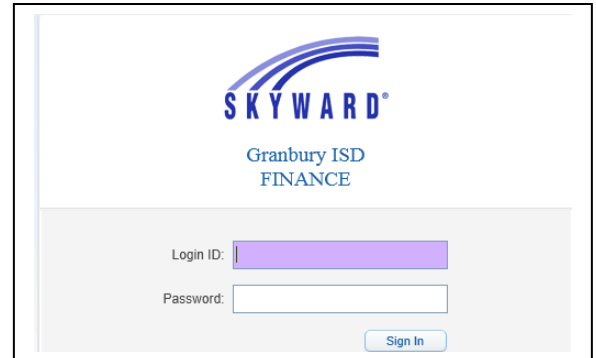


Getting Started with SKYWARD Employee Access (Payroll)

Employee Access is part of the SKYWARD system. This system allows you access to Personnel Data, Payroll Data, Time Off Data and other Employee Information.

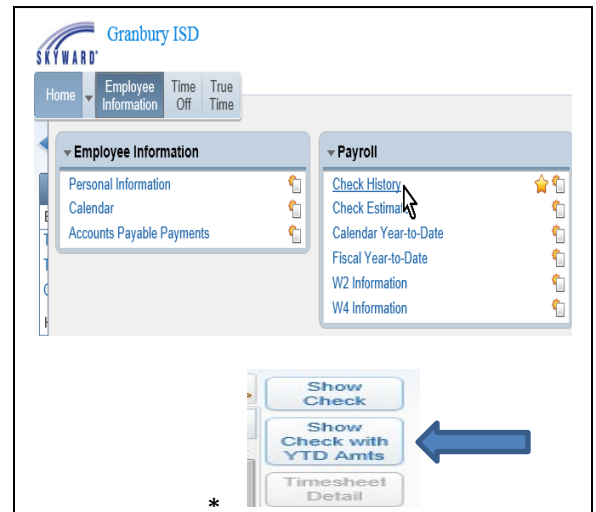
LOG IN:

- Go to www.granburyisd.org
- Select Employee Center
- Click SKYWARD Employee Access
- Enter a Login ID
- Enter a password



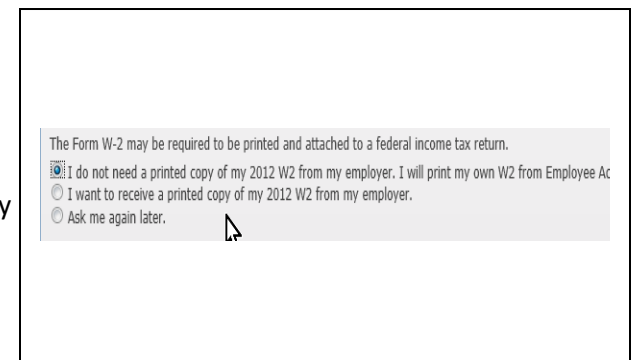
TO VIEW CHECK HISTORY:

- Select Employee Information
- Under Payroll Choose Check History
- Select the check date, then click the Show check button
- Continue with your own options
- * If you need Year to Date information printed On your check – select that button



TO ELECT W2 ELECTRONICALLY OR PAPER:

- Select Employee Information
- Under Payroll choose W2 Information to see your W2's
- Click the Options for Receiving my 2012 W2 Electronically Button
- Select your option

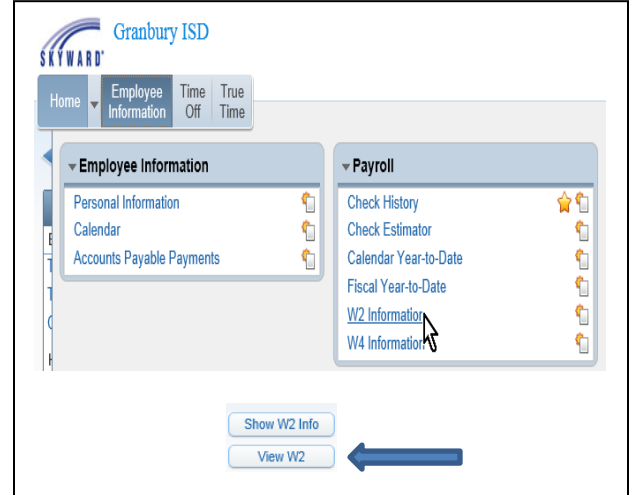


Getting Started with SKYWARD Employee Access (Payroll)

Employee Access is part of the SKYWARD system. This system allows you access to Personnel Data, Payroll Data, Time Off Data and other Employee Information.

TO VIEW W2 DATA:

- Select Employee Information
- Under Payroll choose W2 information
- Select the year then click the View W2 button
- Select your options (open, save, or cancel)
- If you want information on how your W2 was Processed please select Show W2 Info



TO VIEW SALARY AMOUNT(S):

- Select Employee Information
- Choose Personal Information
- From the menu on the left side of the Screen click assignments
- Click on the current year assignment and Expand to see your salary information.

