

## Skyward Employee Access:

Username: `firstname.lastname`

Password: your birthday (MMDDYYYY format)

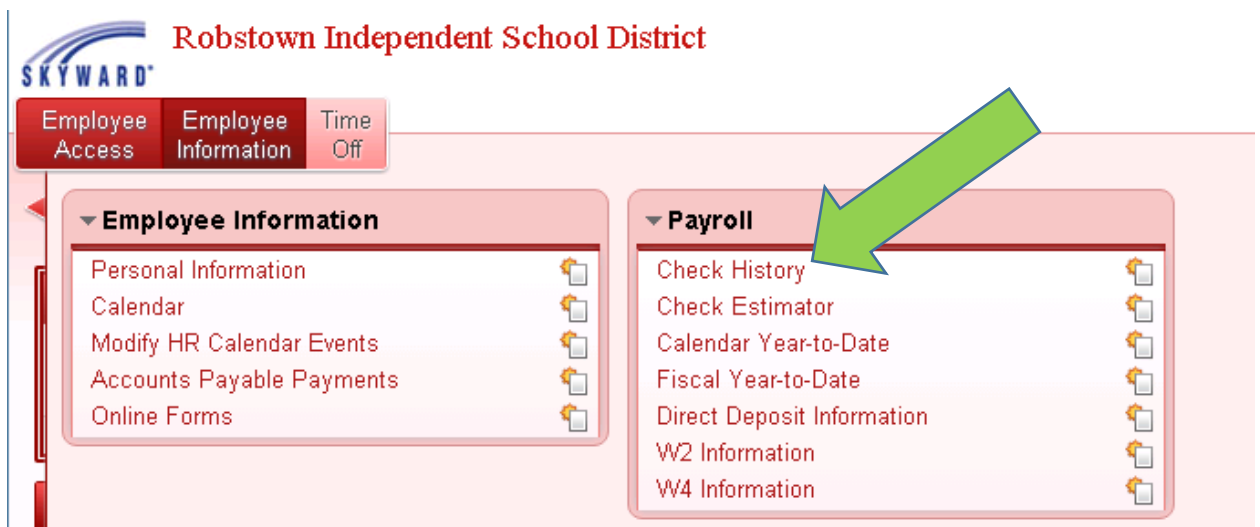
Website: <https://skyward.iscorp.com/scripts/wsisa.dll/WService=wfinrobstowntx/seplog01.w>

### To view your Check Stubs:

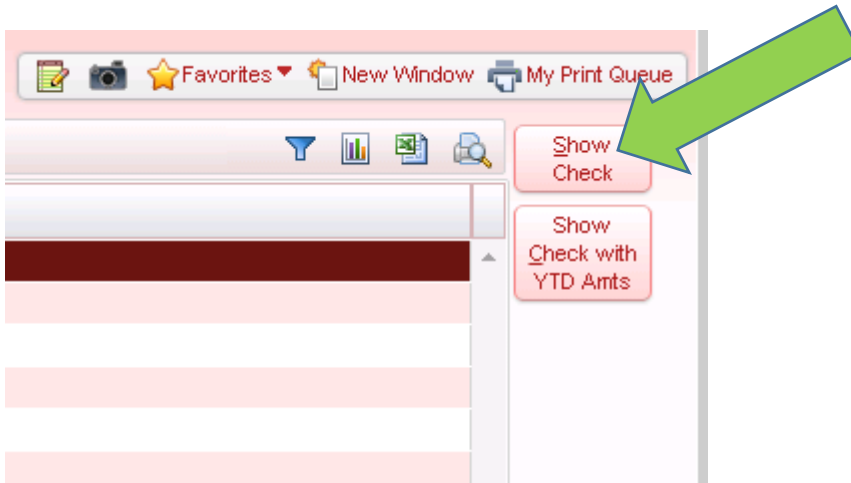
- 1) Click on the *Employee Information* button.



- 2) Click on *Check History*.



- 3) Select the Check Stub you want to view and click the *Show Check* button on the right side of the screen.



- 4) The Check Stub image will print to the screen. If you want, you can click the *Print* button on the right to print a physical copy.

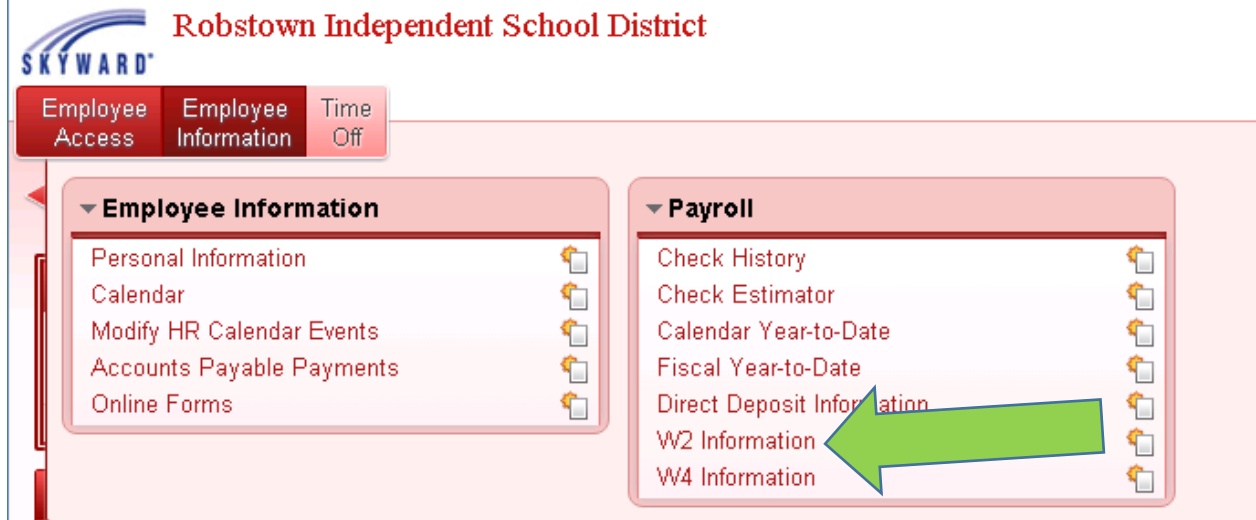
## To view your W2:

***\*Note – will not be available until 2015 W2s are processed\****

- 1) Click on the *Employee Information* button.



- 2) Click on *W2 Information*.



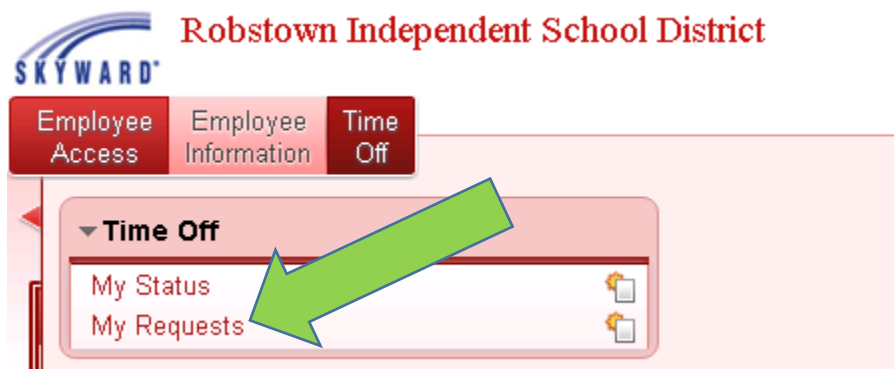
- 3) Select the calendar year you want to view and click the *Show W2 Info* button on the right side of the screen.

### To enter a Time Off Request:

- 1) Click on the *Time Off* button.



- 2) Click on *My Requests*.



3) Click on the *Add* button on the right side of the screen.



4) Your leave balances will display at the top of the screen. Enter in the following information:

- Select a Time Off Code (State Personal, Local Sick, Comp Time, etc).
- Select a Reason and enter a description (the list of reasons change, depending on which Time Off Code you've selected).
- Select either the Single Day or Date Range option (use Date Range for requesting consecutive days off).
  - If Single Day was selected, select the Date and Amount (1 for full day, 0.5 for half day, etc) and enter the Start Time of the request.
  - If Date Range was selected, select a Start Date and an End Date for the request and enter your Start Time.
- At the bottom of the screen, you can select to notify additional employees of your request. They will receive an email when you submit the request and one when your Supervisor approves or denies the request.
- After everything has been filled out, click the *Save* button. An email will be sent to your Supervisor to notify them of your request. When they approve or deny the request, you will receive a notification email.

A screenshot of a web form titled "Time Off Request". The form contains the following fields and options:

- \* Time Off Code: State Personal - Days (dropdown menu)
- Hours per Day: 8h 00m
- \* Reason: Personal (dropdown menu) with a "Detail..." link
- Description: Personal (text area, highlighted in green)
- Maximum characters: 200, Remaining characters: 200
- Type:  Single Day,  Date Range
- \* Start Date: 08/07/2015 (calendar icon) Friday
- Days: 0.0000
- Start Time: 08:00 AM
- Select additional employees to notify when this request is submitted and approved/denied
- Select Employee(s): (empty text area)

On the right side of the form, there are two buttons: "Save" and "Back".