

EMPLOYEE ACCESS INFORMATION

<https://skyweb.midlothian-isd.net/scripts/cgiip.exe/WService=wsFin/seplog01.w>

Employee Access will allow MISD employees to view general demographics, time off balances, and payroll information. Employee Access is a program that provides assignment information, employment/salary verification information, check estimation tools, time off status, and W-2 PDF files. Best of all, check advice notices are at each employee's fingertips.

Employee Access can be opened through the MISD website (<http://www.misd.gs>).

- Select the Staff Tab
- Select Skyward (Employee Access) from the Directory

(The web address for Employee Access is also provided in the heading of this memo.)

The initial login and password will be computer generated. On the first entry, employees will need to select "Forgot your Login/Password?" Follow the prompts and the system will e-mail the user name/password. If an employee does not have a district e-mail address, a personal e-mail address must be on file in order to utilize this tool. In the event that an employee does not have a district or personal e-mail account, a password can be assigned by Payroll personnel upon the employee's request.

(Hint: Generally, the user name is the first 5 letters of the last name, followed by the first 3 letters of the first name, followed by three digits which in most cases are 000.)

To view your Paycheck Information, follow these steps:

- Log In to Employee Access
- Select Employee Information
- Select Payroll-Check History
- Select the check date and Show Check button

To view your Annual Assignments and Pay Information, follow these steps:

- Log in to Employee Access
- Select Employee Information
- Select Personal Information
- Select Personnel
- Select Assignments
- Select Assignment Year
- View Details for each assignment by expanding each position (*click arrow next to each assignment*)

To view your Time Off status, follow these steps:

- Log in to Employee Access
- Select Employee Information
- Select Personal Information
- Select Time Off Status
- Expand each Time Off Code for detailed information (*click arrow next to each code*)

Note: Time off balances adhere to the payroll cut-off schedule and are not real time. It's important to factor in any recent leaves.

Employees can view most of their payroll and demographic information through Employee Access. This helpful tool is very user-friendly and easily accessible.

Smart Phone Users - A free mobile Skyward App is available through your smart phone applications. Skyward recommends using Find By Current Location/GPS to select Midlothian ISD when setting up the app.