

Slide 1 - Slide 1

The screenshot shows the Skyward School District 1 Employee Access web application. The top navigation bar includes links for Home, Employee Information, Time Off, True Time, FastTrack Open Positions, FastTrack Screener, Work Requests, Account Master, Purchasing, Expense Reimbursement, and Online Open Enrollment. The main content area is divided into three columns: Employee Information, Payroll, and Professional Development. The Payroll column contains links for Check History, Check Estimator, Calendar Year-to-Date, Fiscal Year-to-Date, Direct Deposit Information, W2 Information, and W4 Information. A yellow callout box is positioned over the W4 Information link, containing the following text:

W4 Information

Navigate to Employee Access, Employee Information, Payroll, W2 Information.

Who, What, When, Why?

This feature displays an employee's W4 information on file with the district's Payroll department.

Employees use this feature to verify the W4 information on file with their district's Payroll department.

At the bottom of the page, there is a footer with the copyright notice: © 2013 Skyward, Inc. All rights reserved. The browser status bar shows Windows XP / Internet Explorer 8.

Slide 2 - Slide 2

The W4 Information browse displays.

Tax State	Federal Marital Status	State Marital Status	Federal Allowances	State Allowances
WI	Single	Single	0	0

The columns display the information, or for a more detailed view click **Show W4 Info**.

Views: W4 Information Filters: *Skyward Default

20 1 records displayed

Slide 3 - Slide 3

W4 Information - 05.12.10.00.20-10.2 - Windows Internet Explorer

Skyward School District 1

Pablo Aguinasgr Account Preferences Exit ?

Home Employee Information Time Off True Time FastTrack Open Positions FastTrack Screener Work Requests Account Master Purchasing Expense Reimbursement Online Open Enrollment

W4 Information

Views: W4 Information Filters: *Skyward Default

Tax State	Federal Marital Status	State Marital Status	Federal Allowances	State Allowances
WI	Single	Single		

W4 Information (40)

W4 Information for PABLO AGUINAGASCR

Tax State: WI
Federal Marital Status: Single
State Marital Status: Single
Federal Allowances: 0
State Allowances: 0

The W4 Information displays Tax State, Federal and State Marital Status as well as Federal and State Allowances.

Contact your district's Payroll department if changes are needed in any of these fields.

1 records displayed

Slide 4 - Slide 4

W4 Information - 05.12.10.00.20-10.2 - Windows Internet Explorer

Skyward School District 1

Pablo Aguinagascr We value your feedback

Home Employee Information Time Off True Time FastTrack Open Positions FastTrack Screener Work Requests Account Master Purchasing Expense Reimbursement Online Open Enrollment

Personal Information

Employee: AGUINAGASCR PABLO Y

W4 Information

Views: W4 Information Filters: *Skyward Default

Tax State	Federal Marital Status	State Marital Status	Federal Allowances	State Allowances
WI	Single	Single	0	0

20 1 records displayed

The W4 Information is also available from the Personal Information area. This concludes the tutorial.