

Skyward Employee Access Quick Start Guide

Skyward Employee Access is your portal into your personal and paycheck information. From this portal you will be able to access real-time information including your personal demographic and payroll information.

You can access Skyward Employee Access using the following URL:

<https://skywardapp.naperville203.org/Business>

To log into Skyward Employee Access use your district assigned network **Username** and **Password**. This is the same username and password you use to log into your District 203 laptop/PC or email. Click **Sign In** > once you have entered your Username and Password. If you have problems with your username and password, please open a [helpdesk ticket](#) or contact your building Computer Support Associate.



Naperville 203
Community Unit School District

Naperville Community Unit School District 203

Username

Password

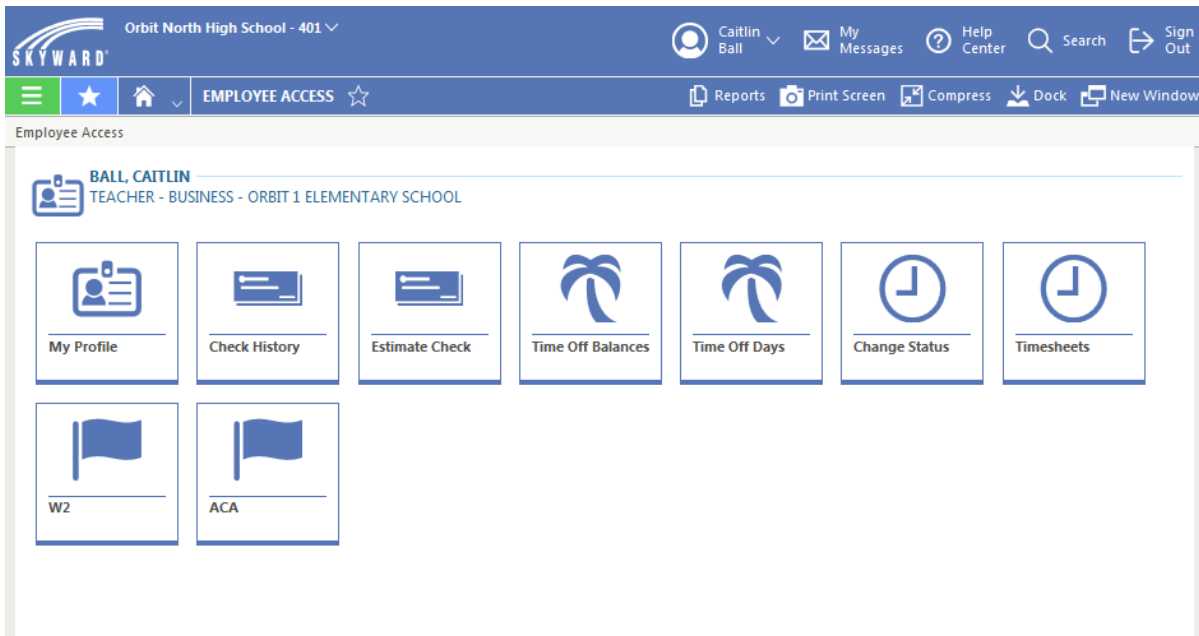
Sign In >

[Forgot your Username or Password?](#)

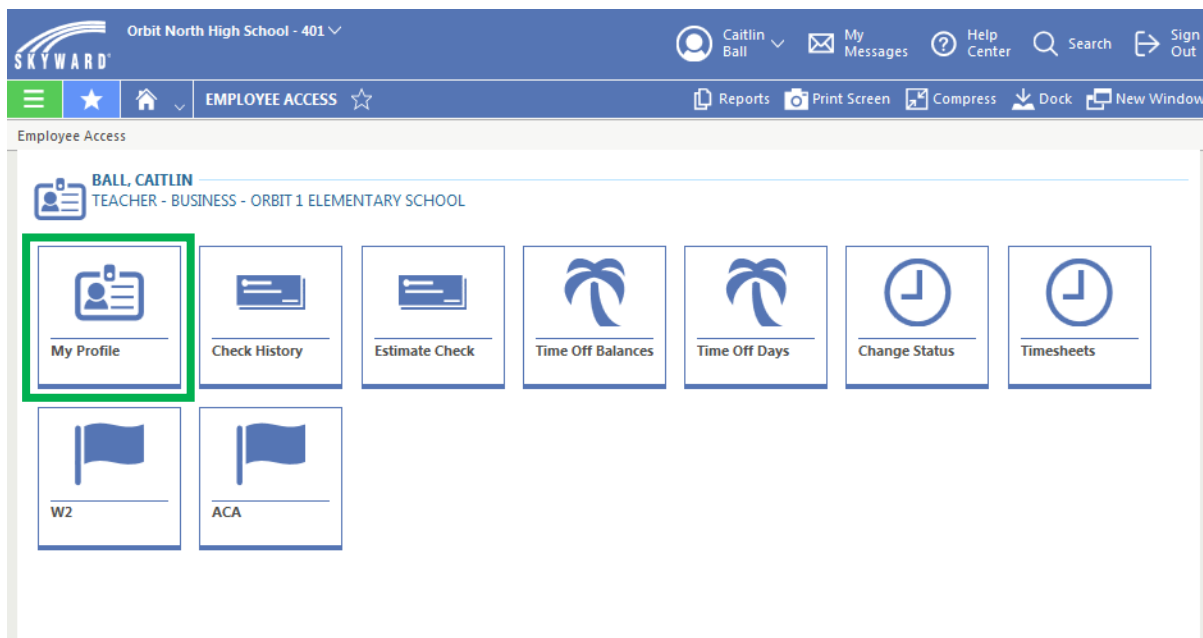
SKYWARD[®]

Version: 1.85.3.3337

After successfully logging in, you will see your Name, Position/Assignment/Building, and different icons to access your personal information. **NOTE: the images below are examples and may not represent exactly what information and icons you will see.**



To see your Personal Information, navigate to **My Profile**.



Within **My Profile**, you are able to see your Name, **Employee Information**, **Assignment Information** and **Emergency Contacts**. Navigate back to the main screen by using the back arrow in your browser.

The screenshot shows the SKYWARD web application interface. At the top, the header includes the SKYWARD logo, the user name 'Caitlin Ball', and navigation icons for Messages, Help Center, Search, and Sign Out. Below the header is a navigation bar with a home icon and the text 'EMPLOYEE PROFILE'. The main content area is titled 'Employee Profile' and features a blue icon of a person with a clipboard. To the right of the icon, the 'EMPLOYEE INFORMATION' section lists: Name Caitlin Ball, Address 100 American-Elm Avenue Orbit City, MN 12349, and Employee Number 105449. Below this, the 'ASSIGNMENT INFORMATION' section is displayed in a grey box, listing: Position Teacher, Assignment Business, Building Orbit 1 Elementary School, Start Date 09/01/2016, End Date 05/31/2017, and Amount 53990.50.

Orbit City District North
2016-2017

Caitlin Ball
My Messages
Help Center
Search
Sign Out

EMPLOYEE PROFILE
Reports
Print Screen
Compress
Dock
New Window

Employee Profile

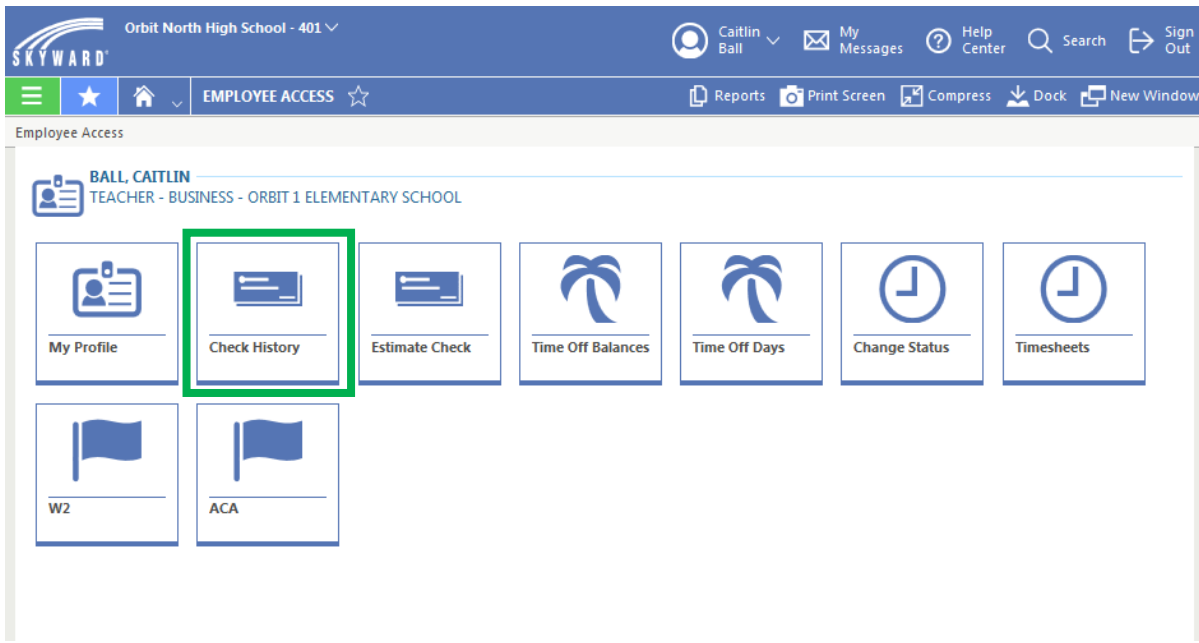
BALL, CAITLIN

EMPLOYEE INFORMATION
Name Caitlin Ball
Address 100 American-Elm Avenue Orbit City, MN 12349
Employee Number 105449

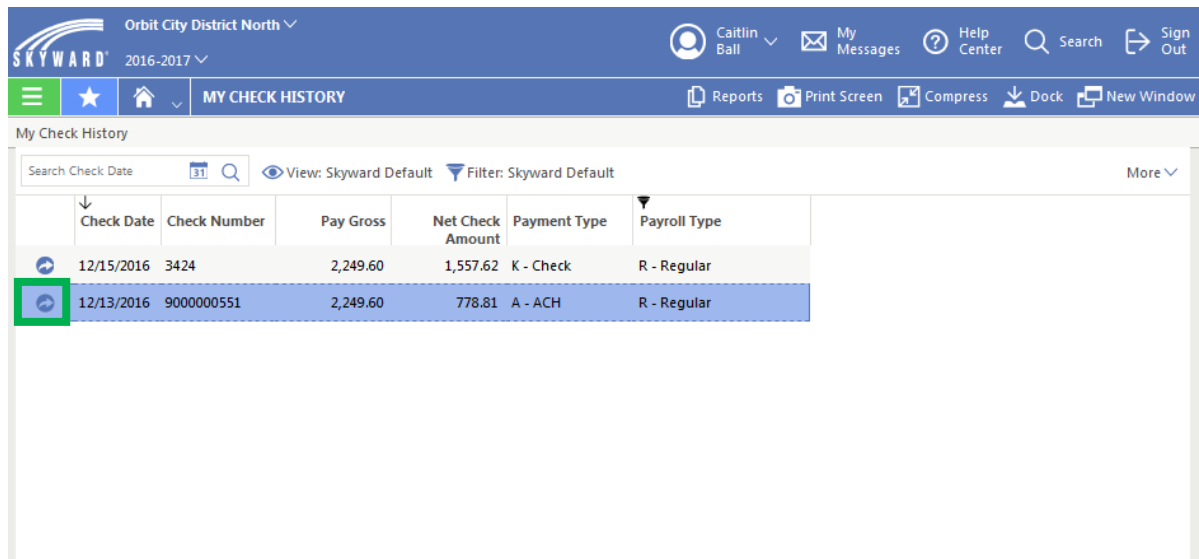
ASSIGNMENT INFORMATION

Position Teacher
Assignment Business
Building Orbit 1 Elementary School
Start Date 09/01/2016
End Date 05/31/2017
Amount 53990.50


To see your Payroll Check History, navigate to **Check History**.



Within the Check History, you will see each of your Payroll Checks, with their **Check Date**, **Check Number**, **Pay Gross**, **Net Check Amount**, **Payment Type**, and **Payroll Type**. To view more details on a check, click the **Open icon** to the left of the check.



Within the Check Transaction Details, you are able to view the **Pay Transactions**, **Deduction Transactions**, and **Benefit Transactions** for the check.


Orbit City District North

Caitlin Ball
My Messages
Help Center
Search
Sign Out

PAYROLL : CHECK TRANSACTION DETAILS EMPLOYEE ACCESS

Reports
Print Screen
Compress
Dock
New Window

My Check History > Check Transaction Details Employee Access

Check Number 9000000551	Check Date 12/13/2016	Payment Type A - ACH	Pay Gross 2,249.60	Net Check Amount 778.81	Social Security Gross 2,178.01	Medicare Gross 2,178.01	Federal Gross 2,178.01	State Gross 2,178.01
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PAY TRANSACTIONS

View: Skyward Default
Filter: Skyward Default
More

Position Code Identifier	Pay Type Code	Rate	Factor	Pay Gross	Times to Apply	Net Pay
Teacher - Business - 101	Contract	2,249.6000	1.0000	2,249.60	1	778.81

DEDUCTION TRANSACTIONS

Skyward Default
Skyward Default
More

Check Stub	Calculated Amount	Calculation Type	Value	Base Amount
DD AC...	778.81	P - Percent	50.0000	1,557.62
Dental	0.00	A - Amount	0.0000	2,249.60
Federal...	344.87	C - Calculated	0.0000	2,178.01
FICA	135.04	C - Calculated	0.0000	2,178.01
Long Te...	0.00	A - Amount	0.0000	2,249.60
Medical...	71.59	A - Amount	71.5900	2,249.60
MEDIC...	31.58	C - Calculated	0.0000	2,178.01

BENEFIT TRANSACTIONS

Skyward Default
Skyward Default
More

Check Stub	Calculated Amount	Calculation Type	Value	Base Amount
Dental I...	11.34	A - Amount	11.3400	2,249.60
FICA	135.04	C - Calculated	0.0000	2,178.01
Medical...	368.44	A - Amount	368.4400	2,249.60
Medicare	31.58	C - Calculated	0.0000	2,178.01
TRA	112.48	P - Percent	5.0000	2,249.60