

Employee Access

A module of the School Business Suite



Employee Access opens the doors to communication with your staff. Give them easy, online access to their own payroll, time off, W2, and check history information.

Complete. Intuitive. The most robust software for your school district.

If you work in a district - small, medium, or large - you need software that's easy to use and can cross reference data to get you the reports you need. Skyward software solutions are a marvel of simplicity. Our users say they're "imaginative", "intuitive", and "vastly superior to any product on the market."

Skyward software offers advanced capabilities to meet your district goals, create accurate state reports, and improve your district-wide efficiency. From monitoring student progress to analyzing spending, our solution ensures your goals are achieved and your satisfaction is met.

Employee Access

Request time off, print W2 information statements, and keep track of all your paychecks. Skyward's Employee Access gives all your employees access to their HR records from any computer with an internet connection.

Featuring an easy-to-use time off request system that your employees will be sure to love, Employee Access makes human resources easier than ever.

Best of all, it works seamlessly with your Skyward Financial software package.



Employee Access is an easy-to-use program that puts tons of important information online. Employees can print W2 information statements, estimate their checks, review flex benefit information, and much more.

Feature	Benefits
24/7/365 access to personnel information for employees	<ul style="list-style-type: none"> • Personnel information - position/assignment, step/lane history, certifications, and professional growth. • Check history • Direct deposit information • W2 information statements • W4 elections • Calendar and fiscal YTD payroll information • Accounts payable payments • District news calendar
Check estimator	<ul style="list-style-type: none"> • Employees can run their own “what if?” payroll scenarios. • Eliminates the need to interrupt the payroll department to calculate a test payroll for the employee.
Historical payroll reporting	<ul style="list-style-type: none"> • Employees can create their own reports for any period of time. • Decrease district expenses by not printing or mailing reports.
Request changes to demographic information	<ul style="list-style-type: none"> • At the district’s discretion, employees can update demographic information. Once changes are approved, they are automatically updated in the system, eliminating redundant data entry.
Time off requests/approvals	<ul style="list-style-type: none"> • Enter time off requests online, eliminating the paper shuffle in the HR department. • Parameters can be set to stop a request from being entered if the employee does not have time available. • Email notification is sent when time off request is approved or denied. • Supervisors can approve/deny time off from any location with an internet connection.
Web posting center	<ul style="list-style-type: none"> • Create a centralized location for important files by electronically attaching any Word, Excel, PowerPoint, or PDF file. • Web posting groups allow the district to customize the files specific employees have access to. • Email notifications alert employees when a new file is posted.
User-defined screens	<ul style="list-style-type: none"> • Allows districts to track and monitor information not found elsewhere in the system. • Generate screens to collect information on employees: <ul style="list-style-type: none"> - Collect emergency contact information. - Create survey’s to gather employee feedback. - Screens can contain any field the district needs.

“We love Employee Access here at Brainerd Public Schools. Since we implemented Employee Access in 2005, we have been able to go paperless for our payroll. We have 100% participation. This is such a time and money saver for us.”

Lisa Winterowd, IT Director
Brainerd ISD SD 181, Minnesota

To learn more, visit www.skyward.com, or contact your local office.

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