



Skyward Employee Access Instructions

Employee Access is a feature in Skyward, our financial system, which allow employees to view pay stubs and personnel information. This also includes information about an employee's position along with annual and monthly salary amounts.

- Go to <https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinbristoltrn/seplog01.w>, or
- Go to www.btcs.org, then highlight Resources, click on Links, click on Skyward. This will take you to the Skyward login page. You can create a shortcut to your desktop or add to your "Favorites" list.
- Login using your username and password (case sensitive). Angie Luster in Human Resources will email this to you.
- Anytime you want to go back to the homepage, either click on the "Back" icon at the upper right or on the "Home" tab in the upper left.

PERSONAL INFORMATION	
Emergency Contacts	Please enter emergency contact information.
Personnel Information	
General	Contains name, address, e-mail address and hire date.
Assignments & Salary	Click on Details to see information about position, assignment, salary and payroll.
Step / Lane Information	Provides information about step and lane placement info on salary schedule.
Report Options	Provides ability to run reports for payroll information by calendar or fiscal year.
Request Changes	Report a change in address, phone number, etc.

PAYROLL INFORMATION	
Check History	This information is specific to employee payroll records. Apply filter to view a specific number of checks. Pay information can be viewed or printed by clicking on the "show check" or "show check with YTD amounts" icon on the right.
Check Estimator	Allows employees to test the impact of changes to payroll information to determine if changes should be requested. Altering this information will only affect estimated check and will NOT affect actual check or W-4. <i>All changes still need to be made on the proper forms to the payroll department.</i>
Calendar YTD	Displays the employee's calendar year-to-date payroll totals.
Fiscal YTD	Displays the employee's fiscal year-to-date payroll totals.
Direct Deposit	Displays the employee's current direct deposit information.
W-2 Information	Employees can view W-2 information. Employees may print additional W-2s if needed for any year beginning 2009.
W-4 Information	Displays employee's W-4 information on file with payroll. This is an information-only screen. <i>All W-4 changes will need to be made through the payroll department.</i>

MISCELLANEOUS INFORMATION	
Calendar	Provides information about payroll dates, staff work days, holidays, etc. Under Calendar Options, you can choose to show BTCS calendar events and your leave requests. You can also print the calendar.
Time Off	Provides information related to time off including annual allocation and days taken as used. Types of leave: sick, personal, vacation (if applicable), not on stub – assignment out of the building, professional, jury duty, civic, bereavement, and time off without pay.