Independent School District 15

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**Employee Assignment/
Salary Detail Access Skyward**

- Log in to your Skyward Account

- Go to the ISD 15 website; Sign In; Choose Skyward(third from bottom)

- Enter: Username (First name.Last name) example: john.doe

Enter your password as you created it. (If you have never accessed Skyward to create a password, you will need to EMAIL Jan Gilpin or Kim Springer to be sent the instructions.)

EMPLOYEE ACCESS

Salary/Payroll Information:

- Click on Employee Information tab

- Under Employee Information, select "Personal Information" under the "Employee Information" area.

- Under Personnel heading on the list on left side of page, select "Assignments".In area to the right, click the down arrow next to a choice you wish to view. Choose "Expand All" to review the details of your assignment; for example salary, hourly rate, classification, lane and step.

TIME OFF INFORMATION

- Select Time Off Tab

- Under Time Off , select "My Status"

You will be able to see your time off detail. Please keep in mind, time off is processed according to payroll schedule and may not include time off PENDING in the system between payroll processing.