

Lake Geneva Schools

How to Use Skyward



Employee Access

To Access Skyward:

- ✚ Go to Lake Geneva Schools Website www.badger.k12.wi.us
- ✚ **Select the Staff tab and click on Employee Resources**
- ✚ **Select your Skyward school district**
- ✚ Type in your login/password
- ✚ The first time you sign in, you will have to reset your password to one of your choosing
- ✚ Click on the Employee Information or Time Off tab on the upper left

Employee Information

(Tab on upper left next to home tab)

Personal Information

✚ **Demographic**

Address, spouse, phone numbers and e-mail address (notify Personnel of any information changes)

✚ **Personnel**

○ **Personnel Info**

Hire Date, Start Date and Building Info

○ **Prof Development**

Degrees and Classes taken (attachments will show classes prior to Skyward)

○ **Certifications**

DPI certification & expiration date(s)

✚ **Payroll**

○ **Checks**

View and print each payroll check (highlight the specific pay date row, click Show Check Button to the right)

○ **Check Estimator**

Change amounts to see the impact on your net pay (ex. - modify your tax withholding to see the effect on your tax home pay). These changes will not be saved, you must contact Payroll/Personnel to make changes permanent.

- **Calendar YTD**
Pay January – present
- **Fiscal YTD**
Pay July - present
- **Direct Deposit**
Bank information
- **W2 Information**
Ability to print out previous W2's
- **W4 Information**
List withholding information

 **Time Off** (can also be obtained from the Time Off tab on the home screen)

Click on My Status and then click on type of time off to view that category (shows current year information). Any blue underline may be clicked on for detailed information.

- **Sick leave**
- **Personal**
- **Vacation**
- **Not on stub**
 - emergency
 - professional time

 **AP Payments**

Shows all accounts payable checks and direct deposits issued (claims for reimbursement payments such as credits, mileage, travel expense, etc.)

- Click on Show Check to view information regarding that payment
- An e-mail will be sent prior to any AP direct deposit

 **Sub Transactions**

Lists all sub assignments & pay for that assignment

NOTE: Employee access is a view only program at this time. Check Estimator and other changes must be reported to Personnel/Payroll. This covers the basics of Employee Access, feel free to explore and see all it has to offer. Solid triangles can be clicked to expand or sort information.

