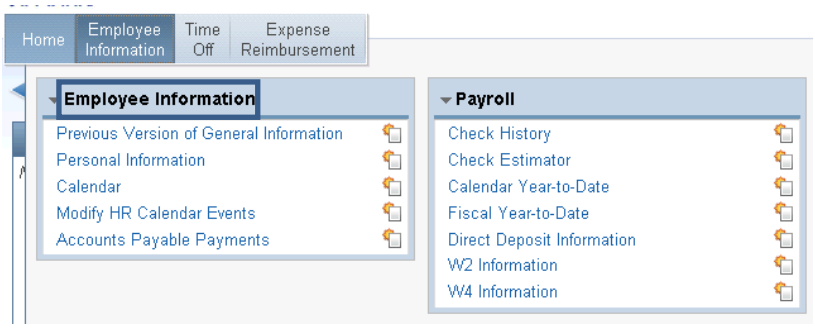
Skyward Employee Access Information

1. **Login**
   - Go to following web address: https://www2.nerdc.wa-k12.net/scripts/cgiip.exe/WService=wninemis71/seplog01.w

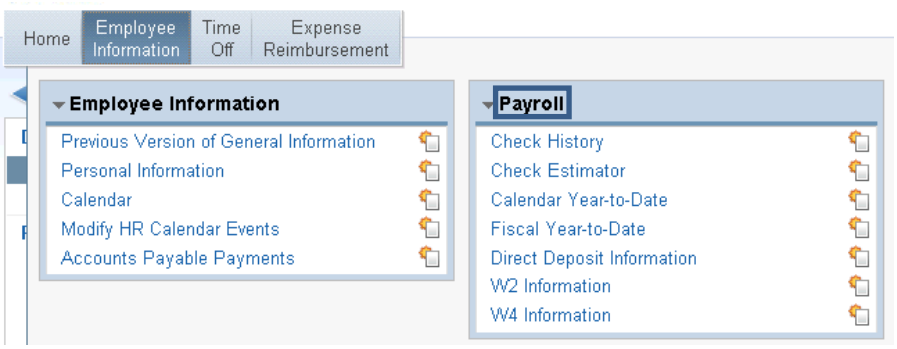
Employee Information

The available applications under the **Employee Information** tab will display a new window. Each of the application buttons contains different information.

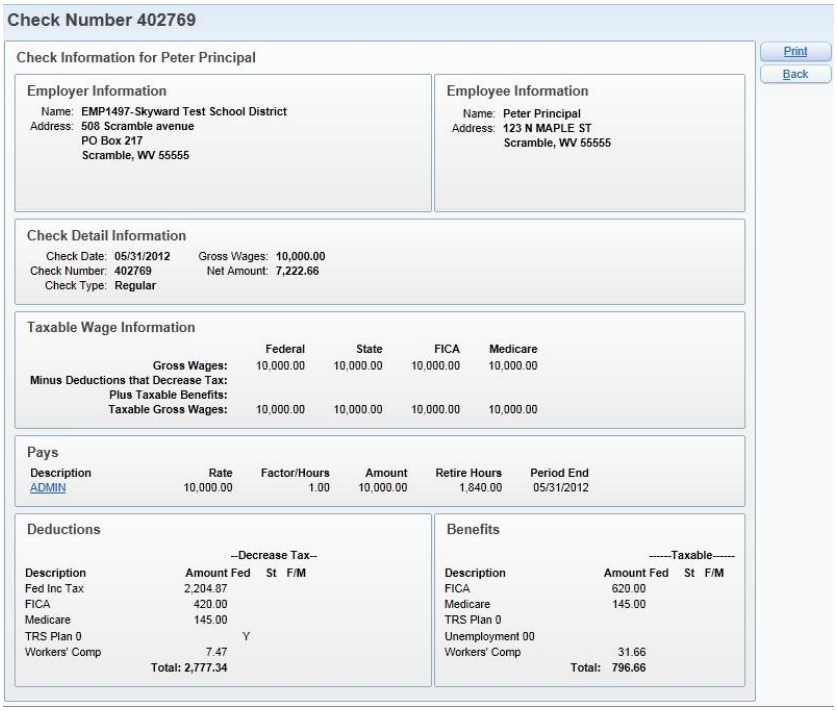


2. Payroll

View detailed check information for each deposit issued through payroll. Here you will be able to print your earning statement.

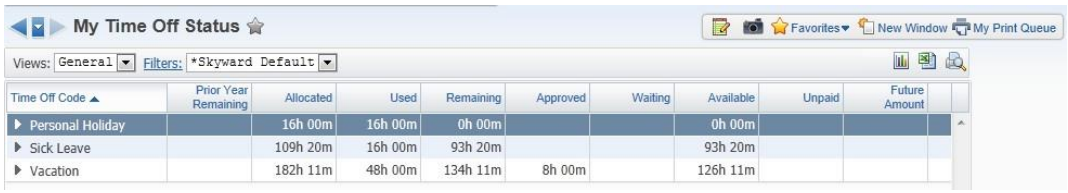


Click the ▷ next to the Check Date, click the Check Number, or highlight an individual check and click the Show Check button to the right to get more detailed information.



3. Time Off

Use the ▷ on the left of the screen to view detailed transactions for each leave type. Leave used and allocated leave will be displayed.



Time Off Code	Prior Year Remaining	Allocated	Used	Remaining	Approved	Waiting	Available	Unpaid	Future Amount
Personal Holiday		16h 00m	16h 00m	0h 00m			0h 00m		
Sick Leave		109h 20m	16h 00m	93h 20m			93h 20m		
Vacation		182h 11m	48h 00m	134h 11m	8h 00m		126h 11m		