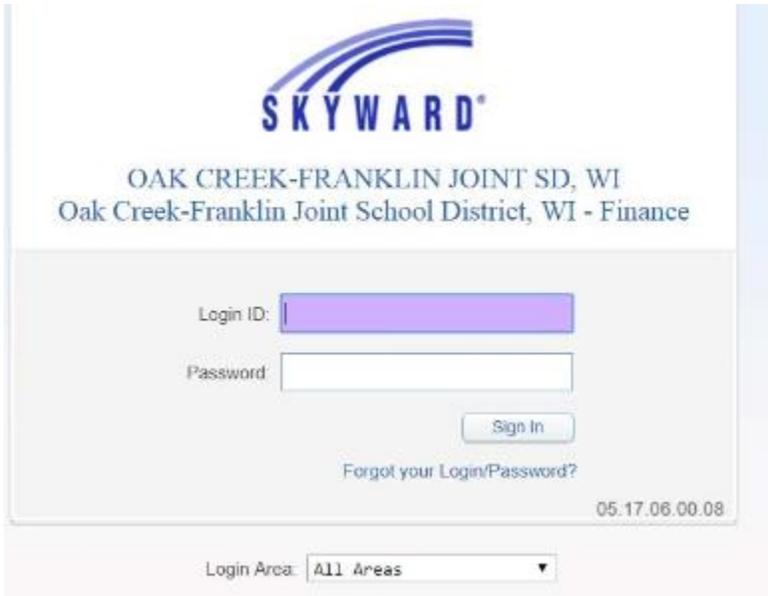


# HOW TO LOCATE AND CHANGE YOUR EMPLOYEE INFORMATION ON SKYWARD

## STEP 1

### LOG INTO SKYWARD USING YOUR LOGIN ID AND PASSWORD



SKYWARD®

OAK CREEK-FRANKLIN JOINT SD, WI  
Oak Creek-Franklin Joint School District, WI - Finance

Login ID:

Password:

Sign In

Forgot your Login/Password?

05.17.06.00.08

Login Area: All Areas ▼

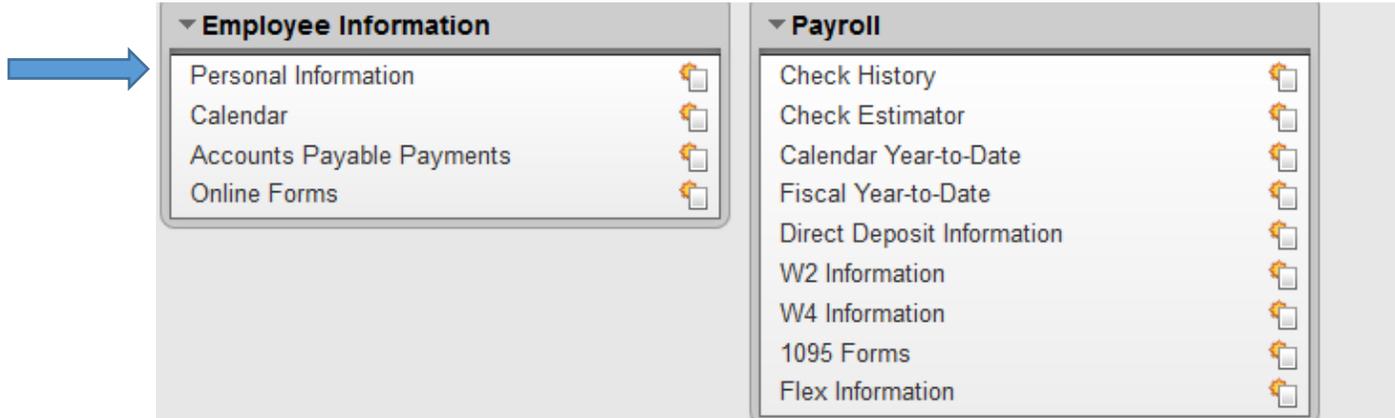
## STEP 2

### CLICK ON EMPLOYEE INFORMATION LOCATED ON THE LEFT HAND SIDE OF THE SCREEN



### STEP 3

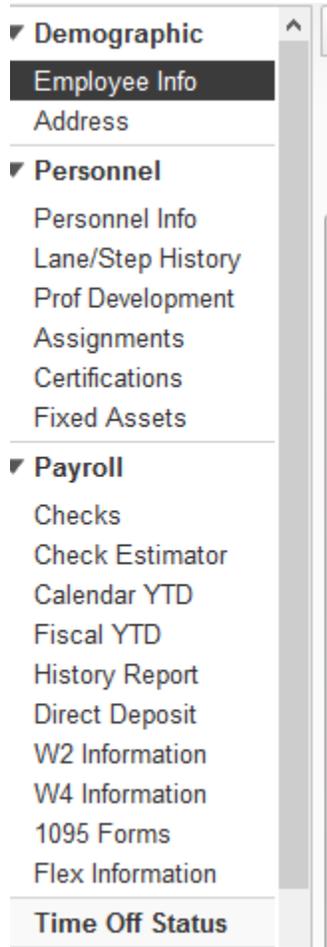
#### CLICK ON PERSONAL INFORMATION



**A DROP DOWN MENU WILL APPEAR.**

## STEP 4

**FROM THIS DROP DOWN MENU YOU ARE ABLE TO MAKE CHANGES TO YOUR ADDRESS OR YOUR PERSONAL INFORMATION.**



Please Click on Employee Info to verify your work email address is listed as 1<sup>st</sup> email. All communication will be sent to your work email address.

Click on address, click request changes and update your address. Click save when done.

Click on checks, click on the check number you wish to view, click print if you would like a paper copy. Click Back button to exit.

To make a change to your direct deposit complete direct deposit form located on the District Website under Staff Resources, Human Resources forms. Scan to Payroll Dept when completed.

To view your W2 information, click on W2 information, click on the year you wish to view, click print for paper copy. Click Back button to exit.

To make a change to your W4 form, complete the W4 form located on the District Website under Staff Resources, Human Resources forms. Scan to Payroll Dept when completed.

**UNDER PAYROLL TAB,**

**CLICK ON CHECKS TO VIEW YOUR PAST AND PRESENT PAY STUBS. YOU WILL ALSO BE ABLE TO PRINT YOUR PAY STUBS.**

**CLICK ON DIRECT DEPOSIT TO VIEW YOUR BANKING OR ACCOUNT INFORMATION. PLEASE COMPLETE FORM TO MAKE CHANGES.**

**YOU ARE ALSO ABLE TO PRINT AND VIEW YOUR PAST AND PRESENT W2 INFORMATION.**

**TO MAKE A CHANGE TO YOUR W4 INFORMATION, COMPLETE THE W4 FORM LOCATED ON DISTRICT WEBSITE UNDER STAFF RESOURCES, HUMAN RESOURCES FORMS, SCAN TO PAYROLL DEPT WHEN COMPLETED.**