

Wylie Independent School
District Publications Presents



EMPLOYEE ACCESS

A guide to the Skyward portal for
personal Human Resources information.

Logging in

The screenshot shows a web browser with multiple tabs open, including 'Inbox (3,764) - bmcvay@wyliebu...', 'My Drive - Google Drive', 'Tenlee Mcvay - Admin Console', 'Login - Powered by Skyward', and 'Wylie ISD / Homepage'. The address bar shows 'wyliebulldogs.org'. The website has a purple header with navigation links: 'OUR DISTRICT', 'DEPARTMENTS', 'FOR PARENTS', 'ENROLLMENT', 'STAFF', 'MILITARY FAMILIES', and 'CALENDAR'. The 'STAFF' link is highlighted. Below the header, there are three columns of links: 'Absence Mgt Login (Formerly Aesop)', 'Home', 'COVID-19 Staff Info', 'Hear Something See Something Say Something', 'Blackboard Teacher/Staff Login', 'Skyward', 'Employee Handbook', 'Staff Portal', 'Building Positive School Culture', 'Bulldog Life Hacks for Teachers', 'Google Apps', and 'More'. A large banner for 'ONLINE RANK ONE ATHLETIC FORMS GRADES 7-12' is displayed, featuring a bulldog logo and a 'MORE INFORMATION' button. To the right of the banner, there is a section titled 'Online Athletic Forms-Rank One' with text explaining that all 7th-12th graders participating in athletics need to complete online forms. The bottom of the page shows a Windows taskbar with various application icons and a system clock indicating 3:24 PM on 8/4/2021.

WYLIE INDEPENDENT SCHOOL DISTRICT Combined

The screenshot shows the login page for the Wylie Independent School District. It features a light gray background with a white login form. The form has two input fields: 'Login ID:' and 'Password:'. Below the password field is a 'Sign In' button. Underneath the button is a link that says 'Forgot your Login/Password?'. At the bottom of the page, there is a 'Login Area:' label followed by a dropdown menu currently set to 'All Areas'. The date '05.16.06' is visible in the bottom right corner of the page.

There should be an icon on your desktop that says Skyward or you can always go to our webpage, click on Staff, and then click on Skyward.

Your login information will be the same as your computer credentials. If you cannot login using your usual network login, submit a help desk ticket.

You will then see the following:

The screenshot shows the Skyward Employee Access dashboard. At the top, the Wylie Independent School District logo is on the left, and user information (Robin Mcvay, Account, Preferences, Exit, ?) is on the right. Below the logo is a navigation bar with 'Home', 'Employee Information', and 'Time Off' tabs. The main area is titled 'Employee Access' and contains several widgets: 'Jump to Other Dashboards' with links for '*Calendar', 'Skyward User' (highlighted), 'Reset Dashboards', and 'Select Widgets'; 'Favorites' with an 'Edit Favorites' link; and 'Student Locator' which states 'Not available when logged into the Employee Access Area'. A toolbar on the right includes icons for help, calendar, camera, favorites, new window, and print queue.

Click on the [Employee Information tab](#) ... In here you can see everything that is in the system pertaining to you. In the following pages we will look at some specific areas that need explanation. We encourage you to look at all areas to make sure there are no errors or omissions.

The screenshot shows the 'Personal Information' page in the Skyward system. The 'Employee Information' tab is selected in the top navigation bar. The page title is 'Personal Information' with a star icon. On the left is a sidebar menu with categories: 'Demographic' (Employee Info, Address), 'Personnel' (Personnel Info, Lane/Step History, Prof Development, Assignments, Certifications, Yrs of Exp - highlighted), and 'Payroll' (Checks, Check Estimator, Calendar YTD, Fiscal YTD, History Report, Direct Deposit, W2 Information, W4 Information). The main content area shows 'Employee:' followed by a redacted blue box. Below this is the 'Yrs of Exp' section, which displays 'Years of Experience' and 'LOCAL YEARS: 25.0000'.

1. **Years of Experience:** Please note that your first year of experience in the computer system is year Zero. If you have 1 year of experience that is year “0”. If you have two years experience you have worked years 0 and 1.
2. The next section to look at is **Checks**. You need to look closely at this every school year and anytime changes have been made!! We have 630 + employees so you have to be responsible for its accuracy.

To look at the detail of a check, click the little arrow to the left of the date you want to look at. It helps to compare one check to another when verifying changes.

Employee Info Address	Checks					
Personnel	Views: Check Date Seq - Check Detail Information					
Personnel Info	Filters: *Skyward Default					
Lane/Step History	Check Date	Check Number	Gross Wages	Net Amount	C T	
Prof Development	07/10/2013	900961576	3,963.33	3,152.46	R	
Assignments	06/10/2013	900961145	4,963.33	3,806.29	R	
Certifications	05/10/2013	900960709	4,003.33	3,175.09	R	
Yrs of Exp	04/10/2013	900960531	120.00	109.80	R	
Payroll	04/10/2013	900960254	3,963.33	3,152.46	R	
Checks	03/08/2013	900959825	3,963.33	3,152.46	R	
Check Estimator	02/08/2013	900959375	4,023.33	3,186.47	R	
Calendar YTD	01/10/2013	900958936	3,983.33	3,163.75	R	
Fiscal YTD	12/05/2012	900958472	4,063.33	3,198.08	R	
History Report	11/09/2012	900958032	3,963.33	3,140.90	R	
Direct Deposit	10/10/2012	900957584	4,043.33	3,186.56	R	
W2 Information	20 records displayed					
W4 Information	Check Date:					

3. Taxable Wage Information— Pretty self explanatory

07/10/2013	900961702	3,423.33	2,417.99	R
Expand All Collapse All Modify Details (displaying 5 of 5) View Printable Details				
Check Detail Information Pay, Ded, Ben Info				
Taxable Wage Information				
	Federal	State	FICA	Medicare
Gross Wages:	3,423.33	3,423.33	3,423.33	3,423.33
Minus Deductions that Decrease Tax:	819.09	819.09	0.00	0.00
Plus Taxable Benefits:	0.00	0.00	0.00	0.00
Taxable Gross Wages:	2,604.24	2,604.24	0.00	3,423.33
Pays				

4. **Pays**— If you have a stipend, extra duty, or any other extras that are part of your total pay you will see them listed here. If you click on that description it will show you what gets deducted from that amount.

Check Detail Information Pay, Ded, Ben Info					
Taxable Wage Information					
Pays					
Pay Code	Description	Rate	Factor/Hours	Amount	Period End
SXI	EXTRA DUTY	533.33	1.00	533.33	07/03/2013
TCH	TEACHER	2,890.00	1.00	2,890.00	07/03/2013
Totals:				3,423.33	

Checks

Views: Check Date Seq - Check Detail Information

Filters: *Skyward Default

Show Check

Show Check with YTD Amts

Check Date	Check Number	Gross Wages	Net Amount	C T			
					----Decrease Tax----		
Code	Description	Amount	Group	Type	Fed	St	F/M
AFD	AMER.FID.DISABL	34.44	MSC				
ATP	ATPE	12.92	MSC				
1MC	FICA MEDICARE	41.77	TAX	M			
PLS	FRAUD SERVICES	25.90	MSC				
ZGA	GENERAL AMERICA	50.00	TSA		Y	Y	
QHI	HEALTH INSURANC	299.00	OTH		Y	Y	Y
1TR	T.R.S.	203.52	RET	R	Y	Y	
TL2	TEXAS LIFE INSU	11.00	MSC				
1TC	TRS CARE	20.67	RET	T			
1WH	WITHHOLDING TAX	280.68	TAX	D			

5. Main Deductions:

FICA—is a Federal payroll tax imposed on both employees and employers. Texas school employees just pay the Medicare portion. The employee's share of the FICA tax is 1.45% of gross, the employer is also liable for 1.45% for Medicare taxes.

T.R.S. — Teacher Retirement System is a 7.7% pre-tax deduction that goes into your retirement account

TRS CARE — a .65% after-tax deduction for the maintenance of reduced health care expenses for retirees

WITHHOLDING TAX — Federal Govt Income Tax.

HEALTH INSURANCE —Rate are at https://www.trs.texas.gov/Pages/healthcare_trsactivecare_rates.aspx WYLIE ISD pays \$370 toward your personal health insurance. Depending on the policy you choose this is the remaining amount.

All others are add-ons that you choose through our Flex Plan options with our 125 provider First Financial Group of America (not to be confused with First Financial Bank).

Benefits									
Code	Description	Amount	Group	Type	-----Taxable-----				
1MC	FICA MEDICARE	41.77	TAX	M					
WHB	INS PD BY WYLIE	338.00	OTH						
2TC	TRS INSURANCE	17.49	RET	D					
Total:		397.26							

6. Benefits

FICA MEDICARE—1.45% for Medicare taxes paid by the employer as mentioned above.

INS PD BY WYLIE— This is the \$370 Wylie pays toward your personal health insurance if you decide to take it.

TRS INSURANCE— a .55% benefit paid to TRS for the maintenance of reduced health

Checks

Views: Check Date Seq - Check Detail Information

Filters: *Skyward Default

Check Date	Check Number	Gross Wages	Net Amount	C T
07/10/2013	900961842	4,835.33	2,376.57	R

Expand All Collapse All Modify Details (displaying 5 of 5) View Printable Details

Check Detail Information Pay, Ded, Ben Info

Taxable Wage Information

Pays

Deductions

Benefits

Show Check

Show Check with YTD Amts

The two options in the red box are pretty self-explanatory. The top is there so you can print out a check stub. The second is the same thing except it has a section with YTD amounts on it.

7. Next is [Check Estimator](#). It is used to see what happens to your Withholding if you change your W4.

Check Estimator

Check Estimator: Select Pays, Adjust Rates, and Factors for WILLIAM MCVAY

*** Altering this information will only affect your estimated check. ***
*** It will not affect your actual check or W4 Information ***

Continue Check Estimator Process

Tax Information

* Tax State: TX * Federal Exemptions: 0

* Federal Marital Status: Single * State Exemptions: 0

* State Marital Status: Married

System Maximums

☐ Ignore Pay Maximums * These options do not affect deductions and benefits linked to tables. i.e. FICA, Medicare

☐ Ignore Deduction Maximums

☐ Ignore Benefit Maximums

Process Options

☐ Print Employer/Employee Information

☐ Print Employee Social Security Number

Select Pays

Select	Pay Description	Rate	Factor/Hours
<input checked="" type="checkbox"/>	ADMINISTRATOR	\$ 4835.33	1
<input type="checkbox"/>	HRLY EXTRA DUTY	\$ 31.00	0

To see what effect it will have, you can change your marital status to Single or Married, back and forth, and/or change your number of exemptions.

Click on [Continue Check Estimator Process](#) and then on the next screen that comes up click on [Calculate Check](#)

This is the report you will then see (except it will have your information): This changes nothing in the system, it is just a tool for tax planning purposes.

Estimated Check Information					Estimated Tax Information				
Gross Pay: 4,835.33					Tax State: TX				
Net Pay: 2,143.16					Federal Marital Status: Single				
					State Marital Status: Married				
					Federal Exemptions: 0				
					State Exemptions: 0				
Estimated Gross Wage Information									
		Federal	State	FICA	Medicare				
	Gross Pay:	4,835.33	4,835.33	4,835.33	4,835.33				
Minus Tax Sheltered Deductions:		431.46	431.46	122.00	122.00				
Plus Taxable Benefits:		0.00	0.00	0.00	0.00				
	Gross:	4,403.87	4,403.87	0.00	4,713.33				
Estimated Pay Information									
Description		Rate	Factor/Hours	Amount					
ADMINISTRATOR		4,835.33	1.00	4,835.33					
Estimated Deduction Information									
Description		Amount	Tax Sheltered						
			Fed	St	F/M				
AMER.FID.DISABL		54.08							
CREDIT UNION		1,141.00							
FED ADD-ON AMT		250.00							
FICA MEDICARE		68.34							
HEALTH INSURANC		122.00	Y	Y	Y				
T.R.S.		309.46	Y	Y					
TRS CARE		31.43							
WITHHOLDING TAX		715.86							
Totals		2,692.17							
Estimated Benefit Information									
Description		Amount	---Taxable---						
			Fed	St	F/M				
FICA MEDICARE		68.34							
INS PD BY WYLIE		338.00							
TRS INSURANCE		26.59							
Totals		432.93							

8. The [History Report](#) allows you to put in a date range and get a report with those parameters. For example if you go to [History Report](#), click [Edit](#), and put a check in [Check History](#), you can put in a date range and it will print out the detail for every check that falls within that range.
9. [Direct Deposit](#) simply shows where your check is going
10. [W2](#)—if you want to print out your W2 from any year you worked for Wylie, this is the place.
11. [W4](#) shows you just that with the ability to print it if you so desire.
12. [Flex Information](#)—not currently in use

Time Off Code ▲	Prior Year Remaining	Allocated	Used	Remaining	Approved	Waiting	Available	Unpaid
LOCAL DAYS		30 Days	2 Days	28 Days			28 Days	
▼ Current Year (Includes all dates)								
▼ Pending Requests								
There are no Pending Requests available.								
▼ Time Off Transactions (up to today's date) Print Time Off Transactions								
Date	Description/Reason	Allocated	Used	Remaining	Unpaid			
09/09/2012 Sun	DAY DONATE		2 Days	28 Days				
08/16/2012 Thu	BEGINNING BALAN	5 Days		30 Days				
06/30/2012 Sat	Roll over su / BEGINNING	25 Days		25 Days				
ST PERSONAL LV		32 Days		32 Days			32 Days	