

SKYWARD® Employee Access – View & Print Online Paystub

LOGGING into SKYWARD Web

Instructions to logging into SKYWARD Web from [Leon County Website](#) are as follows:

Option #1: Hover over “Employees” tab then scroll down and click on “SKYWARD Login”, or

Option #2: Click on “Employees” tab, then scroll down under Quick Links and click on “SKYWARD Web, Employee Access, and Subs Login”.



1. You are then presented with a SKYWARD Login prompt.

NOTE: The Skyward Login ID is the same as your LCS Network ID and Password.

If you require assistance logging in please contact the TIS Help Desk, (850) 487-7524 or your local Techcon.

2. Once you have logged on, you will be presented with either the “Employee Access” screen or, if you have access to more than one SKYWARD Systems, “Employee Access” will be listed in the top right menu box called “Jump to Other Systems”. If so, click on “Employee Access” from here.

EMPLOYEE ACCESS – View and Print Online Check(s)

From Employee Access, the Main Screen will open displaying modules that you have access to.

To view and print online Pay Check(s):

1. Click on “Employee Information” then “Personal Information”.
2. Click on “Payroll”, “Checks”, highlight & double click number or click “Show Check”.



▼ Payroll	Check Date ▼	Check Number	Gross Wages	Net Amount	C T	Show Check
Checks	▶ 02/28/2014	900137626	3,894.78	2,318.36	R	

3. Click “Print” will send your check to “My Print Queue”. From there you can print locally.

