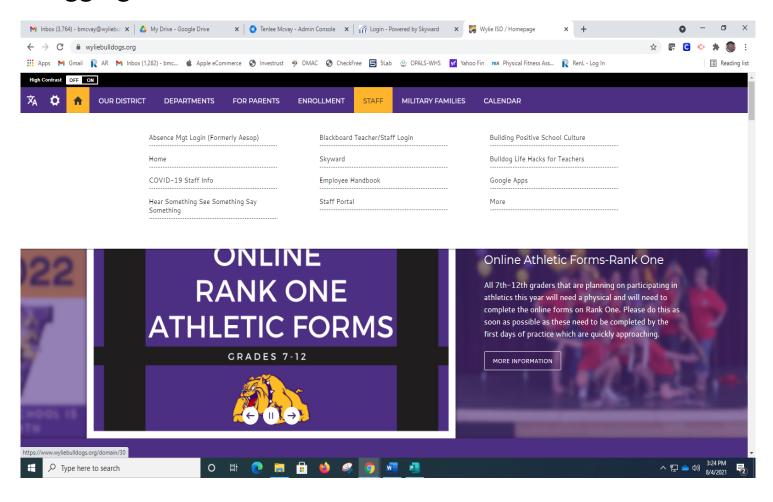
# Wylie Independent School District Publications Presents



# EMPLOYEE ACCESS

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

# Logging in



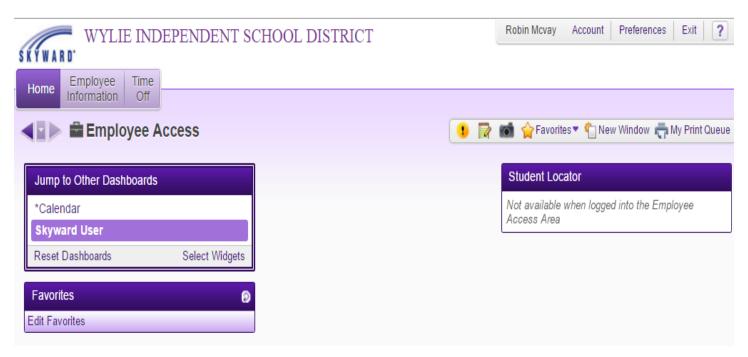
# WYLIE INDEPENDENT SCHOOL DISTRICT Combined

Login Area: All Areas

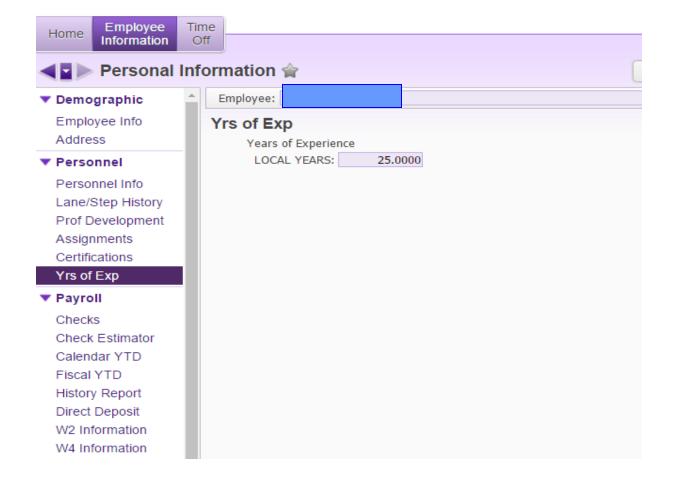
desktop that says Skyward or you can always go to our webpage, click on Staff, and then click on Skyward. Login ID: Your login information will be the same as your computer credentials. Password: If you cannot login using your usual network login, submit a help desk ticket. Sign In Forgot your Login/Password? 05.16.06

There should be an icon on your

## You will then see the following:



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.

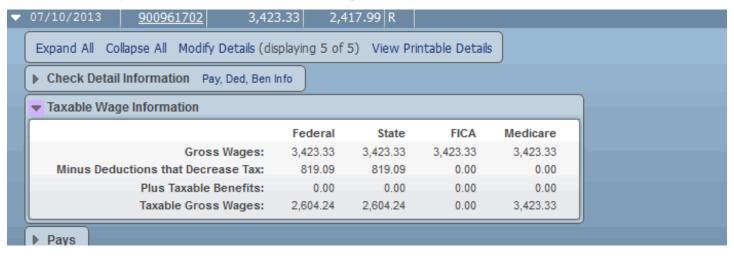


- 1. Years of Experience: Please note that your first year of experience in the computer system is year Zero. If you have 1 year of experience that is year "0". If you have two years experience you have worked years 0 and 1.
- 2. The next section to look at is Checks. You need to look closely at this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

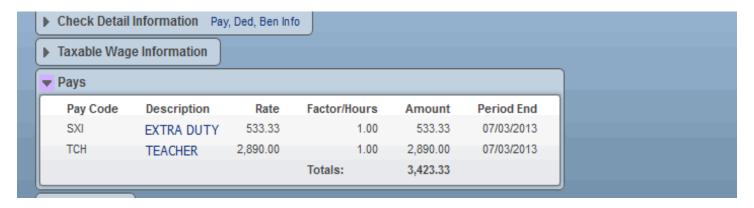
To look at the detail of a check, click the little arrow to the left of the date you want to look at. It helps to compare one check to another when verifying changes.

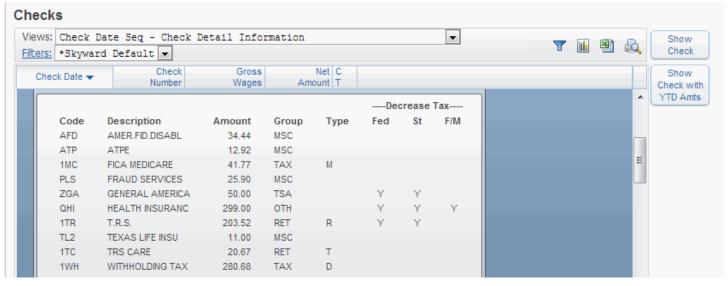


3. Taxable Wage Information—Pretty self explanatory



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.





### 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/

<u>healthcare\_trsactivecare\_rates.aspx</u> 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).

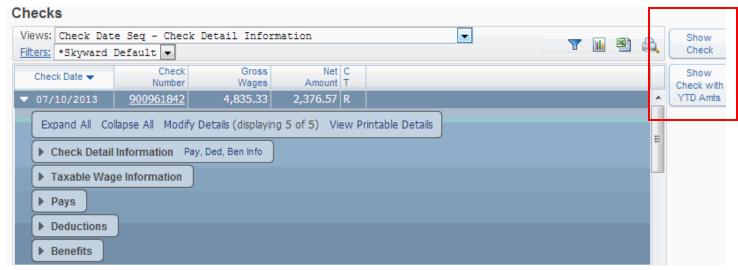


### 6. Benefits

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.

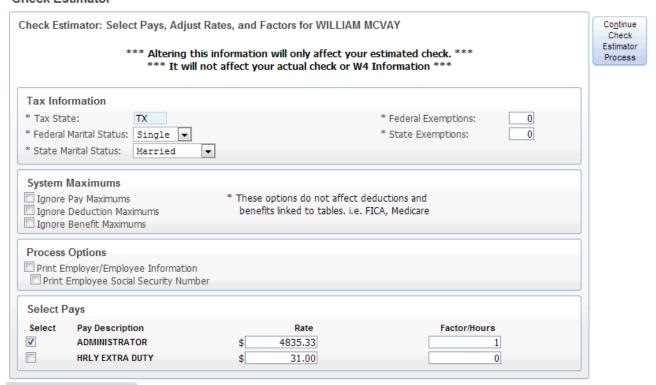
TRS INSURANCE— a .55% benefit paid to TRS for the maintenance of reduced health



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.

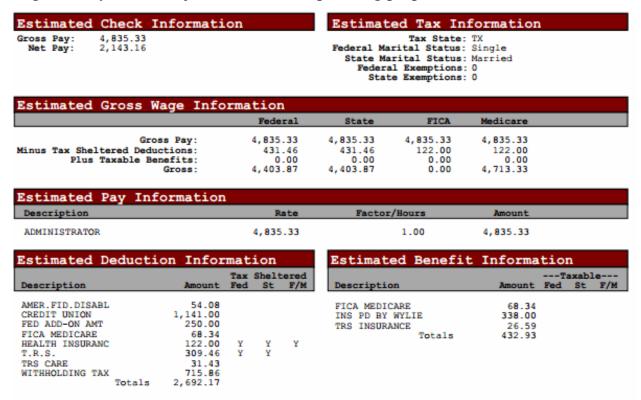
### Check Estimator



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.



- 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

