

Logging into Employee Access

Go to the WylieISD website, click Departments on top, click HR, click Substitute Opportunities on left side, click **View Your Checks Online** located under Quick Links in middle of page and this will bring up Employee Access.

Once logged into Employee Access you will see the screen below.

Expired Password
Your password has expired. Please enter a new password.

Name: Smith, John
Login: smithjoh000

New Password:

Confirm New Password:

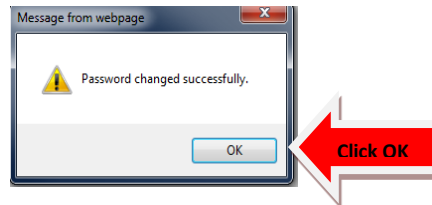
Minimum Password Length: 6
Number of Passwords Before Reuse: 0

Name Used As: EMPLOYEE

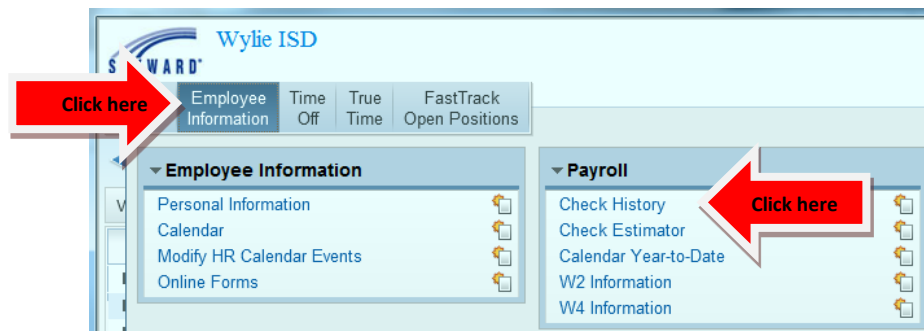
Step 1 and 2 → ← **Step 3**

1. Click in New Password and type in your new password (must be at least 6 characters)
2. Click in Confirm New Password and re-type password
3. Then click submit button

Once password changed successfully you will see the box below.



Click the following path to view Check History



Check Detail Information

Home Employee Information Time Off True Time FastTrack Open Positions

Check History

Views: Check Date Seq - Check Detail Information Filters: *Skyward Default

Check Date	Check Number	Gross Wages	Net Amount	C	T
02/28/2013	900157314	2,583.33	2,005.74	R	
01/28/2013	900154924	2,583.33	2,065.74	R	
12/28/2012	900152539	2,583.33	2,064.18	R	
11/28/2012	900150153	3,513.34	2,818.90	R	
10/26/2012	900147760	2,583.33	2,064.18	R	
09/28/2012	900145367	2,583.33	2,064.18	R	
08/28/2012	900142988	2,583.33	2,064.18	R	

← **Click here** **Click Here**

Show Check Show Check with YTD Amts

Highlight check you would like to view and then click Show Check

IMPORTANT INFORMATION TO REMEMBER:

The WISD website has a link for “Employee Access”: **Go to www.wylieisd.net, click Departments on top, click HR, click Substitute Opportunities on left side, click **View Your Checks Online** located under Quick Links in middle of page and this will bring up Employee Access.**

1. The **Username** consists of the first 5 letters of your last name plus the first 3 letters of your first name followed by 3 zeros. If your last name is shorter than five letters, you will need to insert a space for every letter less than five. Example: Day Joh000
2. The last 3 characters of your username are zeros and not the letter O.
3. Your temporary password will be the last six digits of your social security number; you’ll be prompted to change it once you login for the first time.

On the left hand side is a button that will allow you to change your password. Your login ID is what the system has assigned and cannot be changed.

Click on Employee Information and on the right hand side you will find the Payroll box. Click on the button that is titled “Check History” and this is where you will find your direct deposit check stub.