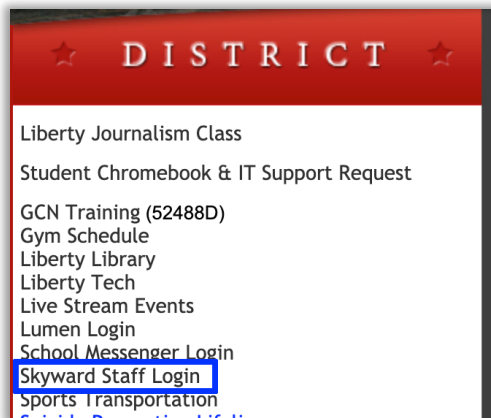


Skyward – Employee Access

You will have access to the Skyward Employee Portal via a link posted on the district website.



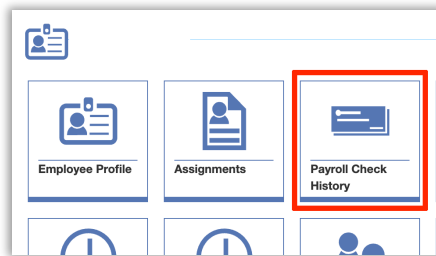
Your login is typically '*firstname.lastname*' where the names are the ones that show on your paycheck, (i.e. '*johnathan.doe*' as opposed to '*john.doe*' which may be your district email address).

If you have forgotten your username and/or password, you can get help by entering your email address, as noted here.

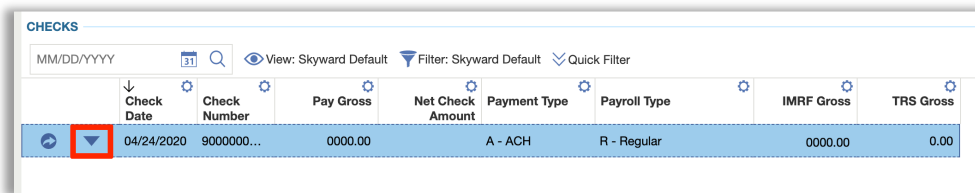
A screenshot of the Liberty CUSD 2 login page. At the top is the Liberty CUSD 2 logo, which features an eagle with spread wings. Below the logo is the text "LIBERTY CUSD 2". Underneath is a form with two input fields: "Username" and "Password". Below the "Password" field is a green button with the text "Sign In >". At the bottom of the form is a link that says "Forgot your Username or Password?".A screenshot of the Liberty CUSD 2 login page. At the top is the Liberty CUSD 2 logo, which features an eagle with spread wings. Below the logo is the text "LIBERTY CUSD 2". Underneath is a form with one input field labeled "Username or Email Address". Below the input field is a green button with the text "Submit >". At the bottom of the form is a link that says "Return to Sign In".

Skyward – View / Print Pay Stub

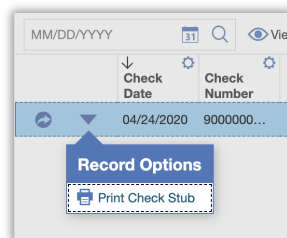
From Employee Access select Payroll Check History



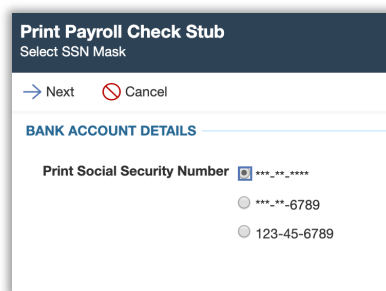
You will see a listing of payroll dates – select the down arrow on the desired row



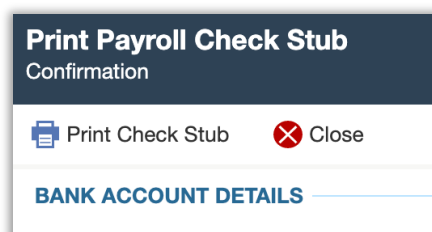
You will have an option to print the check stub



Next Option is to display your SSN on the stub

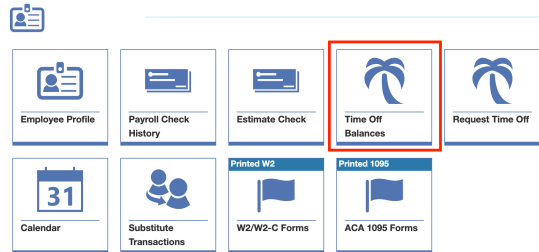


Finally, print the stub (opens as a PDF in a new window)



Skyward – View Time Off

From Employee Access select Time Off Balances



You will see a listing of Time Off types – highlight the desired row for listing of transactions for that type.

Click the curved arrow next to the item for more detail.

TIME OFF BALANCES													
Time Off Balances													
TIME OFF TYPES													
Search Time Off Type Descrip View: Balances in Hours & Days Filter: Skyward Default Quick Filter													
	Time Off Type Description	Unit Type	Prior Year Ending Balance	Prior Year Ending Balance Days	Current Year Allocated	Current Year Allocated Days	Current Year Used	Current Year Used Days	Current Year Ending Balance	Current Year Ending Balance Days	Next Allocation Cycle Date	Total Ending Balance	Total Ending Balance Days
	APPROVED ABSENCE	Days		0.00000		0.00000		0.00000		0.00000	07/01/2022		0.00000
	DOCK DAY	Days		0.00000		0.00000		0.00000		0.00000	07/01/2022		0.00000
	PERSONAL	Days		1.50000		2.50000		-1.00000		3.00000	07/01/2022		3.00000
	SICK LEAVE	Days		0.00000		15.50000		-15.50000		0.00000	07/01/2022		0.00000
	SPECIAL ABSENCE	Days		-1.33300		1.33300		0.00000		0.00000	07/01/2022		0.00000
TIME OFF TRANSACTIONS													
MM/DD/YYYY View: Amount in Hours Filter: Skyward Default													
	Transaction Date	Time Off Reason Description	Transaction Type	Hours	Description	Status	Position Type Description						
	03/23/2022	ILLNESS OF IMMEDIATE FAMILY	Used		ILLNESS OF IMMEDIATE FAMILY	Approved	TEACHER						
	03/09/2022	ILLNESS OF IMMEDIATE FAMILY	Used		ILLNESS OF IMMEDIATE FAMILY	Approved	TEACHER						
	03/08/2022	ILLNESS OF IMMEDIATE FAMILY	Used		ILLNESS OF IMMEDIATE FAMILY	Approved	TEACHER						
	01/27/2022	ILLNESS OF IMMEDIATE FAMILY	Used		ILLNESS OF IMMEDIATE FAMILY	Approved	TEACHER						
	01/26/2022	ILLNESS OF IMMEDIATE FAMILY	Used		ILLNESS OF IMMEDIATE FAMILY	Approved	TEACHER						
	01/11/2022	PERSONAL ILLNESS / DR APPT	Used		PERSONAL ILLNESS / DR APPT	Approved	TEACHER						