

Employee Access

<https://www2.nwrdc.wa-k12.net/scripts/cgiip.exe/WService=wshorels71/seplog01.w>



Employee Access is a feature of the district's new accounting system that gives employees access online to their payroll information via the internet

Features:

- * Instantly view pay check information up to three days prior to pay day
- * View all pay checks since Feb 28, 2011
- * View leave taken and balances
- * View W-4 status and exemptions
- * Access to W-2 information beginning February 2012
- * Simulate the effect changes to exemptions and other factors on your paycheck

Security:

- * Social security numbers are not viewable
- * Only first four numbers of bank account number visible
- * Password protected

Employee Access Logon Screen

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SKYWARD®

SHORELINE SCHOOL DISTRICT
Shoreline S.D. #412

Login ID:

Password:

[Forgot your Login/Password?](#)

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Login Area: All Areas

- All Areas
- Employee Access
- Family/Student Access
- Secured Access

Employee Access

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The screenshot shows the Employee Access web application interface. At the top right, it says "EMPLOYEE ACCESS™" next to a small profile picture and a red star icon. Below this is a "User Name:" field. The main area contains a grid of icons for various functions: "Employee Information", "Time Off", "General Information", "Calendar", "PAYroll", "Personal Information", "Check History", "Check Estimator", "Calendar YTD", "Fiscal YTD", "Direct Deposit Information", "W2 Information", and "W4 Information".

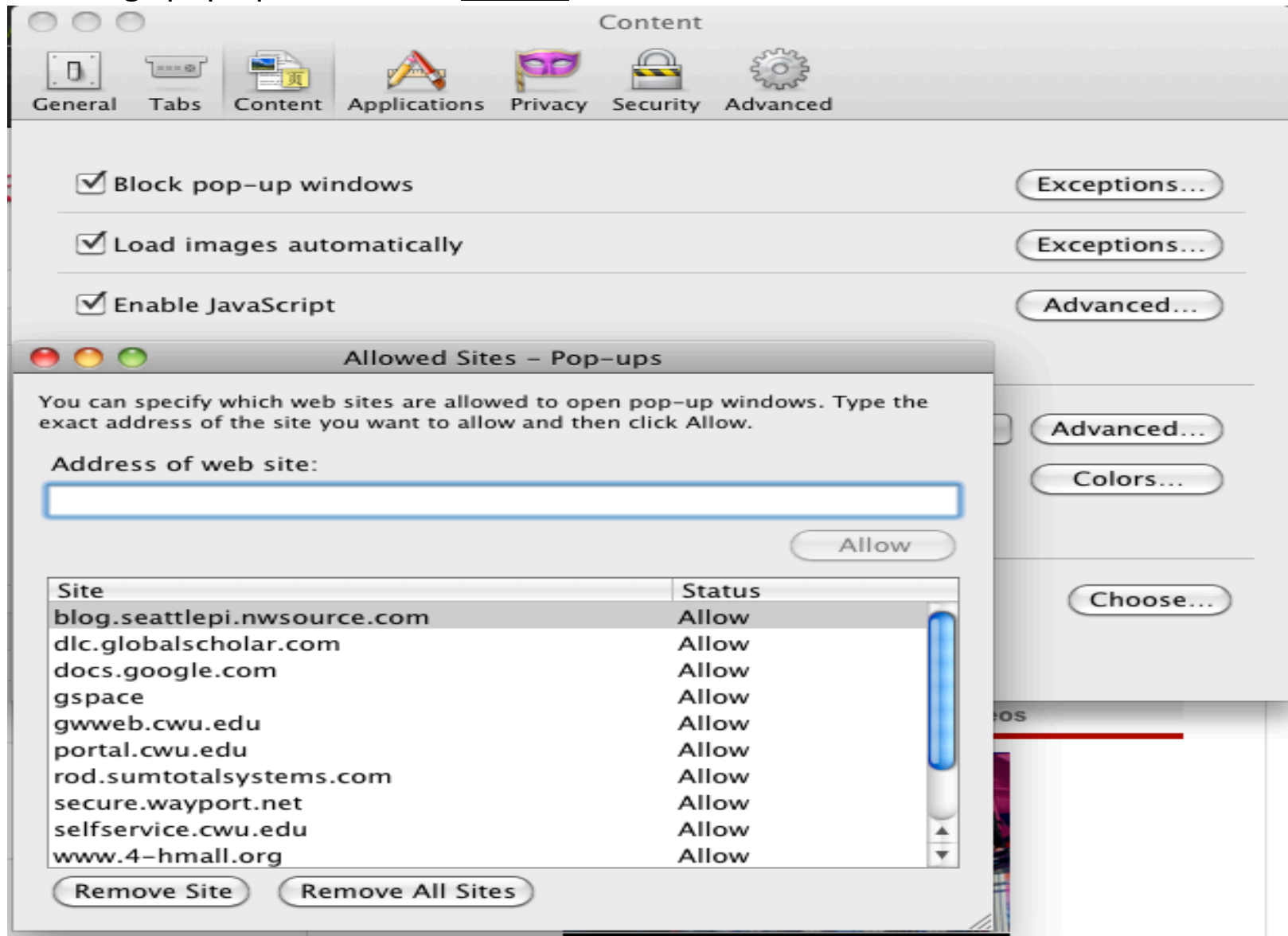
Callouts include:

- A green box labeled "Leave Balances Leave Used" with an arrow pointing to the "Time Off" icon.
- A red box labeled "Most data viewable here" with an arrow pointing to the "PAYroll" icon.
- A green box labeled "Change Password" with an arrow pointing to the "Employee Information" icon.

Employees can only view, not change, official payroll and personnel information in Employee Access.

WESPac/Skyward uses internet pop ups --

Disabling “pop up blocker” in **Firefox** = Firefox>Preferences>Content



Disabling “pop up blocker” in Safari

