

SKYWARD EMPLOYEE ACCESS FOR PAYROLL

Please visit the link below to get started:

<https://finance.sjcschools.org/scripts/wsisa.dll/WService=wsSTU/seplog01.w>

Your login will be: firstname.lastname

ex: john.doe

Your default password will be emailed you.

Once you log in for the first time, you will be prompted to change your password. Please make sure to keep all personal information to yourself.

Once you're logged in, click the "Employee Information" tab. Here you can update your personal information and review your payroll information.

The screenshot displays the Skyward web application interface for Sturgis Public School District, MI. The top navigation bar includes tabs for Home, Employee Information (selected), Time Off, FastTrack Open Positions, Expense Reimbursement, and Online Open Enrollment. Below the navigation bar, there are three main sections: Employee Information, Payroll, and Professional Development. The Employee Information section contains links for Personal Information, Calendar, Accounts Payable Payments, and Online Forms. The Payroll section contains links for Check History, Check Estimator, Calendar Year-to-Date, Direct Deposit Information, W2 Information, W4 Information, 1095 Forms, and Flex Information. The Professional Development section contains a link for History. On the right side, there is a Status dropdown menu.