Skyward Employee Access

What is it?

- 24/7 access to personnel information for employees

How do I log in?

- From the GISD webpage, click on "tools", then "Skyward Links", then "Skyward Employee Access" or "Skyward Finance"

- **Username**: last name, first initial of first name (example: doej)
- **Password**: gisd2016 (will need to be changed when first login)

What are some of the key features?

- Time off requests/approvals submitted via Skyward (no more paper forms!)
- Print your payroll voucher detail
- Print historical payroll information
- Print copies of W-2 forms
- Check estimator
- Request changes to demographic information (payroll department approves)
    - Direct Deposit
    - Address
    - Phone Numbers
    - Emergency Contacts (updated automatically)

Who do I contact if I have questions?

- Erin McCray, Payroll & Benefits Supervisor
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- Mary Lynn Ramirez, Payroll & Benefits Clerk
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