

## Employee Access Quick Reference Guide (DV)

Logging into EA can usually be done directly from the district website.

In the Login area, select Employee Access. Enter Login name & password, then click Sign In button.

SKYWARD®

TLA Preview DF 103 3.3.12  
SMS 2.0

Login ID:

Password:

[Forgot your Login/Password?](#)

04.12.02.00.00

Login Area:

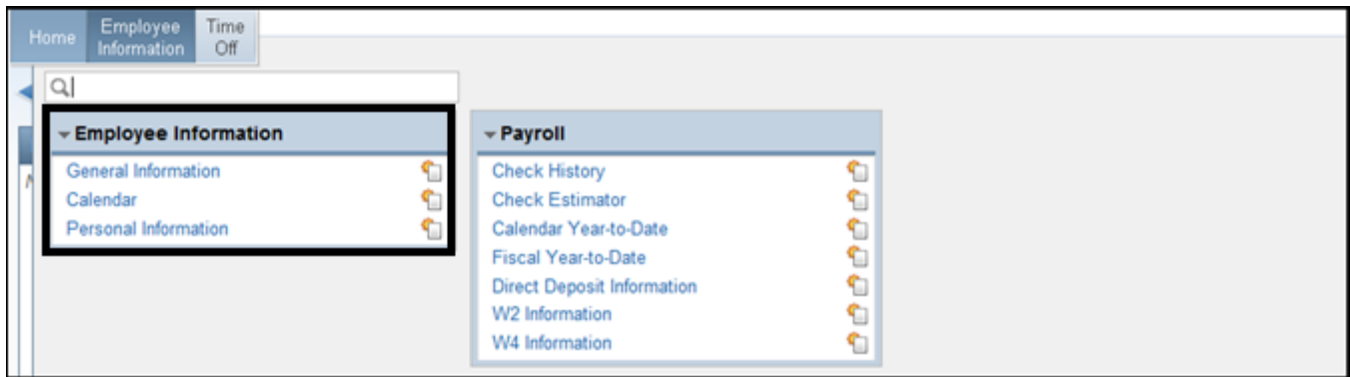
**Note:**

- If a user has access to other areas, then “All Areas” could be selected, which displays areas the user has security access to (such as Educator Access, Student Management, etc).
- If a user does not currently have access, they will be prompted to change their password after the initial log in. Enter a new password if prompted, and then click Submit. Click OK on Password changed successfully message

The main Employee Access screen displays. Users can select **Employee Information** or **Time Off** from this screen.



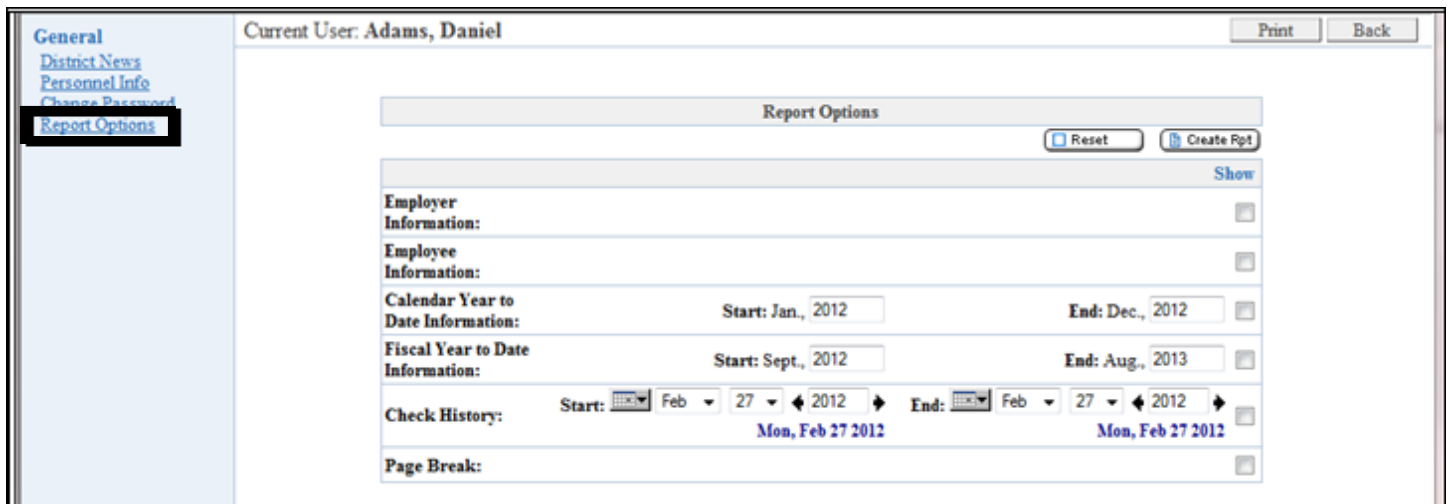
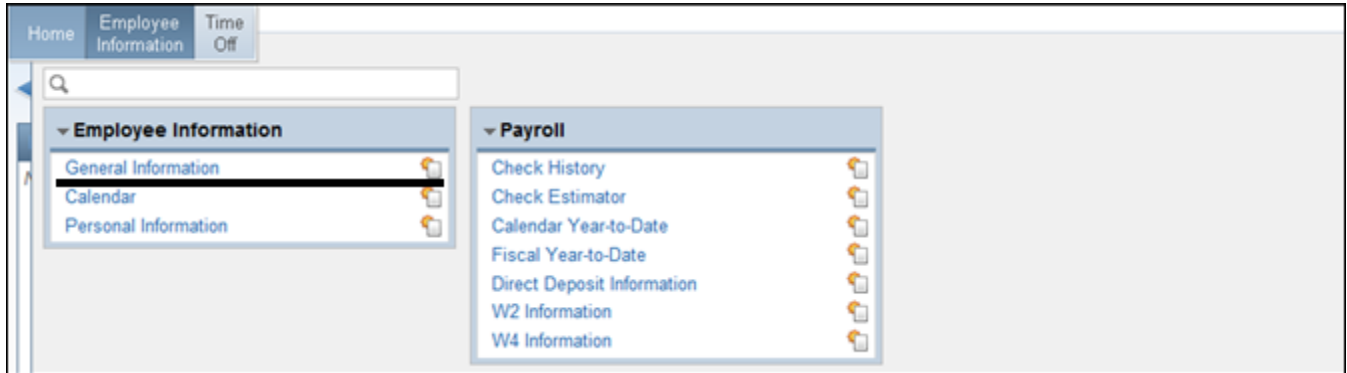
## Employee Information



- **General Information**: District News, Personnel Info, Change Password and Report Options.
- **Calendar**: Displays a calendar and includes any District News items in lower portion of screen.
- **Payroll**: Displays a sub-menu which includes Check History, Check Estimator, Calendar YTD, Fiscal YTD, Direct Deposit Information (bank name & routing # only, account code is masked & will not display), W2 and W4 information.
- **Personal Information**: Various types of information available including phone & address, personnel information, professional development, assignments, pay history, time off status.

## Employee Information, General Information, Report Options

Selections are available to create reports on Calendar and Fiscal Year to Date information, as well as Check History information. Click the checkbox on right side of report information desired. Click Print to display report.



Employer Information	
<b>Name:</b>	TLA Preview DF 103
<b>Address:</b>	2121 Casino Rd Everett, WA 98204

Check Detail Information			
<b>Check Date:</b>	09/30/11	<b>Gross Pay:</b>	5,651.33
<b>Check Number:</b>	900026081	<b>Net Pay:</b>	3,858.40
<b>Check Type:</b>	Regular		

Gross Wages Information				
	Federal	State	Fica	Medicare
<b>Gross Wages:</b>	5,651.33	5,651.33	5,651.33	5,651.33
<b>Minus Tax Sheltered Deductions:</b>	979.80	50.00	547.23	547.23
<b>Plus Taxable Benefits:</b>	0.00	0.00	0.00	0.00
<b>Taxable Gross Wages:</b>	4,671.53	5,601.33	5,104.10	5,104.10

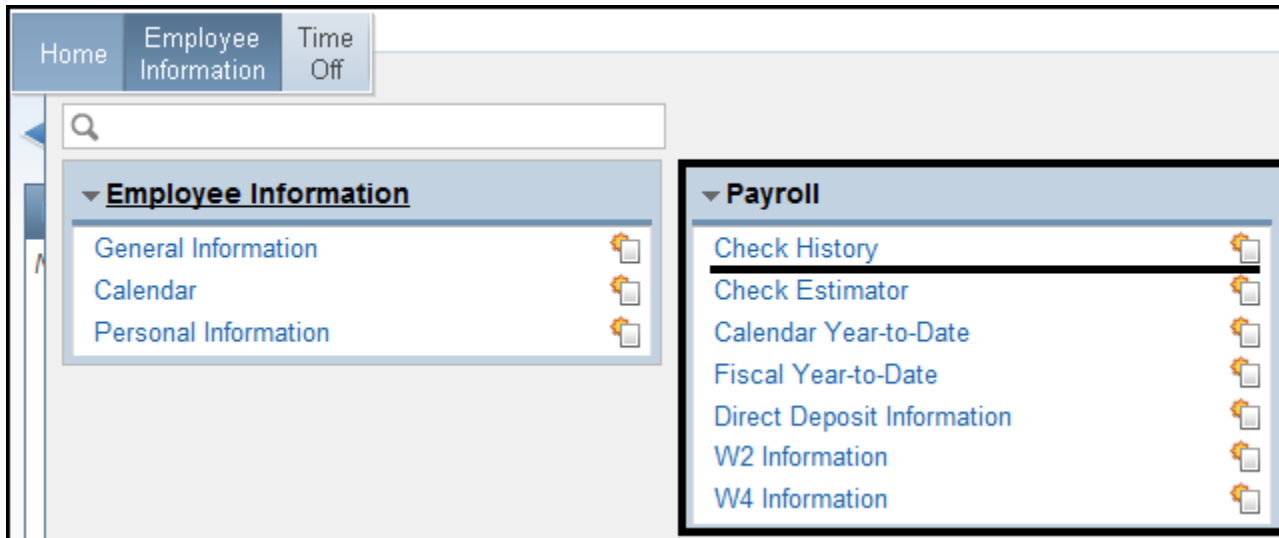
Pays				
Description	Rate	Factor/Hours	Amount	Retire Hours
HS Knowledge Bowl Advisor	83.08	1.00	83.08	9.50
TEACHER	4,720.83	1.00	4,720.83	133.00
TRIDAYS	734.92	1.00	734.92	28.00
OVERLOAD	37.50	3.00	112.50	3.00
<b>Totals:</b>			5,651.33	173.50

Deductions		Benefits	
Description	Amount	Description	Amount
ANNUITY-ING RET	150.00	B/C PPO 1 (125)	615.87
B/C PPO 1 (125)	497.23	FICA	316.45
FICA	214.37	DENTAL-WEA-APA	117.35

**Tip:** Use the Back button in the upper right to return to a previous screen.

## Employee Information, Payroll, Check History

**Check History** displays paychecks processed to date in WESPac.



1. Highlight a check
2. Click **Show Check**

The screenshot shows the 'Check History' window. The title bar reads 'Check History' with a star icon. Below the title bar, there are icons for 'Favorites', 'New Window', and 'My Print Queue'. The main area displays a table with the following columns: 'Check Date', 'Check Number', 'Gross Wages', 'Net Amount', and 'C/T'. The table contains several rows of data, with the first row highlighted. A 'Show Check' button is visible on the right side of the table, and a 'Show Check with YTD Amts' button is also visible below it.

Check Date	Check Number	Gross Wages	Net Amount	C/T
01/31/2012	900027909	5,755.87	3,998.53	R
12/29/2011	900027475	5,805.87	4,031.09	R
11/30/2011	900026999	5,755.87	3,974.80	R
10/31/2011	900026503	5,895.87	4,092.47	R
09/30/2011	900026081	5,651.33	3,858.40	R
08/31/2011	900025699	5,207.28	3,655.52	R
07/29/2011	900025324	5,207.24	3,655.51	R
06/30/2011	900024855	5,787.24	4,097.92	R
05/31/2011	900024245	5,207.24	3,648.62	R

**Check Number 900027909**

Check Information for Daniel Adams

[Print](#)

[Back](#)

**Employer Information**

Name: **TLA Preview DF 103**  
 Address: **2121 Casino Rd**  
**Everett, WA 98204**

**Employee Information**

Name: **Daniel Adams**  
 Address: **19807 183rd Pl Ne**  
**Woodinville, WA 98072**

**Check Detail Information**

Check Date: **01/31/2012**      Gross Wages: **5,755.87**  
 Check Number: **900027909**      Net Amount: **3,998.53**  
 Check Type: **Regular**

**Taxable Wage Information**

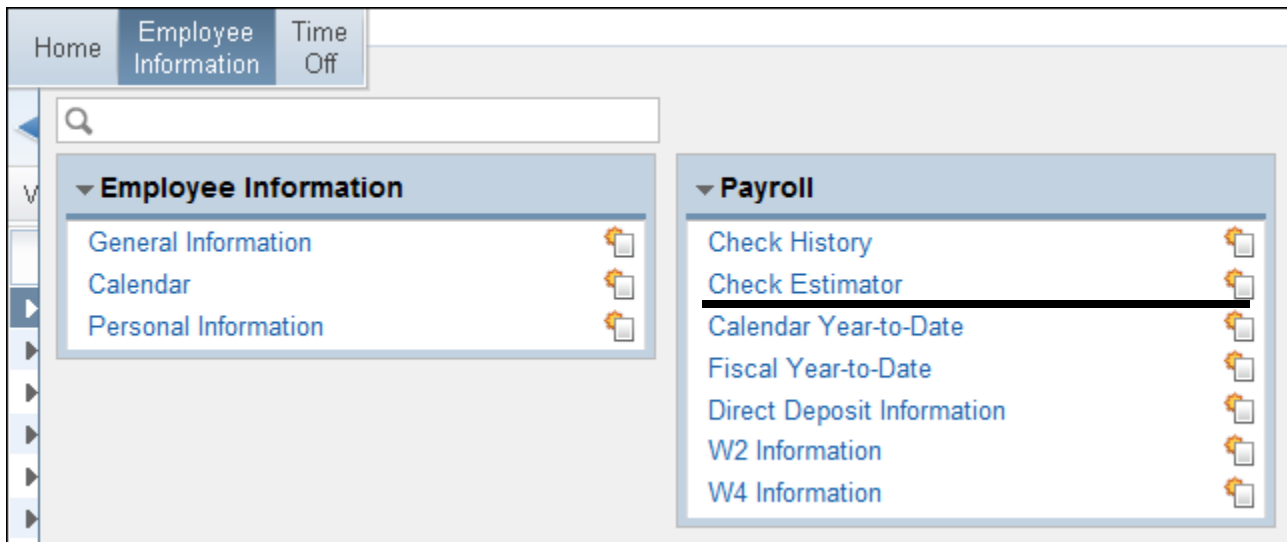
	<b>Federal</b>	<b>State</b>	<b>FICA</b>	<b>Medicare</b>
<b>Gross Wages:</b>	5,755.87	5,755.87	5,755.87	5,755.87
<b>Minus Deductions that Decrease Tax:</b>	915.77	50.00	477.98	477.98
<b>Plus Taxable Benefits:</b>				
<b>Taxable Gross Wages:</b>	4,840.10	5,705.87	5,277.89	5,277.89

**Pays**

<b>Description</b>	<b>Rate</b>	<b>Factor/Hours</b>	<b>Amount</b>	<b>Retire Hours</b>	<b>Period End</b>
<a href="#">HS Knowledge B/W</a>	83.08	1.00	83.08	10.00	01/31/2012
<a href="#">Site Based Coun</a>	217.04	1.00	217.04		01/31/2012
<a href="#">TEACHER</a>	4,720.83	1.00	4,720.83	140.00	01/31/2012
<a href="#">TRI DAYS</a>	734.92	1.00	734.92	14.00	01/31/2012
<b>Total:</b>			<b>5,755.87</b>	<b>164.00</b>	

## Employee Information, Payroll, Check Estimator

Check Estimator can be used to estimate net pay based on changes to federal tax withholding status, misc. deductions, pay changes, etc.



**Check Estimator** ☆

Check Estimator: Select Pays, Adjust Rates, and Factors for Daniel Adams

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

**Tax Information**

\* Tax State:  \* Federal Exemptions:   
 \* Federal Marital Status:  \* State Exemptions:   
 \* State Marital Status:

**System Maximums**

Ignore Pay Maximums \* These options do not affect deductions and  
 Ignore Deduction Maximums benefits linked to tables. i.e. FICA, Medicare  
 Ignore Benefit Maximums

**Process Options**

Print Employer/Employee Information  
 Print Employee Social Security Number

**Select Pays**

Select	Pay Description	Rate	Factor/Hours
<input type="checkbox"/>	CLASS COVERAGE	\$ <input type="text" value="0.00"/>	<input type="text" value="0"/>
<input type="checkbox"/>	COMM WORK	\$ <input type="text" value="26.00"/>	<input type="text" value="20"/>
<input type="checkbox"/>	CURRICULUM WORK	\$ <input type="text" value="25.00"/>	<input type="text" value="0"/>
<input checked="" type="checkbox"/>	HS Knowledge BW	\$ <input type="text" value="83.08"/>	<input type="text" value="1"/>
<input type="checkbox"/>	MENTOR PROGRAM	\$ <input type="text" value="500.00"/>	<input type="text" value="0"/>
<input type="checkbox"/>	MOVING	\$ <input type="text" value="100.00"/>	<input type="text" value="0"/>

[Continue Check Estimator Process](#)

Click **Continue Check Estimator Process**

Check Estimator: Adjust Deductions/Benefits for each Pay for Daniel Adams

Calculate  
Check

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

Back

After clicking **Calculate Check**, a print queue screen will display.  
 When Request is complete, click **View Report**

**Request Complete**

[Check Estimator](#) has finished processing.

[View Report](#) [Back](#)

Estimated Check Information for Daniel Adams				
*** This is not an actual check. This is only an estimated check				
Estimated Check Information		Estimated Tax Information		
Gross Pay:	1,035.04	Tax State: WA		
Net Pay:	688.77	Federal Marital Status: Married		
		State Marital Status: Married		
		Federal Exemptions: 2		
		State Exemptions: 0		
Estimated Gross Wage Information				
	Federal	State	FICA	Medicare
Gross Pay:	1,035.04	1,035.04	1,035.04	1,035.04
Minus Tax Sheltered Deductions:	287.79	0.00	0.00	0.00
Plus Taxable Benefits:	0.00	0.00	0.00	0.00
Gross:	747.25	1,035.04	1,035.04	1,035.04
Estimated Pay Information				
Description	Rate	Factor/Hours	Amount	
HS Knowledge BW	83.08	1.00	83.08	
Site Based Coun	217.04	1.00	217.04	
TRI DAYS	734.92	1.00	734.92	
		Totals	1,035.04	
Estimated Deduction Information		Estimated Benefit Information		
Description	Amount	Tax Sheltered	---Taxable---	
		Ped St P/M	Description	Amount Fed St P/M
Fed Inc Tax	0.00		FICA	64.17
FICA	43.47		Medicare	15.01
Medicare	15.01		TRS Plan 3	462.77
TRS Plan 3	287.79	Y	Unemployment 00	0.00
Totals	346.27		Totals	541.95



## Employee Information, Payroll, Calendar YTD



Calendar YTD displays calendar (January – December) year to date pay, deduction, and benefit information totals, sorted by year with most recent at top of list. Highlight the desired calendar year and click Show Calendar YTD.

The screenshot shows the 'Calendar YTD' report interface. At the top, there is a title bar with 'Calendar YTD' and a star icon. Below the title bar, there are navigation icons and a search bar. The main area contains a table with the following data:

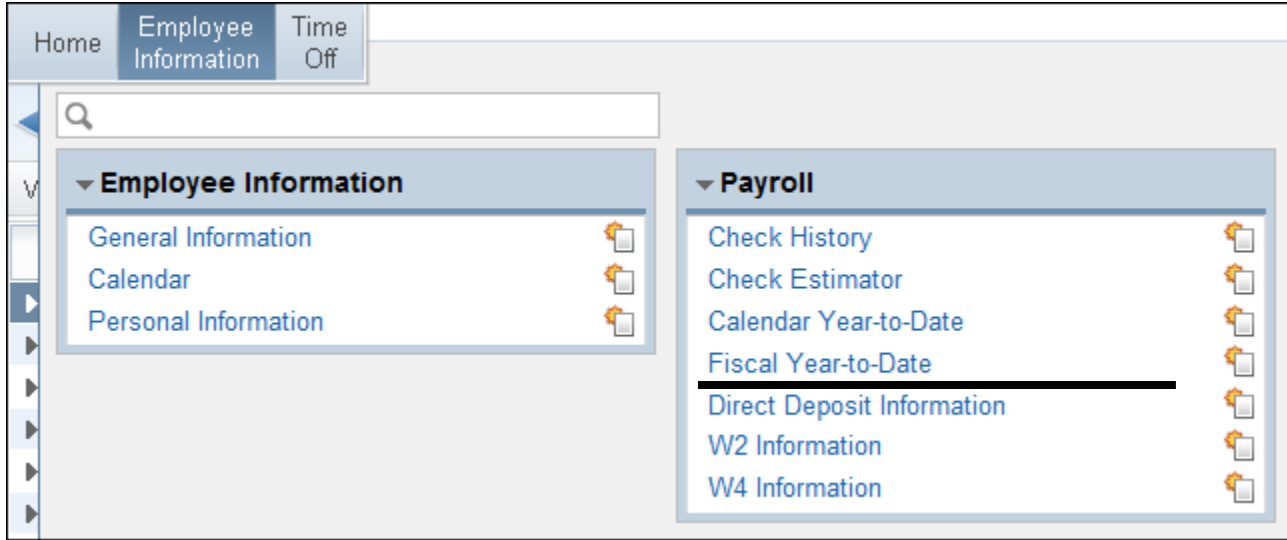
Year	Gross Wages	Net Amount
▶ 2012	5,755.87	3,998.53
▶ 2011	65,636.70	45,828.56
▶ 2010	61,976.21	43,767.31
▶ 2009	61,921.18	44,824.61
▶ 2008	58,887.48	42,590.85
▶ 2007	53,610.69	38,951.40
▶ 2006	50,850.74	36,778.05

On the right side of the table, there is a button labeled 'Show Calendar YTD' which is highlighted with a black box.

Year to date information can be printed by clicking the Print button in upper right of screen.

Calendar YTD Information for 2012 for Daniel Adams					<a href="#">Print</a>				
<b>Emp</b> Emerald SD <b>Na</b> P.O. Box 000 <b>Address</b> Emerald City, OZ 012345 <b>Address</b> Emerald City, OZ 012345		<b>Employee Information</b> <b>Name:</b> Daniel Adams <b>Address:</b> 19807 183rd Pl Ille Woodinville, WA 98072			<a href="#">Back</a>				
<b>Taxable Wage Information</b>									
	<b>Federal</b>	<b>State</b>	<b>FICA</b>	<b>Medicare</b>					
<b>Gross Wages:</b>	5,755.87	5,755.87	5,755.87	5,755.87					
<b>Minus Deductions that Decrease Tax:</b>	915.77	50.00	477.98	477.98					
<b>Plus Taxable Benefits:</b>	0.00	0.00	0.00	0.00					
<b>Taxable Gross Wages:</b>	4,840.10	5,705.87	5,277.89	5,277.89					
<b>Pays</b>									
<b>Description</b>	<b>Amount</b>								
HS Knowledge BW	83.08								
Site Based Coun	217.04								
TEACHER	4,720.83								
TRI DAYS	734.92								
<b>Gross Wages:</b>	5,755.87								
<b>Minus Deductions:</b>	1,757.34								
<b>Net Amount:</b>	3,998.53								
<b>Deductions</b>			<b>Benefits</b>						
<b>Description</b>	<b>Amount</b>	<b>---Decrease Tax---</b>			<b>Description</b>	<b>Amount</b>	<b>-----Taxable-----</b>		
		<b>Fed</b>	<b>St</b>	<b>F/M</b>			<b>Fed</b>	<b>St</b>	<b>F/M</b>
25K LIFE	0.00				25K LIFE	2.64			
ANNUITY-ING RET	150.00	Y			B/C PPO 1 (125)	685.12			
B/C PPO 1 (125)	427.98	Y		Y	DENTAL-WEA-APA	117.35			
CLOCK HOURS	0.00				FICA	327.23			
DENTAL-WEA-APA	0.00				H C A	66.01			
Fed Inc Tax	458.24				LONG TERM-CIGNA	11.28			

## Employee Information, Payroll, Fiscal YTD




Fiscal YTD displays fiscal year to date pay, deduction & benefit information totals (September – August). Highlight the desired fiscal year and click Show Fiscal YTD.

The screenshot shows the 'Fiscal YTD' report window. The title bar says 'Fiscal YTD' with a star icon. Below the title bar, there are icons for help, print, and other functions. The main area shows a table with the following data:

Year	Gross Wages	Net Amount
▶ 2011-2012	28,864.81	19,955.29
▶ 2010-2011	64,096.62	44,774.74
▶ 2009-2010	61,092.47	43,605.15
▶ 2008-2009	62,388.50	45,022.00
▶ 2007-2008	56,586.14	41,309.26
▶ 2006-2007	52,264.42	37,911.71

The 2011-2012 row is highlighted. In the top right corner, there is a button labeled 'Show Fiscal YTD' which is highlighted with a black box.

Fiscal to date information can be printed by clicking the Print button in upper right of screen.

**Fiscal YTD Paid** 

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Fiscal YTD Information for 2011-2012 for Daniel Adams [Print](#)

**Employer Information**

Name: **TLA Preview DF 103**  
 Address: **2121 Casino Rd**  
**Everett, WA 98204**

**Employee Information**

Name: **Daniel Adams**  
 Address: **19807 183rd Pl Ne**  
**Woodinville, WA 98072**

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**Taxable Wage Information**

	Federal	State	FICA	Medicare
<b>Gross Wages:</b>	28,864.81	28,864.81	28,864.81	28,864.81
<b>Minus Deductions that Decrease Tax:</b>	4,652.38	250.00	2,459.15	2,459.15
<b>Plus Taxable Benefits:</b>	0.00	0.00	0.00	0.00
<b>Taxable Gross Wages:</b>	24,212.43	28,614.81	26,405.66	26,405.66

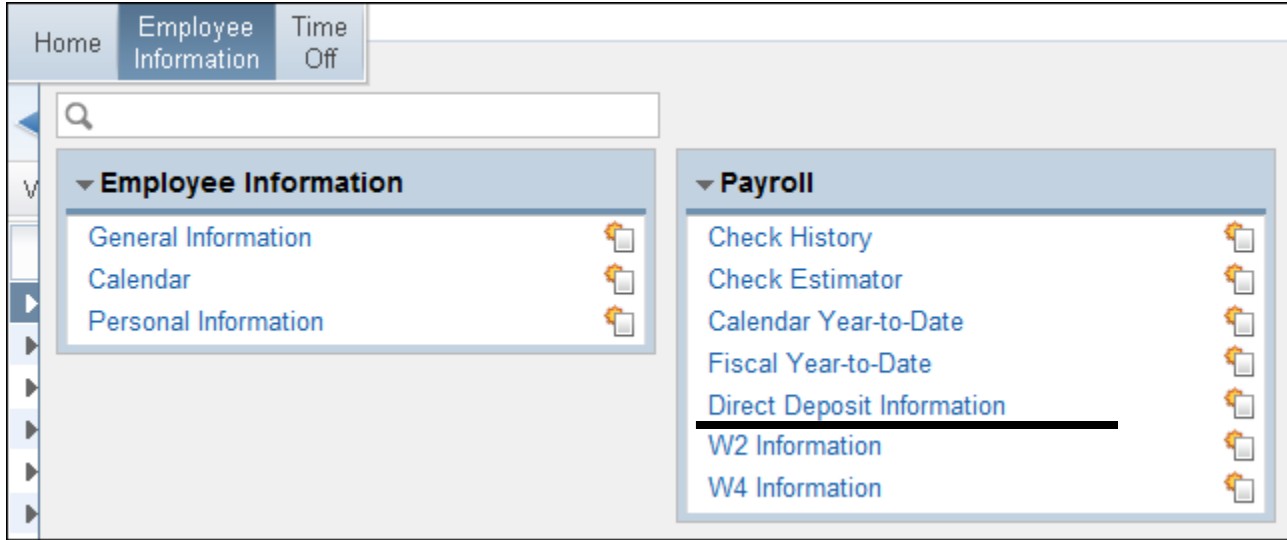
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**Pays**

Description	Amount
CLASS COVERAGE	50.00
HS Knowledge BW	415.40
MENTOR PROGRAM	140.00
OVERLOAD	112.50
Site Based Coun	868.16
TEACHER	23,604.15
TRIDAYS	3,674.60

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## Employee Information, Payroll, Direct Deposit Information



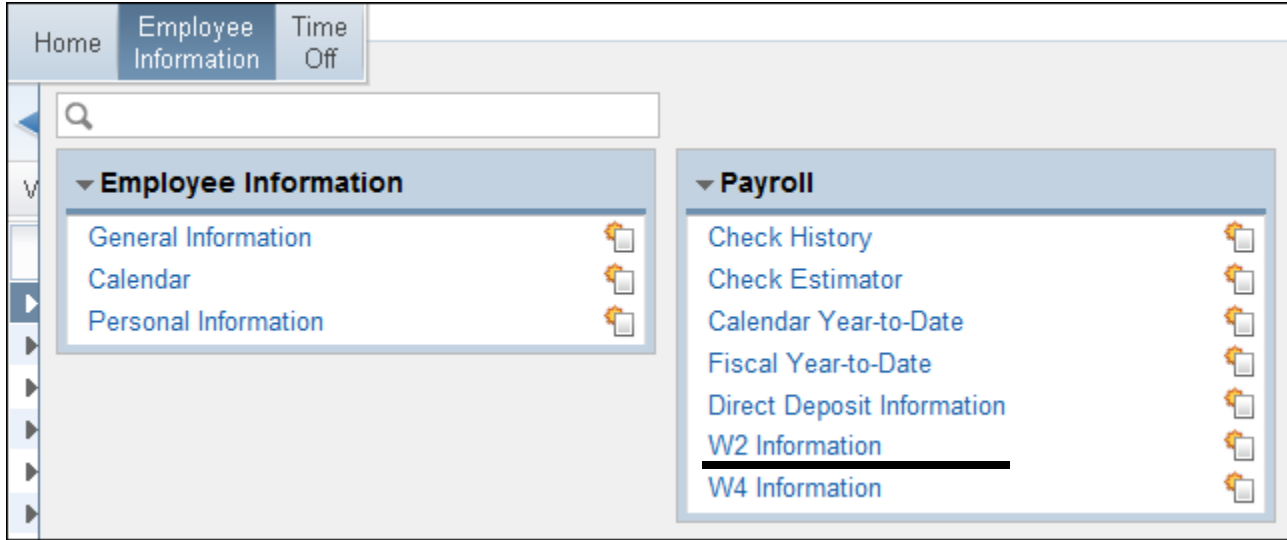
Direct Deposit Information displays bank name and routing number for net pay and/or any deductions set-up via for electronic deposit.

**\*\*Important note:** Bank Account information is masked.

The screenshot shows the 'Direct Deposit Information' window. At the top, there are navigation arrows, a star icon, and a toolbar with icons for help, print, camera, favorites, and new window. Below the toolbar, there are 'Views' and 'Filters' dropdown menus. The main content is a table with the following data:

Type	Code	Description	Account Type	Bank	Bank Account	Routing Number
Net		Net	Savings	Wells Fargo Nw	3138XXXXXXXXXXXXXX	125008547

## Employee Information, Payroll, W2 Information



W2 Information contains W2 data, by year. Highlight the desired fiscal year and click Show W2 Info.

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	View W2
▶ 2011	55,430.99	5,165.49	60,512.81	2,541.51	60,512.81	877.44	WA				
▶ 2010	53,554.21	4,316.38	58,453.02	3,624.07	58,453.02	847.61	WA				

W2 information can be printed by clicking the Print button in upper right of screen.

## W2 Information

2011 W2 Information Statement for Daniel Adams

**Payrolls through 12/31/2011**

**This statement is intended to explain how the amounts on your W2 form are calculated**

### General Tax Information

Daniel Adams	<b>Federal Filing Status:</b> 02 - M
19807 183RD PL NE	<b>State Filing Status WA:</b> 00 - M
WOODINVILLE WA 98072-0000	<b>Advanced EIC Payments:</b> No

### Pay and Tax Amounts

<b>Gross Earnings</b>	65,636.70	
- Retirement	3,281.82	
- Flex Benefit Plan	4,523.89	
- Other	0.00	
- Deferred 401(k)	0.00	(Box 12/D)
- Deferred 403(b)	1,800.00	(Box 12/E)
- Deferred 408(k)(6)	0.00	(Box 12/F)
- Deferred 457(b)	0.00	(Box 12/G)
- Deferred 501(c)(18)(D)	0.00	(Box 12/H)
- Emp Business Expenses	0.00	(Box 12/L)
- Health Savings Acct(HSA)	0.00	(Box 12/W)
- Other Deferred	600.00	
+ Excess Life Insurance	0.00	(Box 12/C)
+ Taxable Benefits	0.00	
<b>= Taxable Gross Wages</b>	<b>55,430.99</b>	(Box 1)

### Voluntary Deductions

CHS PTSA DUES	18.00
NEA DUES	169.96
WEA DUE-WEA DUE	410.68
LEA DUE-LEA DUE	228.00
UNIS DU-UNIS .7	119.04
OUTREAC-OUTREAC	12.00
Workers' Comp	60.31

### Other Deferred

VEBA HRA	600.00
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### Flex Benefit Plan

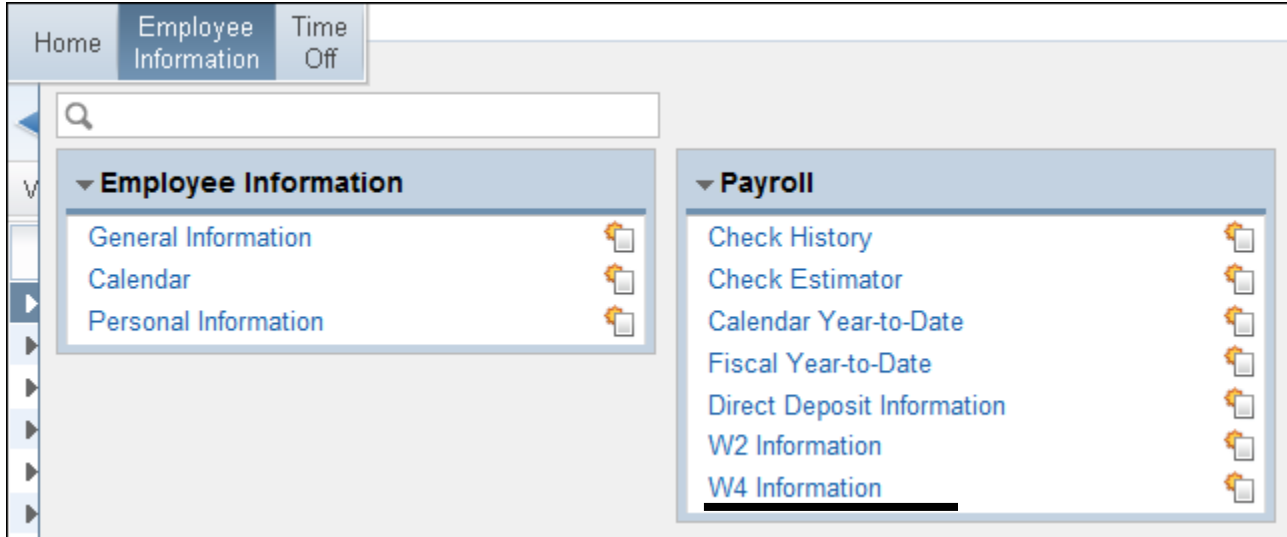
B/C PPO 1 (125)	4,523.89
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### From Taxable Wages to Net Pay

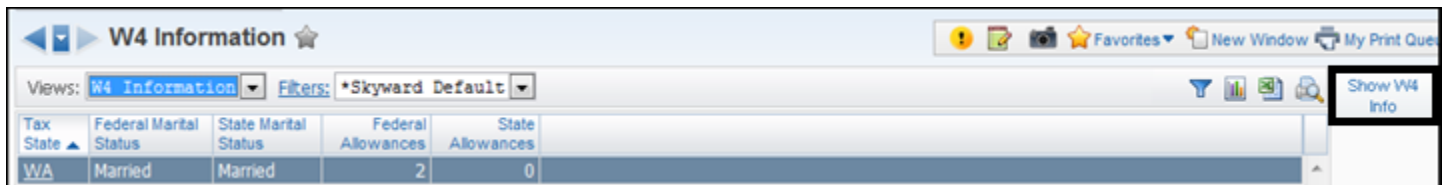
- Federal Tax	5,165.49	(Box 2)
+ EIC	0.00	(Box 9)
+ Reimburse/Reclass Deds	0.00	
+ Reimburse/Non Tax Travels	0.00	
- Social Security Tax	2,541.51	(Box 4)
- Medicare Tax	877.44	(Box 6)
- State Tax	0.00	(Box 17)
- Voluntary Deductions	1,017.99	
- Excessive Life Insurance	0.00	(Box 12/C)
- Taxable Benefits	0.00	
<b>= Net Pay</b>	<b>45,979.55</b>	

To view a W2 formatted report that looks like the official W2 click **View W2**

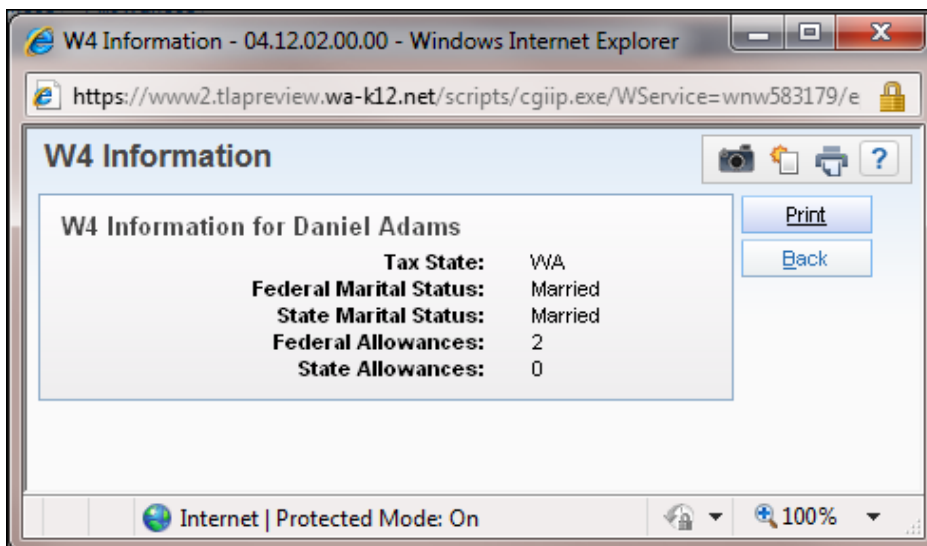
## Employee Information, Payroll, W4 Information



View current W4 data on file in payroll via the W4 Information button (the W-4 relates to federal tax withholding status). Highlight the line displayed and click Show W4 Info.

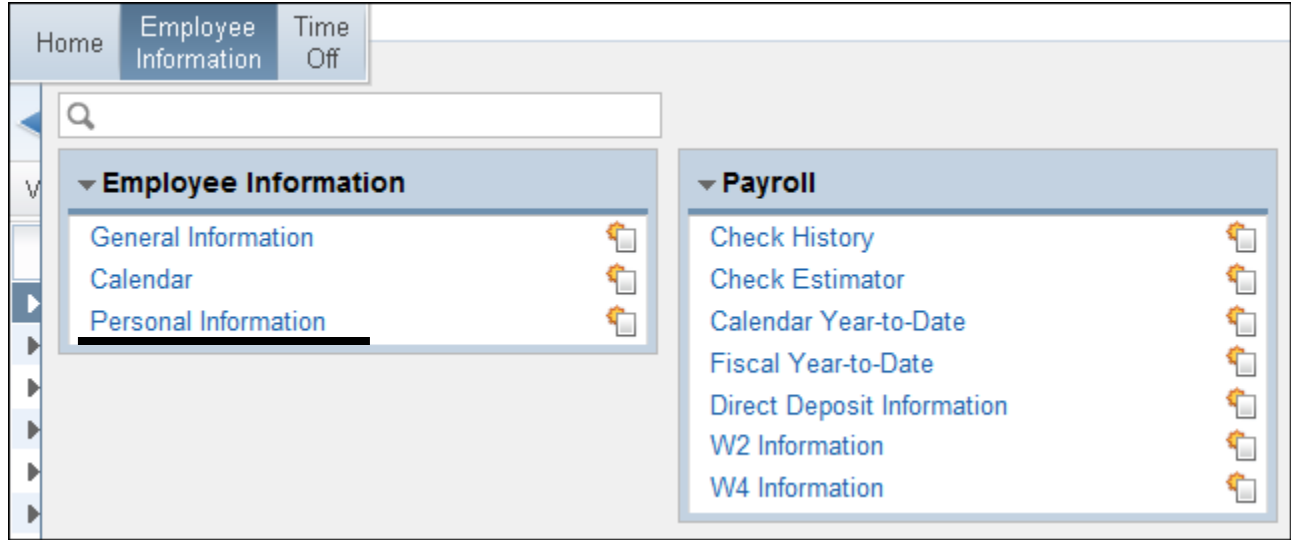


A small display window will appear with the information currently on file. The information can be printed by clicking Print in upper right.





## Employee Information, Personal Information



Employee Information, Personal Information includes Employee name, hire date and demographic information, such as address, mailing address (if applicable), phone number(s), e-mail address, etc.

Note: There is also a menu tree on the left side of screen where additional selections can be made.

Home	Employee Information	Time Off
------	----------------------	----------

Employee Tab ★

Employee:

**Address** [View History](#)

**Address**  
 Primary/Mailing Address Conf:

**Primary**  
 19807 183rd Pl Ne  
 Woodinville, WA 98072

**Mailing**

**Demographic**

- Employee Info
- Address**

**Personnel**

- Personnel Info
- Lane/Step History
- Prof Development
- Assignments
- Certifications

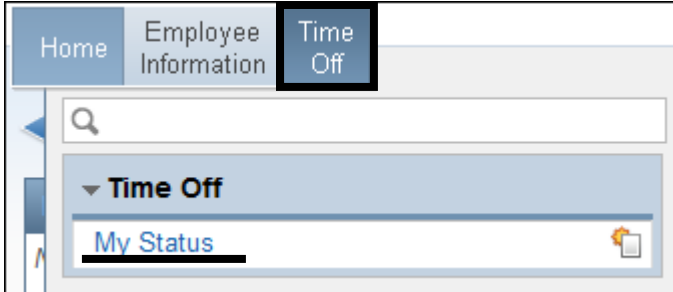
**Pay History**

- Checks
- Calendar YTD
- Fiscal YTD
- Direct Deposit
- W2 Information
- W4 Information

**Time Off Status**

## Time Off

Click the Time Off button in order to display leave information. There are currently two (2) options that display: Previous Version of Time Off and My Time Off Status.



Click on **My Status**

Time off information displays for any time off groups the employee has available. In the example below, the employee has two (2) types of leave – Personal Leave and Sick Leave. There are columns for each time off code indicating allocated, used, remaining and available hours.

Click the arrow next to the time off code to see detail information for that leave type.



Time Off Code ▲	Prior Year Remaining	Allocated	Used	Remaining	Approved	Waiting	Available	Unpaid	Future Amount
▶ PERSONAL LEAVE		68h 13m	61h 13m	7h 00m			7h 00m		
▶ Sick Leave		434h 56m	351h 35m	83h 21m			83h 21m		

In the example following, the employee has a current sick leave balance of 83.21 hours. History shows 7 hours of sick leave taken on 10/26/2011.

**My Time Off Status** ☆

Views: **General** Filters: \*Skyward Default

Time Off Code ▲	Prior Year Remaining	Allocated	Used	Remaining	Approved	Waiting	Available	Unpaid	Future Amount
▶ PERSONAL LEAVE		68h 13m	61h 13m	7h 00m			7h 00m		
▼ Sick Leave		434h 56m	351h 35m	83h 21m			83h 21m		

▼ **Current Year (Includes all dates)**

▼ **Pending Requests**  
There are no Pending Requests available.

▼ **Time Off Transactions (up to today's date)** [Print Time Off Transactions](#)

Date	Description/Reason	Allocated	Used	Remaining	Unpaid
10/26/2011 Wed	sick leave / SICK LEAVE		7h 00m	83h 21m	
10/25/2011 Tue	sick leave / SICK LEAVE		7h 00m	90h 21m	
10/05/2011 Wed	sick leave / SICK LEAVE		7h 00m	97h 21m	
10/04/2011 Tue	sick leave / SICK LEAVE		7h 00m	104h 21m	
09/30/2011 Fri	Auto Accrual / Leave Roll	84h 00m		111h 21m	
05/18/2011 Wed	SICK LEAVE / SICK LEAVE		7h 00m	27h 21m	
04/28/2011 Thu	SICK LEAVE / SICK LEAVE		7h 00m	34h 21m	
04/26/2011 Tue	SICK LEAVE / SICK LEAVE		5h 30m	41h 21m	
04/20/2011 Wed	SICK LEAVE / SICK LEAVE		7h 00m	46h 51m	
03/10/2011 Thu	SICK LEAVE / SICK LEAVE		7h 00m	53h 51m	

[More Time Off Transactions](#)

To Exit EA click **Exit** at the top right of screen.

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