

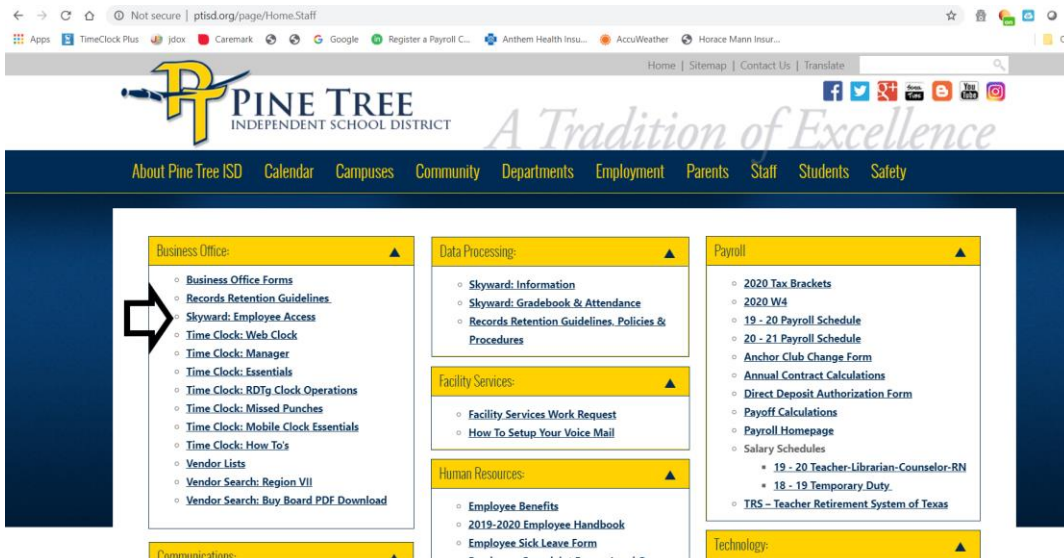
Skyward Employee Access (Payroll)

Instructions for Employees Only

Employee Access allows employees to review their personal, payroll, and contract information.

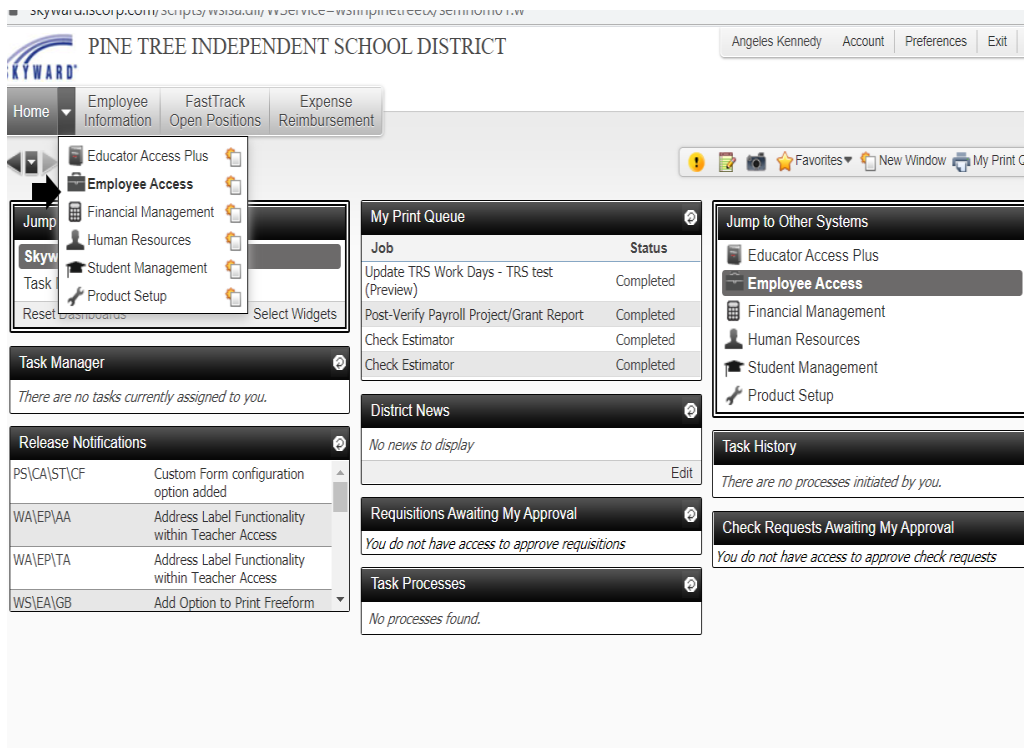
To Login to Employee Access

- Go to www.ptisd.org
-
- Select **Staff**
-
- Click **Skyward Employee Access**



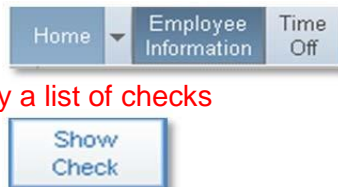
Enter in your Login and Password Provided by HR.

If your screen is not on Employee Access, click on the down arrow beside the “Home” button and select “Employee Access.



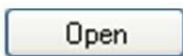
To View Check History

- Select **Employee Information**
- Choose **Payroll**
- Select **Check History** to display a list of checks
- Select the check date
- Click the **Show Check** button
- Select printing options
- Click



To View W2 Data

- Select **Employee Information**
- Choose **Payroll**
- Select **W2 Information** to view your W2's
- Select the year, then click the **View W2** button



to view your W2

