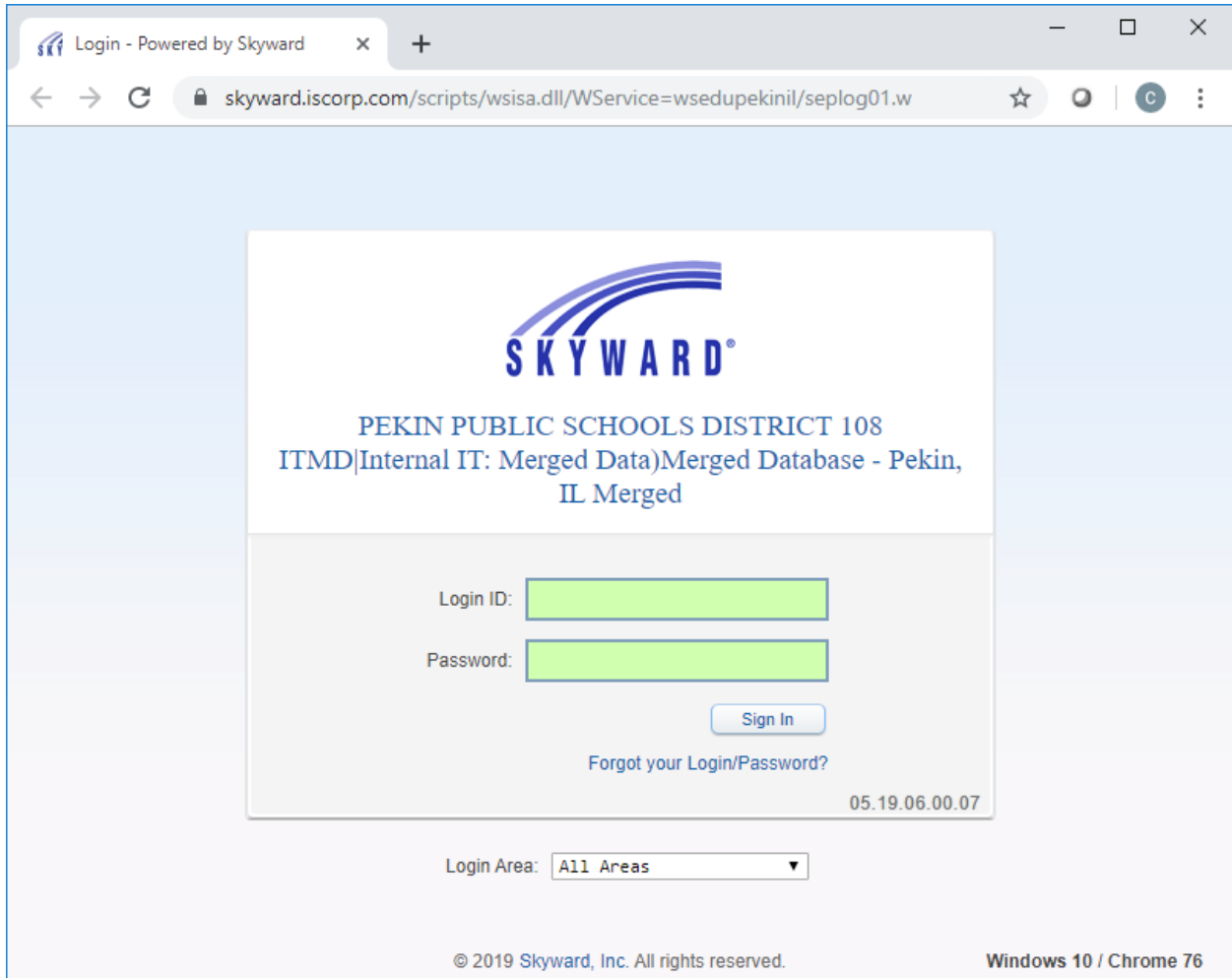


Viewing Paycheck History and Time Off Balances in Skyward Employee Access

Click on this link to log in to Skyward:

<https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsedupekinil/seplog01.w>



Type in your Login ID: firstname.lastname

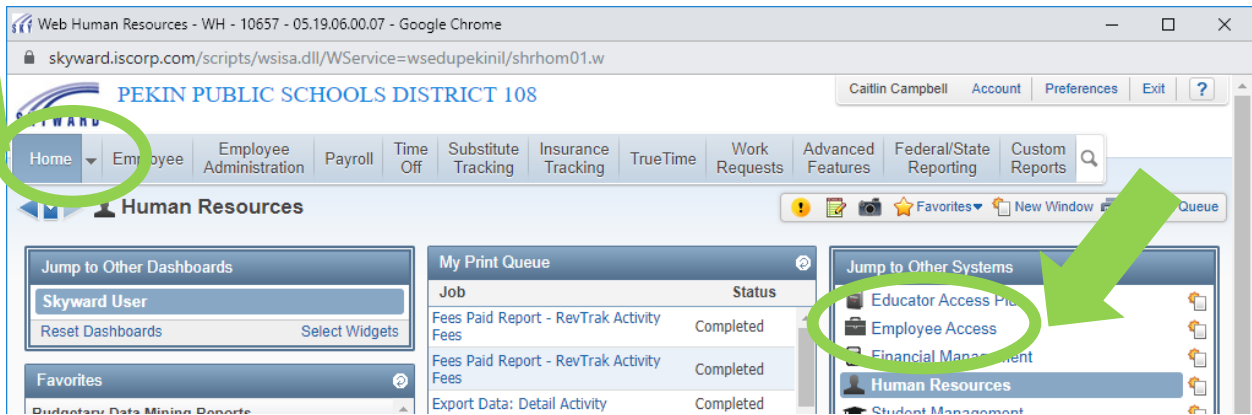
Type in your Password: XXXXXXXXXXXXX

(These are the same as you use for your email and for other areas of Skyward.)

Be sure the Login Area at the bottom either says "All Areas" or "Employee Access."

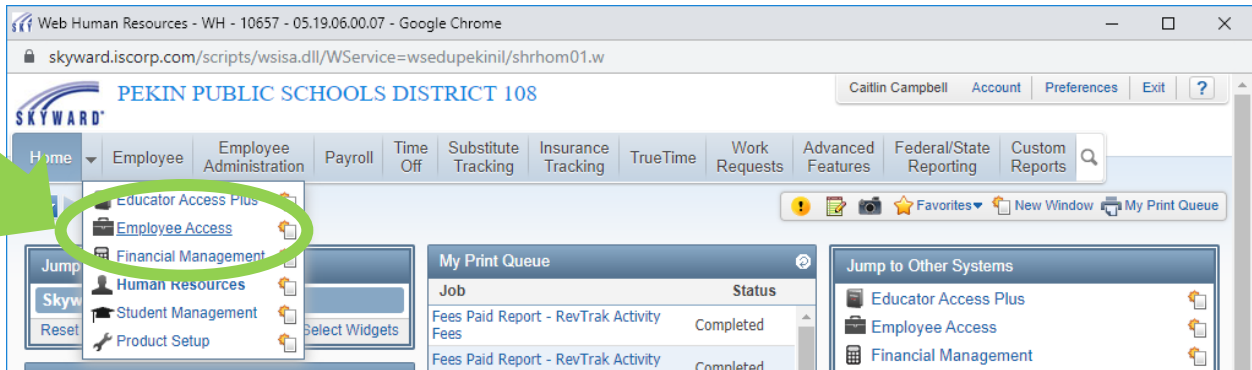
Click Sign In

This will take you into Skyward to the last screen you were on.



Click on the dropdown arrow next to Home in the top left and select "Employee Access."

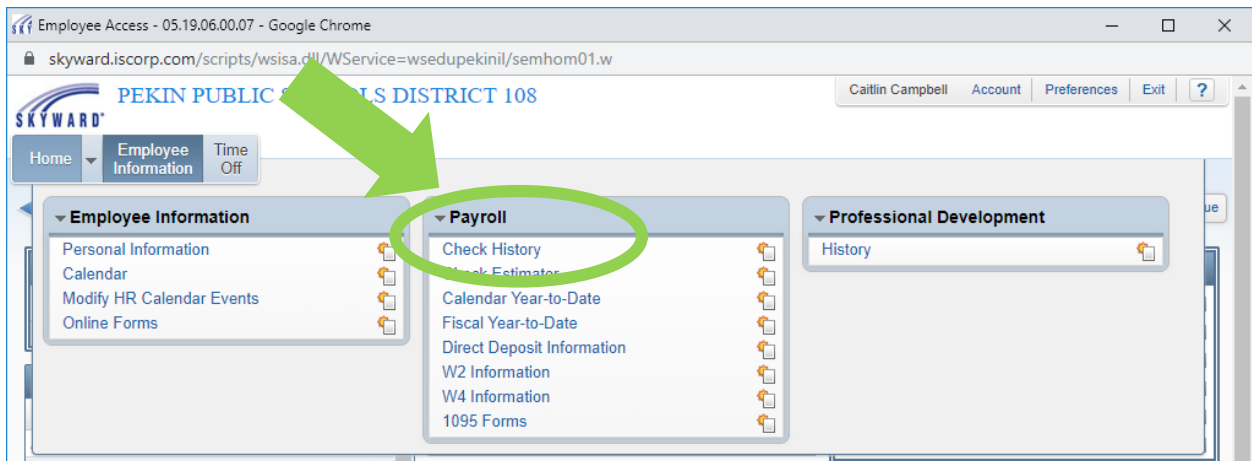
Or you may click on the Employee Access link under "Jump to Other Systems."



This will open up the Employee Access portion of the system.

Clicking on the Employee Information tab on the top will open up these three menus.

To view your payroll check history, click on Check History under the Payroll menu.



All of your prior payroll checks will be listed. You can click on the check date and click on the Show Check button to view deduction and benefit information.

You can also view your time off balances by clicking on the Time Off tab.

Time Off Code	Prior Year Remaining	Allocated	Used	Remaining	Approved	Waiting	Available	Unpaid	Future Remaining	Future Waiting	Av
▶ DOCK DAY				0 Days			0 Days				
▶ JURY DUTY				0 Days			0 Days				
▶ PERSONAL DAY LEAVE	2 Days			2 Days			2 Days				

The time off balances here are updated with each payroll run, based on the information in AESOP.