## **Accessing Payroll Information in Skyward:**

Login\* at <a href="http://eaplus.liberty.wa-k12.net">http://eaplus.liberty.wa-k12.net</a>
(or use the "Staff Skyward Login" link on the Liberty Staff Links page.) Be sure the Login Area dropdown says "All Areas"

## OR

2. Download the **Skyward Mobile Access** app on your mobile device.

LIBERTY SCHOOL DISTRICT



\*If you do not know your login ID or password, try the **Forgot your Login/Password?** link on the login screen and enter your email address. Coaches and substitutes, enter your home email address; all other staff, use your <u>...@libertysd.us</u> address. If that does not work, call the district office at 509.624.4415 for a password reset.

**ONLINE:** Navigate to the **Employee Access** menu under the Skyward logo and use the **Employee Information** button to view check history, leave balances, past W2s and more.

Employee **Employee** Time Off Information, Employee Information ▼ Payroll Personal Information • Check History • Calendar Check Estimator • Modify HR Calendar Events Calendar Year-to-Date Accounts Payable Payments Fiscal Year-to-Date ٦ ٠ Online Forms Direct Deposit Information **†** • W2 Information ٦ W4 Information ٦ 1095 Forms

**MOBILE APP:** Use the menu icons (circled in red) to select the **Employee Access** menu to view check history and YTD totals.

