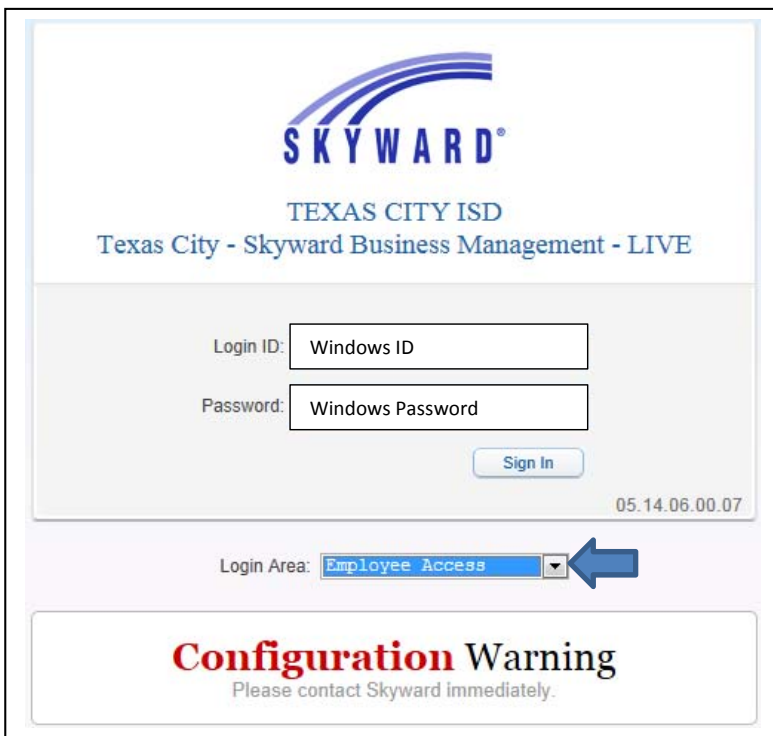


TEXAS CITY ISD – SKYWARD EMPLOYEE ACCESS



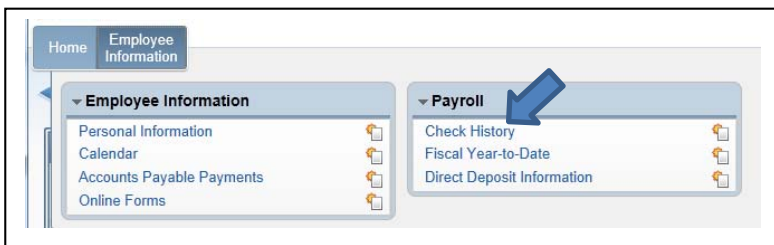
1. Go to TCISD's website: www.tcisd.org.
2. Choose "Staff".
3. Choose "Employee Access Center – Skyward".



4. Enter your Login ID.
 - a. Your Windows ID
 - b. For most users: First initial + Last Name
 - i. Joe Smith = jsmith
5. Enter your Password.
 - c. For most users: Same password used to log in to Windows (initials of first and last name + last six digits of social security number)
 - i. Margaret Lee 123-45-6789 = ml456789
6. In the Login Area, select "Employee Access" from the drop down box.
7. Click on the button.




8. Select the "Employee Information" tab at the top of the screen.



11. In the Payroll box, choose "Check History".



9. Select the payroll you would like to view.

10. Click the  button on the left of the screen.

Pays				
Description	Rate	Factor/Hours	Amount	Period End
CONTRACT PAY	1,886.54	1.00	1,886.54	09/05/2014
MASTERS STIPEND	43.31	1.00	43.31	09/05/2014
UIL FOOTBALL	288.46	1.00	288.46	09/05/2014
UIL TRACK	123.08	1.00	123.08	09/05/2014
Total:			2,341.39	

12. A printable version of your pay stub will appear on the screen.

13. Any **BLUE** and underlined font indicates a link to more detail. You may view more detail about any piece of pay.

Questions?

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