Instructions: Employee Access – View Paycheck & Accounts Payable Payments

Login:

Note1:
- Payroll is by Direct Deposit only – last working day of each month.
- Expense Reimbursements are processed weekly and a paper check will be by US Mail.

Note2: All information is ‘Read-Only’ and you can poke around without making any changes.

1) Go to Chimacum School District Website:  www.csd49.org
2) Top of Page Menu – Click: Skyward Information
3) Right Side: Skyward Information Menu
   - Select: Link for Teacher and Staff to the Web-Based EA+

   Skyward Information
   • WSIPC Bookmarks Page
   • Link for Secretaries and Administration to the Civic NFuse
   • Link for Teachers and Staff to the Web-Based EA+
   • Link for Family Access System

4) Key your Name & Password at the entry screen:
   Name: __________
   Temp Password: ______
   *(you will be required to create a new password on your first entry)
Pay Deposits:  

To view / print your paycheck (direct deposit) information:

Menu box: Jump to Other Systems:
- Click: Employee Access

In the Menu bar that appears - top left of your screen:
- Click: Employee Information

Under the Payroll Menu box:
- Click: Check History
Tip: Click on the Star & it will turn Yellow – this will add Check History to your main page – Favorites when you first log in.

- Highlight: Current Deposit at top of list
- Click: Show Check Button (to view and print check stub)

Note: Most current pay deposit is at the top of the list. You can open the row by clicking on the “►” at the left of the date to see the information or click the “Show Check” button at the right to open the pay check. You can then print the pay check stub as needed. This information resides in the system and is not deleted so you can view at a later date if needed and not print.

To view your Time Off Status:

Tip: Click on the ◄ next to the leave type to see the dates of the leave.
To view / print your Expense Reimbursement (paper check) information

In the Menu bar that appears - top left of your screen:

- Click: Employee Information

Under the Employee Information box:

- Click: Accounts Payable Payments

- Highlight: Current Check at top of list
- Click: Show Check Button
  (to view and print check stub)

Tip: Click on the Star & it will turn Yellow – this will add Check History to your main page – Favorites when you first log in.

Note: Most current expense check is at the top of the list. You can open the row by clicking on the “▶” at the left of the date to see the information or click the “Show Check” button at the right to open the expense check. You can then print the expense check stub as needed. This information resides in the system and is not deleted so you can view at a later date if needed and not print.
Log Out:  

Don’t forget to ‘Exit’ the system: