



Independent School District 719
District Services Center
4540 Tower St SE
Prior Lake, MN 55372
Phone: 952.226.0000 Fax: 952.226.0049

Skyward Employee Access is the School District's paperless electronic system which provides your personal payroll information at your fingertips. You will have immediate access to view a calendar of scheduled pay dates, your current pay detail, past check history, year-to-date earnings, current tax status (W-4), and W-2 information. If eligible, it will provide you with an electronic way to view paid sick leave, family illness/bereavement leave, and personal leave.

What does this mean for employees?

- Skyward Employee Access will be the District's official means of providing all employees with their pay detail.
- All District 719 Employees are required use to Direct Deposit.
- Advice of Deposits are not printed for employees.
- If an employee has not provided the required information to switch to Direct Deposit, or if an emergency situation should arise involving the employees bank account, exceptions may be granted and a check provided. The employee shall personally pick up their check at the District Service Center on payday between 7:30 am & 3:30 pm. Proper ID will be required.

Important Information Required:

To obtain your login and password for Skyward Employee Access, please contact:

Sandy Moore
Technology Department
952-226-0060

Login: _____ **Password:** _____

Notifications of direct deposit will be sent to your district email address (provided by Tech Dept).

On-call and seasonal employees shall receive notification at your personal email address:

Please provide email address for Skyward Employee Access notification:

_____.

Please provide Sandy Moore, Technology, with this email address or contact the Payroll Department at:

Rachel Hockford (952-226-0046) rhockford@priorlake-savage.k12.mn.us

Kris Gerold (952-226-0044) kgerold@priorlake-savage.k12.mn.us

Skyward Employee Access

Connect to www.priorlake-savage.k12.mn.us

1. Select Staff Resource button at top and log in
2. Select Skyward option on right side of screen
3. Sign into Skyward using your assigned user name and password provided by the Technology Department.
4. Select Skyward Employee Access tab at the top of the screen

Employee Information Button

Employee Information Tab:

Personal Button: Contains your personal profile information including your assignment and step/lane history.

Calendar Button: Provides scheduled pay dates and monthly summary of your time off history

Payroll Tab:

Check History Button (Please Note - First time users will need to set preferences by using the following steps)

1. Click on "apply filter" to see checks
2. Click on "Preferences at the top of the page
3. Select "Do Not Automatically Display Browse Filter"
4. Click Save

The check history tab provides your payment history and check detail. Simply click on the check number desired to view detail of that payment type as well as deductions and benefits associated with that pay.

To print your check detail, select the print option in the upper right corner of the screen.

Check Estimator Button allows you to see how changes affect your pay

Calendar YTD Button provides January to December totals

Fiscal YTD Button provides July 1 to June 30 totals

Direct Deposit Information Button indicates which bank you have elected for your deposit

W-2 Information Button provides W-2 tax statement for each year worked, Click on the year to see detail

W-4 Information Button provides your current tax exemption status

Flex Information Button provides your flex elections if are enrolled in the program

Time Off Button:

Provides time off balances, detailed history of all past usage and the ability to request additional time off electronically.

Please note: The time off system reflects the current and the next school year. When entering a time off request, please verify that the dates are entered with the correct date and year.

You will receive your Skyward Employee Access login and password from the Technology Department, Sandy Moore, 952-226-0060.