



# SKYWARD EMPLOYEE ACCESS

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## WELCOME TO SKYWARD

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### PURPOSE

Skyward is an online financial and human resources management system that provides New Trier employees with easy access to financial and employee information from any networked computer at school or home. The new Skyward Employee Access feature allows you to view and change personal information residing in our human resources data base. You will be able to view and change your phone number, address, and emergency contact information. You will have access to your direct deposit information, time-off balances, and an interactive check estimator tool.

## LOG IN TO SKYWARD

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Please use any browser when accessing Skyward.

- All New Trier staff members have a Skyward account.
- Please click the Skyward link in the direct deposit notification email that you receive from the Business Office, or the link below.

<https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinnewtriertwpil/seplog01>

- Enter your **New Trier Username** and **Password** and then click the **Sign In** button.
- The **Dashboard** window will open.
- If you get a Pop-up Blocker message, you will need to disable the blocker.



- The pop-up blocker icon shows an “X” in the address bar.

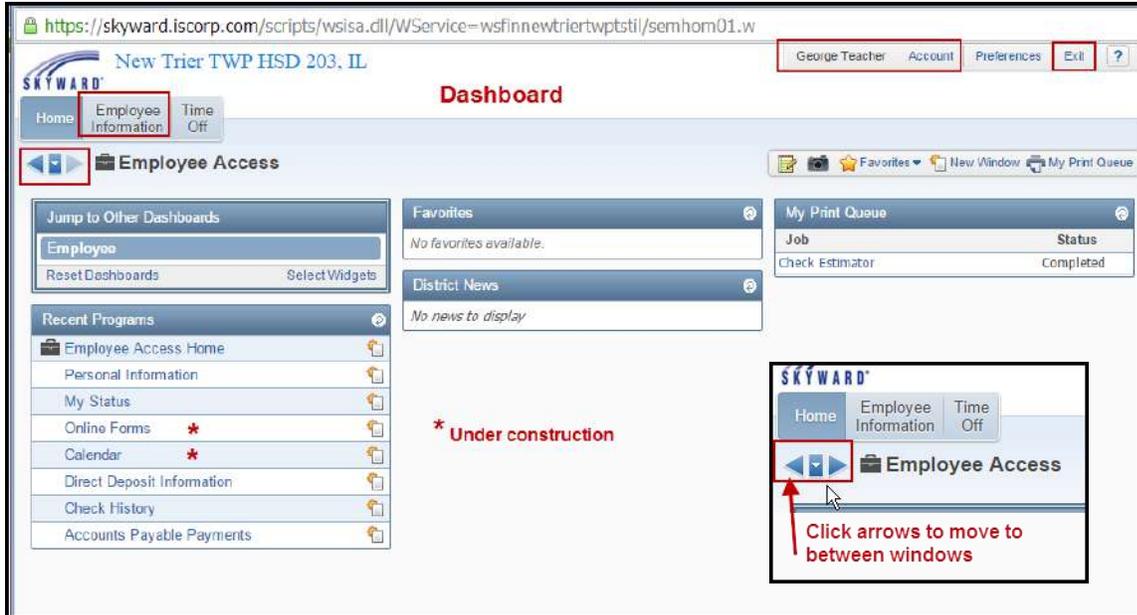


- Click the icon and select “**Always allow pop-ups from skyward.iscorp.com**”



## NAVIGATE SKYWARD

The Dashboard provides an entry point for the Skyward program.



- Click the **Employee Information** tab to expand the menu options.
- Click the arrows on the upper left to move between open windows.
- Click the links to move to a specific topic.
- Click the **Exit** button to leave the program.



## VIEW EMPLOYEE INFORMATION

### PERSONAL INFORMATION

View and Edit your Information if needed

- Under **Personnel**, click the **Personnel Info** link.
- This brings up **Employee Info** telephone information.
- Click the **Request Changes** button to edit your personal phone numbers. You cannot modify the work phone number.

The screenshot displays the 'Personal Information' page for George Teacher. The page is titled 'Personal Information' and includes a navigation menu on the left. The navigation menu has the following items: Demographic, Employee Info, Address, Personnel (with sub-items: Personnel Info, Lane/Step History, Prof Development, Assignments, Certifications), Payroll (with sub-items: Checks, Check Estimator, Calendar YTD, Fiscal YTD, History Report, Direct Deposit, W4 Information), Time Off Status, AP Payments, and Emergency Contacts. The main content area is titled 'Employee Info' and includes a 'View History' button, a 'Request Changes' button, and a form for 'Employee Information'. The form includes fields for Name, Phone (with a red text prompt 'Edit personal phone numbers here.'), and Race and Ethnicity. The phone field shows three phone numbers: Phone 1: (847) 949-6594 Ext: - Primary, Phone 2: (847) 111-2222 Ext: - Secondary, and Phone 3: (847) 784-2211 Ext: - Work. The email field shows teacherg@newtrier.k12.il.us. A red arrow points to the 'Emergency Contacts' link in the navigation menu with the label 'Navigation menu'.

**PAYROLL**

- Click the **Checks** link under **Payroll**.
- You can view the current paycheck or select a detailed report with year to date amounts.
- You can print a copy of your paycheck.

Employee: TEACHER GEORGE

Views: Check Date Seq - Check Detail Information

Filters: \*Skyward Default

Check Date	Check Number	Gross Wages	Net Amount	Check Type
01/15/2015	900000032	4,508.63	2,979.85	R

1 records displayed

Check Number 900000032

Check Information for GEORGE TEACHER

**Employer Information**

Name: NEW TRIER TOWNSHIP HIGH SCHOOL DISTRICT 203  
Address: 7 HAPP RD  
NORTHFIELD, IL 60093

**Employee Information**

Name: GEORGE TEACHER  
Address: 111 TEACHER STREET  
NORTHFIELD, IL 60091

**Check Detail Information**

Check Date: 01/15/2015    Gross Wages: 4,508.63  
Check Number: 900000032    Net Amount: 2,979.85  
Check Type: Regular

**Detailed View of Check**

**Taxable Wage Information**

	Federal	State	FICA	Medicare
Gross Wages:	4,508.63	4,508.63	4,508.63	4,508.63
Minus Deductions that Decrease Tax:	921.17	921.17	231.37	231.37
Plus Taxable Benefits:	2.25		2.25	2.25
<b>Taxable Gross Wages:</b>	<b>3,589.71</b>	<b>3,587.46</b>		<b>4,279.51</b>

**Pays**

Description	Rate	Factor	Hours	Amount	Hours Worked	Period End
SALARY	4,508.63		1.00	4,508.63		01/15/2015

**Deductions — Employee**

Description	Amount	Fed	St	F/M
403 B FIDELITY	220.00	Y	Y	
DENTAL FM	31.78	Y	Y	Y
ED ASSN FT	40.38			
FED INCOME TAX	371.27			
IL STATE TAX	124.45			
MD/DTL RMB	62.50	Y	Y	Y
MEDICARE	62.05			
NIHIP350 F	137.09	Y	Y	Y
OPT DP	1.25			
OPT EE	4.20			
OPT SP	4.00			
THIS	46.99	Y	Y	
TRS	423.81	Y	Y	
<b>Total:</b>	<b>1,526.78</b>			

**Benefits — New Trier contributions**

Description	Amount	Fed	St	F/M
ED LIFE	0.04			
DENTAL FM	21.18			
LIFE 50K	2.25	Y		Y
LTD BD				
MEDICARE	62.05			
NIHIP350 F	776.83			
THIS	34.27			
TRS BRD PD	26.15			
<b>Total:</b>	<b>922.77</b>			

**TIME OFF STATUS**

- Click the **Time Off Status** link.
- Review the information in your **Sick Leave** and **Personal** days (and vacation days, if applicable) to make sure they are accurate.

The screenshot shows the Skyward Employee Access interface for George Teacher. The main content area displays the 'Time Off Status' for 'TEACHER GEORGE'. A red arrow points to the 'Sick Leave' row in the table. The table has the following data:

Time Off Code	Prior Year Remaining	Allocated	Used	Remaining	Approved	Waiting	Available	Unpaid
PERSONAL		2 Days		2 Days			2 Days	
Sick Leave		186.2 Days	6.7 Days	179.5 Days			179.5 Days	

A red text overlay in the center of the main content area reads: **\* Under construction**. The left navigation menu has 'Time Off Status' highlighted with a red box. The bottom of the interface shows '2 records displayed' and a 'Time Off Code' search field.

## CHECK ESTIMATOR

- Click the **Check Estimator** link.
- The Check Estimator shows how changes in tax deduction and other deductions will affect your paycheck.
- *Altering this information will only affect your estimated check and not your actual paycheck or W4.*
- Please complete the W4 form on the Business Services Trevianet page to update W4 withholdings.

Employee: TEACHER GEORGE

**Check Estimator**

Check Estimator: Select Pays, Adjust Rates, and Factors for GEORGE TEACHER

\*\*\* Altering this information will only affect your estimated check. \*\*\*  
 \*\*\* It will not affect your actual check or W4 Information \*\*\*

**Tax Information**

\* Tax State:  \* Federal Exemptions:   
 \* Federal Marital Status:  \* State Exemptions:   
 \* State Marital Status:  \* State Additional:

**System Maximums**

Ignore Pay Maximums \* These options do not affect deductions and benefits linked to tables, i.e. FICA, Medicare  
 Ignore Deduction Maximums  
 Ignore Benefit Maximums

**Process Options**

Print Employer/Employee Information  
 Print Employee Social Security Number

**Select Pays**

Select	Pay Description	Rate	Factor/Hours
<input type="checkbox"/>	ACTIVITY	\$ 1902.00	<input type="text" value="1"/>
<input type="checkbox"/>	ACTIVITY	\$ 610.00	<input type="text" value="1"/>
<input checked="" type="checkbox"/>	SALARY	\$ 4508.63	<input type="text" value="1"/>
<input type="checkbox"/>	SUM SCHOOL	\$ 345.71	<input type="text" value="1"/>

Continue Check Estimator Process

**DOCUMENTS**

DOCUMENTS Trevianet

- 403b Information
- Business Instructions
- Food Services
- Forms
- Payroll Forms
  - 403 b Payroll Reduction Authorization TSA
  - 403 b ROTH Payroll Reduction Authorization TSA
  - 457 b Payroll Reduction Authorization TSA
  - Direct Deposit Payroll Sign-up
  - Federal Form W-4**
  - IL-W-4 Employees IL Withholding Allowance Cer

If you need assistance accessing the website or have a problem with your password, please contact the Help Desk at x2399.

Please contact Kim McDermott at x2245 for questions regarding Employee Access.