

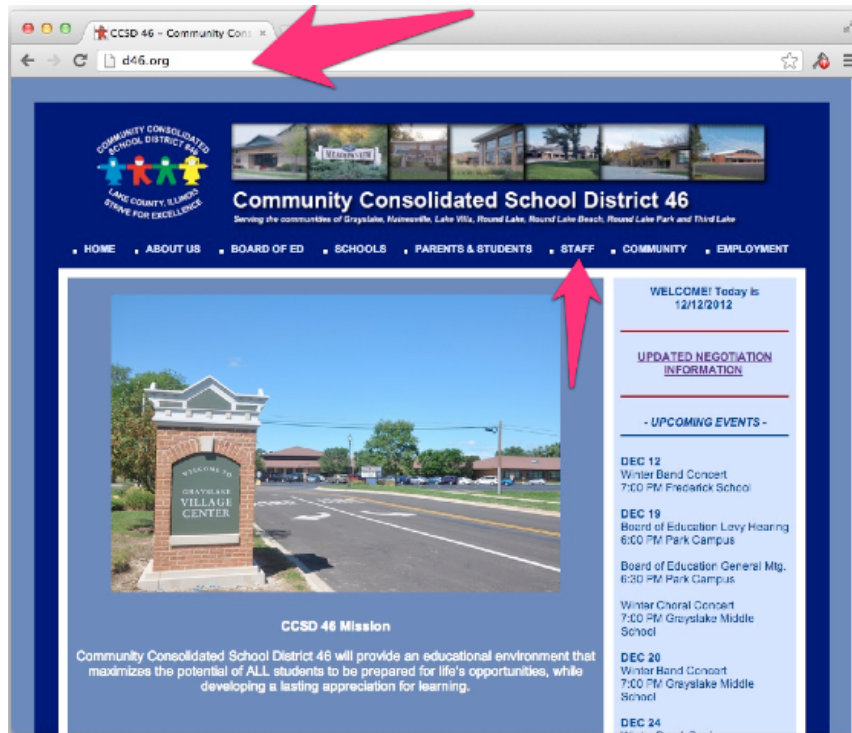
Community Consolidated School District 46

Skyward Employee Access

All pertinent information for each employee is kept up to date in Skyward, from addresses, phone numbers, time off, credit hours, degree information, to certification data. More importantly, you will find information about your earnings, individual checks, deductions and benefits data, year-to-date earnings, etc.

Accessing Skyward Website

Navigate to <http://www.d46.org> in Firefox, Safari or Google Chrome and select the Staff link.



- [Infinitec](#)
- [NWEA Reports](#)
- [Print Center](#)
 - [Print Center Digital Storefront - In District Only](#)
 - [Print Center Digital Storefront - Home Use Only](#)
 - [Training Video - Registering for Print Center Account](#)
 - [Training Video - Installing the Digital Storefront Driver](#)
 - [Training Video - Uploading Jobs](#)

Scroll down and select the Skyward link.

- [Schools](#)
- [SEAS \(support: 877-221-7327\)](#)
- [Skyward](#)
 - [Using Skyward Tutorial](#)
- [Staff Building Use Form \(pdf\)](#)
- [Staff Handbook 2012 \(pdf\)](#)

Accessing Skyward Website

Skyward is a way to review your pay stubs, contact information and vacation time. Jane Gorski manages Skyward accounts and can be reached at gorski.jane@d46.org.



The screenshot shows the Skyward login interface. At the top center is the Skyward logo, which consists of three blue curved lines above the word "SKYWARD" in a bold, blue, sans-serif font. Below the logo is the text "Community Consolidated SD 46" in a smaller blue font. The main login area is a light gray box containing the following elements: a "Login ID:" label followed by a purple-outlined text input field; a "Password:" label followed by a white text input field; a blue "Sign In" button; a blue link that says "Forgot your Login/Password?"; and a version number "05.12.06.00.08-10.2" in the bottom right corner. Below the login box is a "Login Area:" label followed by a dropdown menu showing "All Areas" with a downward arrow.

At the login screen, enter your Login ID as firstname period lastname (all small caps). i.e. john.doe

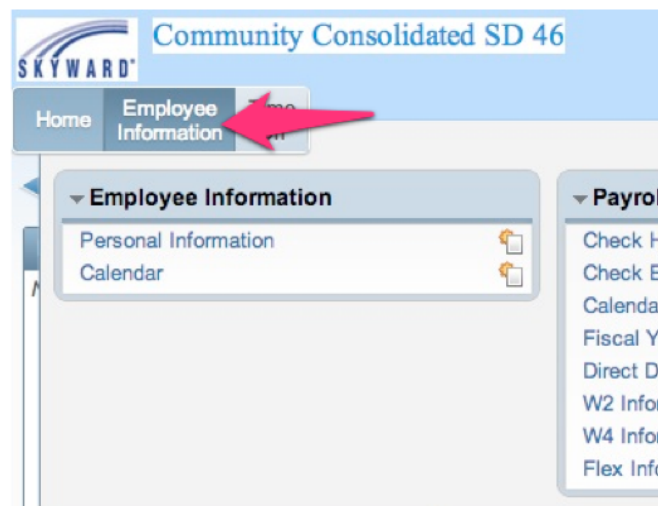
To get a password, you will need to click on the [Forgot your Login/Password](#) link under the Sign In button. Skyward will ask you to enter either your school Email address or User Name. The system will generate a reset password link and this will be sent to your school E-mail address. Once you receive your reset link , follow the instructions in choosing a new password.

Navigating Skyward Pages

Employee Information Tab: The Employee Information tab allows employees to review their general personal information. This includes: address/contact information, lane/step history, professional development, assignments and certifications.

The Employee Information tab also allows employees to review matters pertaining to payroll. This link is by far the most comprehensive. Here you will be able to see and print your Check History. You can use a calculator to see what your check would be if you increased or decreased State/Federal exemption information. You can see your Calendar Year to Date - which will include the previous years going back as far as 2009 (that's when we converted all of the information from our previous financial system). Fiscal Year to Date will again allow you to see historical earnings going back to the year 2009. Direct Deposit information will show what type of account you have pay going into (checking or savings) and the name of your Bank. W2 information is intended to explain how the amounts on your W2 form are calculated. And finally, W4 information will identify whether you are filing single or married and the number of exemptions that you have requested.

The Employee Information tab also allows employees to review matters pertaining to payroll. Using the check history link, employees will be able to see and print their check history on an as needed basis. Employees wishing to calculate net income per check based on increasing and decreasing exemptions can use the check estimator.



Navigating Skyward Pages

The Time Off tab gives employees access to their time off records. This feature breaks down an employee's time off by each category. The amounts shown in each column are aggregates of all time off allocated, used, remaining and available throughout an individual's employment at the District. Click on the arrow to the left of an individual time off code to see detailed descriptions.

Be aware, time off records are updated based on attendance cutoff dates for payroll. There is generally a two week lag between the last updated record and the present day. Employees are responsible for tracking their own time off between the cutoff date and the current date.

