit scenarios to see the impact on take-home/net pay amounts.
- **View and Print W-2's:** Access electronic copy of current and historical W-2 forms.
- **View Personal Information:** Verify information used by payroll such as Address, Personnel Information, W-4 withholding status, Demographic data, and more.
- **View Year-To-Date Payroll Totals:** Check Calendar Year (January 1 – December 31) or Fiscal Year (September 1 – August 31) To-Date Payroll totals.
- **View Leave Balances:** Verify leave that has posted against leave balances.

ACCESSING YOUR SKYWARD ACCOUNT


You can access your Skyward profile the Bremerton School District website – www.bremertonschools.org.



QUICK LINKS



This will take you to the Skyward login screen. Enter your username and password sign in and gain access to your Skyward profile.



BREMERTON SCHOOL DISTRICT

Login ID:

Password:

[Sign In](#)

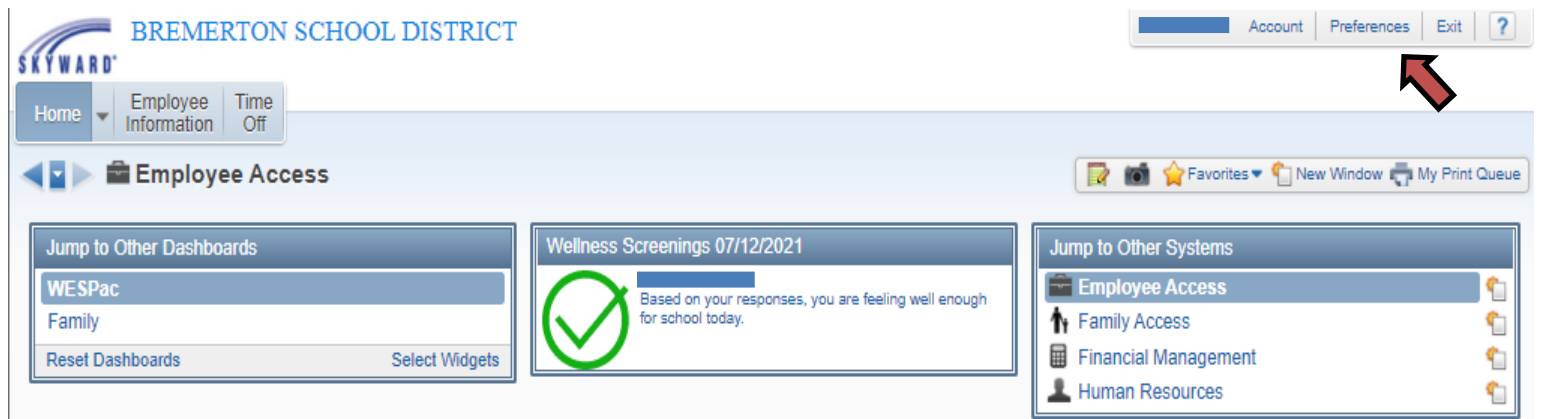
[Forgot your Login/Password?](#)

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If you do not know (or have forgotten) your login information, please contact Human Resources: 360-473-1026.

YOUR SKYWARD DASHBOARD

Depending on your security settings, you may see more or less options in your dashboard. Select "Preferences" to make changes to your dashboard, such as your color theme, display preferences, and navigation preferences.



BREMERTON SCHOOL DISTRICT

Account Preferences Exit ?

Home Employee Information Time Off

Employee Access

Favorites New Window My Print Queue

Jump to Other Dashboards

- WESPac
- Family

Reset Dashboards Select Widgets

Wellness Screenings 07/12/2021

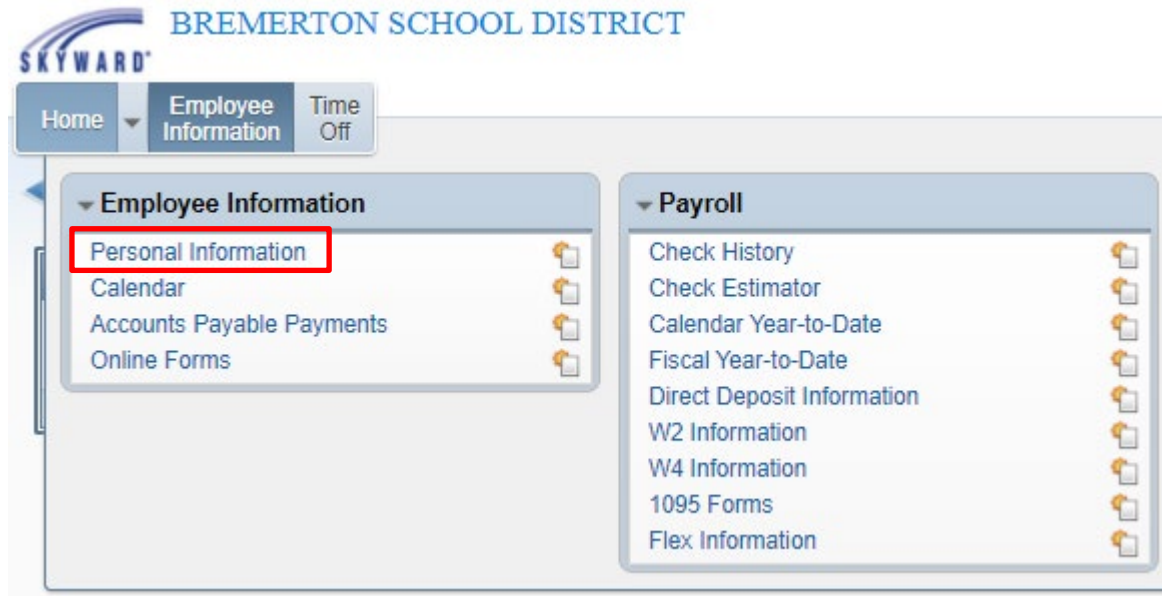
Based on your responses, you are feeling well enough for school today.

Jump to Other Systems

- Employee Access
- Family Access
- Financial Management
- Human Resources

VIEWING YOUR PERSONAL INFORMATION

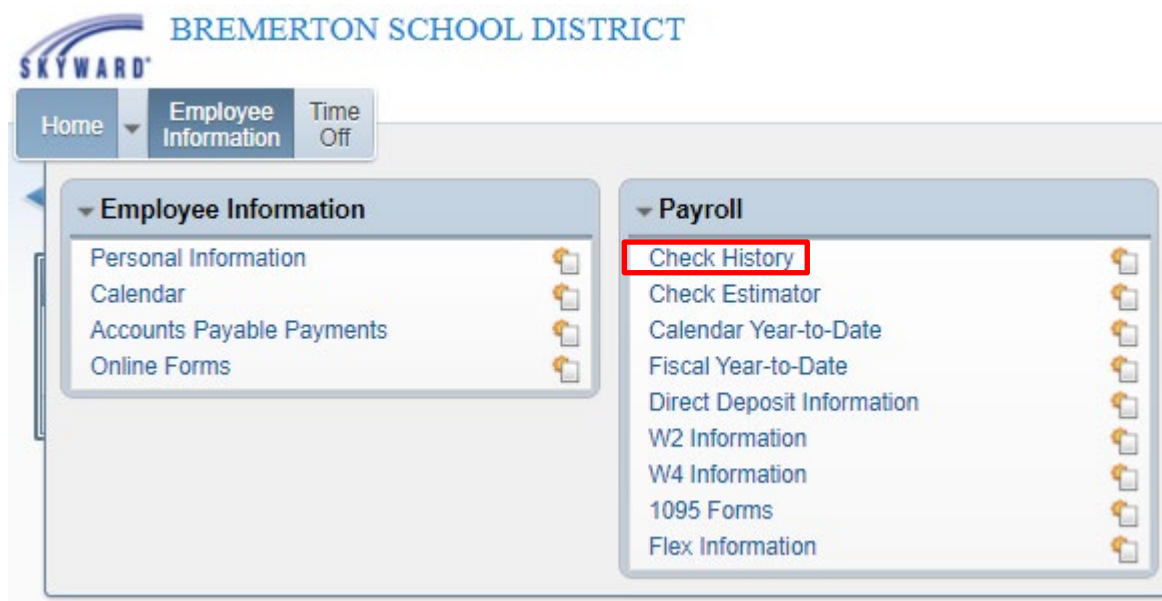
Click on the Employee Information tab and select "Personal Information" from the drop-down menu. Demographic, personal, and payroll data can be accessed from this area. (If any of this information needs to be changed or updated, please contact Human Resources).



The screenshot shows the Skyward HR system interface for Bremerton School District. At the top, there is a navigation bar with three tabs: "Home", "Employee Information", and "Time Off". The "Employee Information" tab is currently selected. Below the navigation bar, there are two main sections: "Employee Information" and "Payroll". The "Employee Information" section contains four items: "Personal Information", "Calendar", "Accounts Payable Payments", and "Online Forms". The "Payroll" section contains eight items: "Check History", "Check Estimator", "Calendar Year-to-Date", "Fiscal Year-to-Date", "Direct Deposit Information", "W2 Information", "W4 Information", "1095 Forms", and "Flex Information". The "Personal Information" item in the "Employee Information" section is highlighted with a red rectangular box.

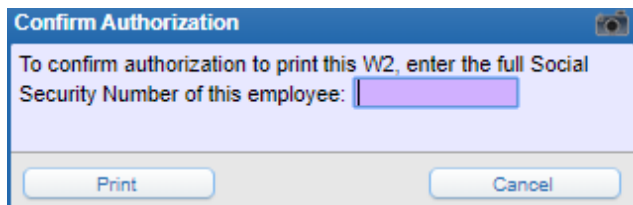
VIEWING AND PRINTING YOUR CHECK HISTORY

To view your check history, click on the "Employee Information" tab, from the drop-down menu select "Check History" in the Payroll section.



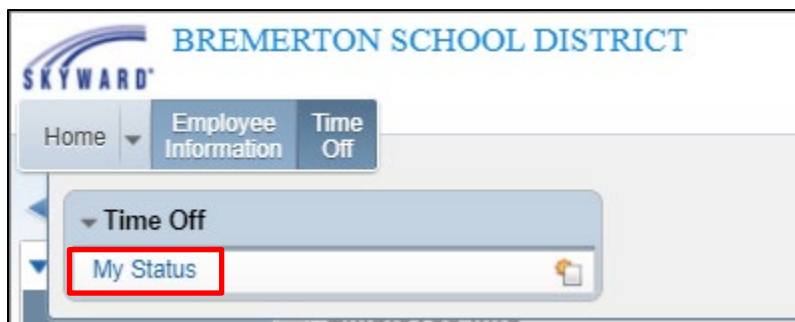
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A pop window will appear, where you will enter your social security number. Click "Print" when you've entered your social security number. Your W2 will be displayed in PDF format which you can then print and use for filing your taxes.



VIEWING LEAVE BALANCES

Leave balances are updated as soon as they are entered into the system. Typically you will be able to see the previous months transactions between the 15th and 25th of the current month. If you feel that a transaction has been entered incorrectly, please contact your supervisor or Office Manager. To view leave balances and activity click on the "Time Off" tab, then the "My Status" link.



The My Time Off Status screen displays each category of leave available to you in the Time Off Code column. The leave that has been awarded to you is displayed in the Allocated column. Transactions that show leave that has been used are displayed in the Used column. Current leave balance totals are displayed in the Remaining column:

My Time Off Status							
Time Off Code	Prior Year Remaining	Allocated	Used	Remaining	Approved	Waiting	Available
▶ Other Paid Leave				0h 00m			0h 00m
▶ Sick Leave		96h 00m	96h 00m	0h 00m			0h 00m
▶ Vacation		139h 20m	79h 00m	60h 20m		35h 00m	25h 20m

In the Time Off Code column, to the far left there is an arrow next to each code pointing to the right. Click on the arrow associated with each code to display detail leave transactions recorded to date. *(It is important to pay attention to the date that your leave was deducted. Leave in the current month is not deducted until the following month)*

Time Off Code	Prior Year Remaining	Allocated	Used	Remaining	Approved	Waiting	Available
▶ Other Paid Leave				0h 00m			0h 00m
▼ Sick Leave		96h 00m	96h 00m	0h 00m			0h 00m
▼ Current Year (09/01/2019 - 08/31/2020)							
▼ Time Off Transactions (up to today's date) Print Time Off Transactions							
Date	Description/Reason	Allocated	Used	Remaining	Unpaid		
01/15/2020 Wed	SICK LEAVE / SICK LEAVE		7h 30m				
01/20/2020 Thu	SICK LEAVE / SICK LEAVE		1h 00m				