# SKYWARD EMPLOYEE ACCESS

1. [www.deerfield.k12.wi.us](www.deerfield.k12.wi.us)
2. Staff Resources – left side menu list
3. Skyward Employee Access
4. User name: last name first initial
5. Password: temp2345
   - ➢ *Once logged in, you will be prompted to change your password*

You are able to view Employee Information including Personal Information and Payroll including Check History, Direct Deposit, W-2, and W-4 among other information.
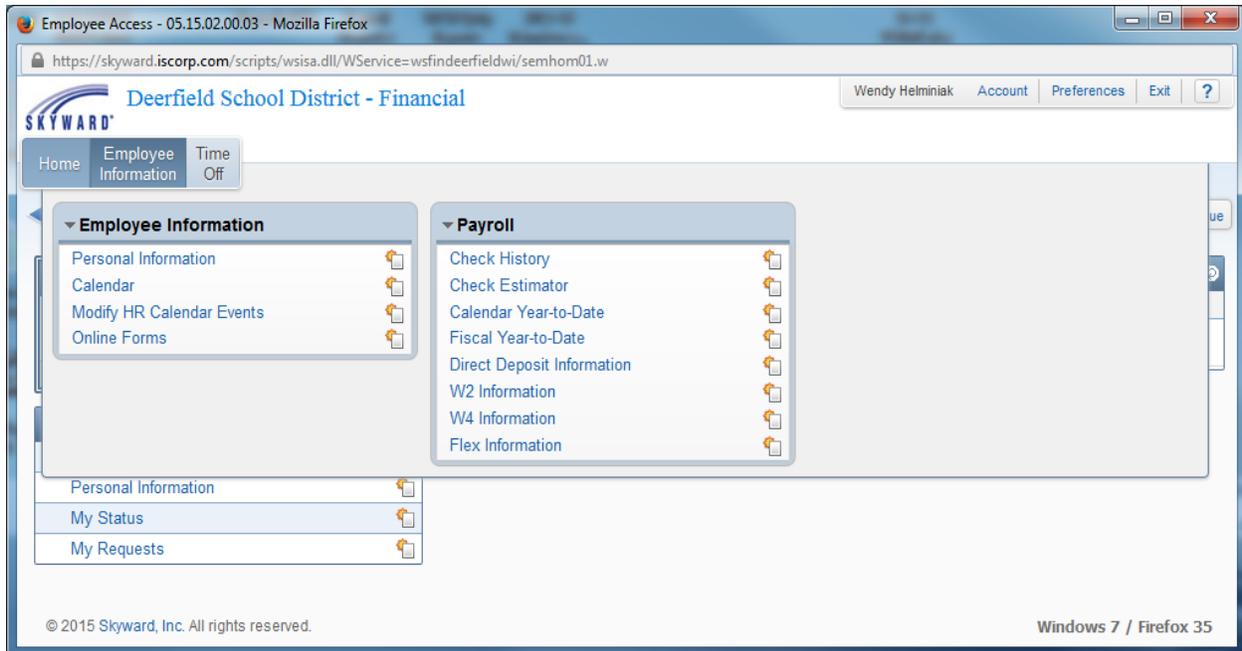


**To View Time Office Status and Requests and Submit New Requests:**

1. Time Off
2. To view your time off status, click My Status
3. To submit a new time off request, click My Requests
4. Add
5. Enter:
   o Time off code
   o Reason
   o Description; maybe instructions for calling in a sub
   o Date
   o Hours
   o Start Time
   o SAVE
6. Supervisor and sub caller will receive an email notification
7. When requesting emergency time off – Superintendent will receive email notification

## **IMPORTANT**

➢ This process does not eliminate the need to call school on days that you will be sick.
➢ If you are requesting time off within the next 24 hours, please notify your building secretary by phone to ensure a sub will be called.
➢ Do not call or schedule your own sub.
➢ Time off requests can be deleted or revised prior to the date requested.
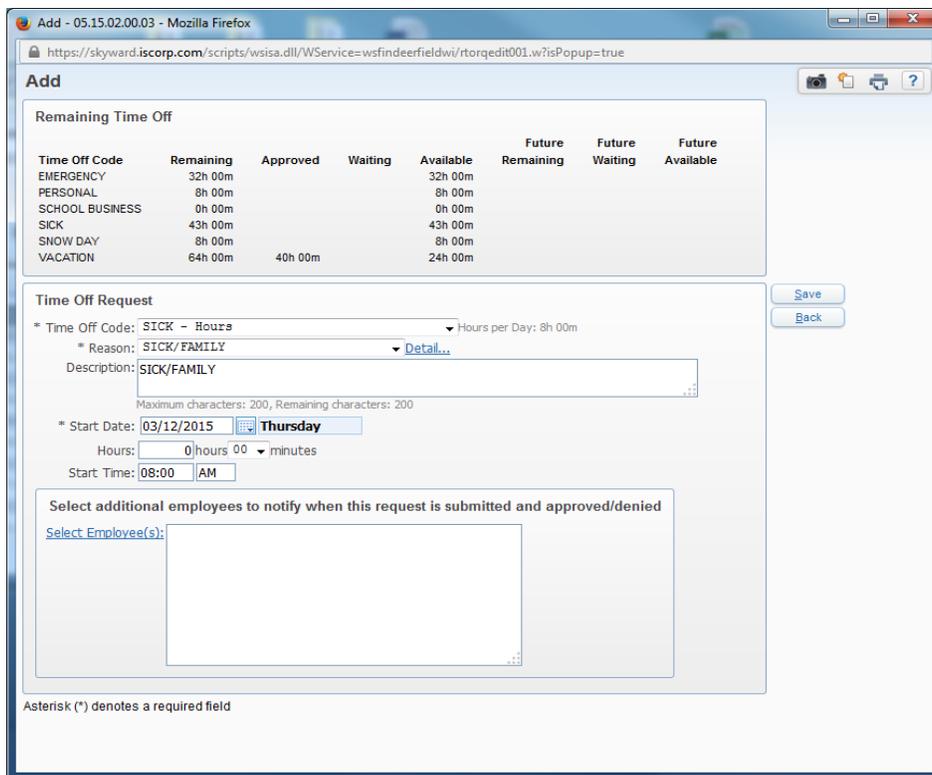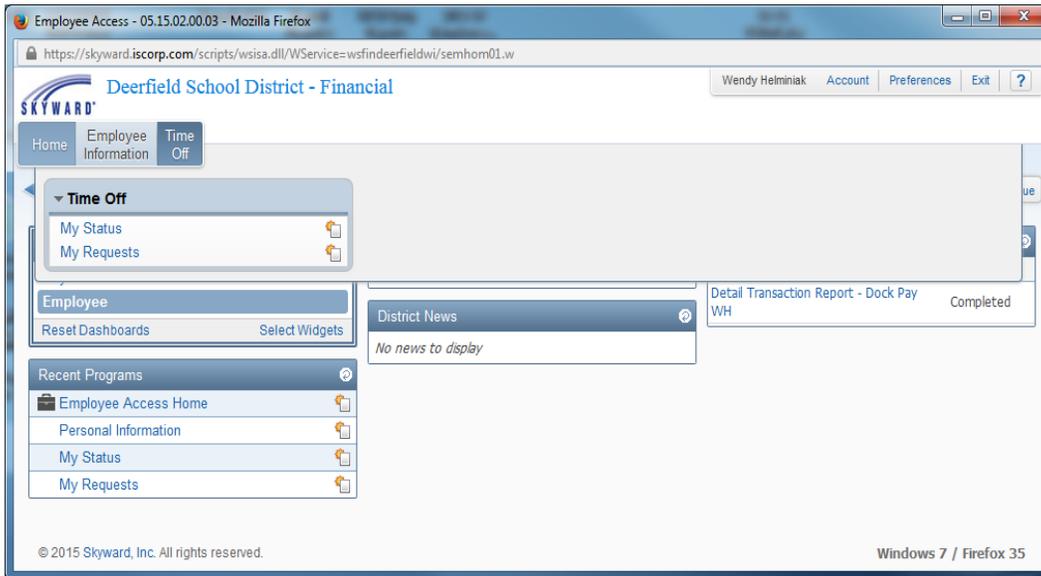




Questions?  Please call Wendy Helminiak or Nathan Hruby