

Employee Access

We are pleased to announce an important enhancement to the Skyward HR/Payroll system that will allow you to view your personal and payroll information. The enhancement is called Employee Access (EA).

Effective July 1, 2014 the District is going to Electronic Pay Stubs. EA will allow employees to view and print their own pay stubs. To prepare the District for this change, implementation will occur in three phases.

Phase I:	July 1, 2014 all District Offices except for Transportation, Food Services and Substitutes.
Phase II:	September 1, 2014 Entire District excluding Substitutes.
Phase III:	October 1, 2014 Substitute Teachers.

All of this information is located conveniently online, right at your fingertips and available through our secure web site 24 hours a day, 7 days a week!



Please be assured your personal information is **secure** and can only be accessed through your personal Userid and Password.

When using Employee Access, you'll easily be able to:

Employee Access

WEB-BASED,
24/7 ACCESS,
VIEW & PRINT

PAYSTUBS AND W2'S ONLINE

Provides Employees online access to personal information, check stubs, time off accruals and more...



- View your personal information
- View your payroll information
- View your benefits information
- View Leave Balances
- View Direct Deposit Information
- View Tax (W2 and W4) Info
- Run Check Estimator



From the Leon County Schools website: Click Employees => Skyward



You will be able to perform these tasks quickly, without complicated forms or additional assistance. Every active employee is **automatically enrolled** in Employee Access.

To get started with Employee Access, view the Employee Access Portal Tutorial video here ([.MP4](#) or [.WMV](#) if one version doesn't play choose the other format) which will show you how to logon to the SKYWARD portal or view the attached word document which explains some basic features of the portal as well.



Any questions should be directed to the TIS HELPDESK at 487-7524 or email questions to helpdesk@leonschools.net.

From LCS Website (www.leon.k12.fl.us), click on "Employees" tab then select "SKYWARD WEB" to logon.