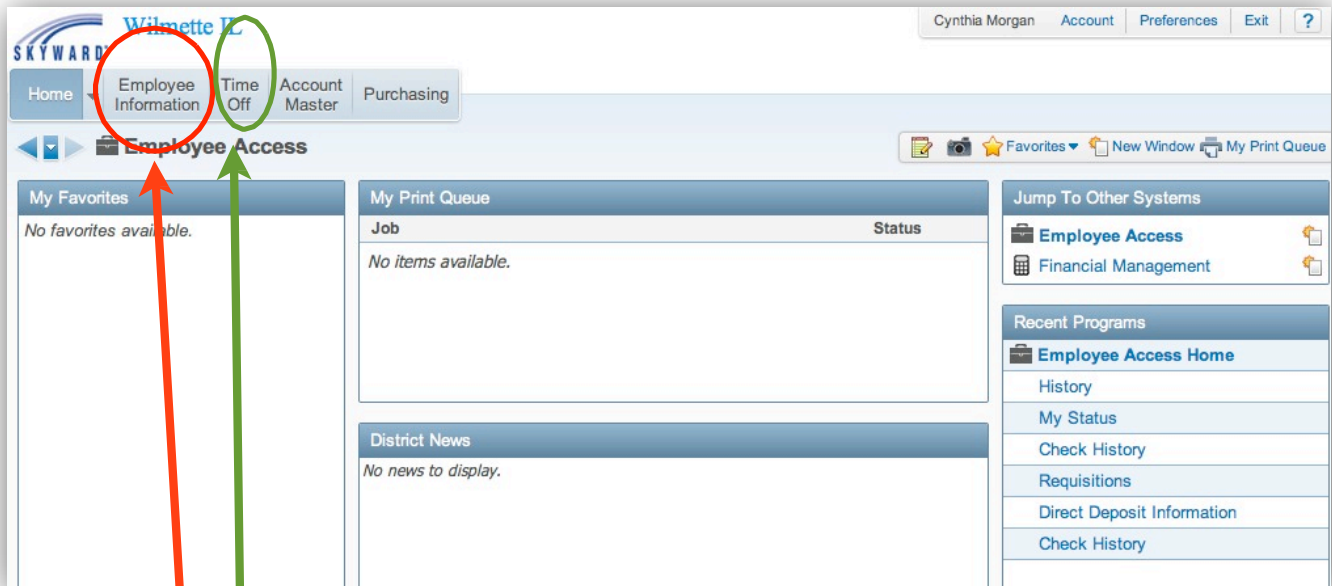


Accessing Your Payroll Information

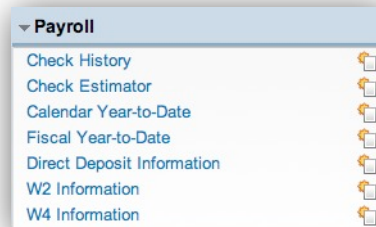
Wilmette Public Schools District 39 QuickStart Guide

- 1) District 39 employees have access to many pieces of information held by the district. After you log in (see [QSG.SkywardLogin](#)), you will see this screen.



- 2) Clicking on **Employee Information** in the upper left corner provides a wealth of information, all self explanatory:

- Check History
- Check Estimator
- Calendar Year-to-Date
- Fiscal Year-to-Date
- Direct Deposit Information
- W2 Information
- W4 Information



- 3) Clicking on **Time Off** will yield another window: **My Time Off Status**. This will show how many “personal days” and “sick days” you have accumulated. Clicking on the triangle at the beginning of each row will show information about days that have been used. You can not edit this page. However, if you do not agree with the numbers, report it to Dr. Margaret Clauson. This window is updated every pay period.
- 4) Back to **Employee Information**. **Personal Information** gives Demographic Information: Name, Address, Phone. Check it. If there are errors, report them to Ann Harang (haranga@wilmette39.org) **Personnel Information** provides: **Lane/Step History, Professional Development, Assignments, and Certifications**.
- 5) You may change your password whenever you wish using the main login page or the link under **Account** at the top of the **Home** page.