



Skyward for Non-Contract Staff

You can get to Employee Access (Skyward) at this site (<https://hrs.aasd.k12.wi.us/BusinessSTS>) or find it on the [District website](#). Your username is LastNameFirstName, up to 14 letters.

1. The first time you log in, choose “Forgot your Username or Password”. Then enter the email address provided to HR to receive a message that will help you set your own password.

The image shows two screenshots of the Skyward login process. The top screenshot is the main login page for Appleton Area School District (AASD). It features the AASD logo at the top, followed by the text 'Appleton Area School District'. Below this are two input fields: 'Username' and 'Password'. A green 'Sign In >' button is positioned below the password field. A red box highlights a link that says 'Forgot your Username or Password?'. Below this link is an 'OR' separator and a 'Sign In with Classlink' button. The bottom screenshot shows the 'Forgot your Username or Password?' page. It has a single input field labeled 'Username or Email Address' which is highlighted with a red box. Below the field is a green 'Submit >' button and a '< Sign In' link.

2. Once you have logged in successfully, select “Payroll Check History”.

The image is a screenshot of the Skyward Employee Access dashboard. At the top, there is a navigation bar with the Skyward logo and 'Appleton Area School District'. Below this is a secondary navigation bar with 'EMPLOYEE ACCESS' and a star icon. The main content area shows a user profile for 'SHORT TERM SUBSTITUTE TEACHER - SHORT TERM SUBSTITUTE TEACHER - MORGAN'. Below the profile are seven navigation tiles: 'Payroll Check History' (highlighted with a red box), 'Estimate Check', 'Calendar', 'My Substitute Transactions', 'W2 Forms', 'Accounts Payable Check History', and 'My Expense Reimbursements'. The dashboard also includes a top navigation bar with 'My Messages', 'Knowledge Hub', 'Search', and 'Sign Out'.

- To sort your result by date click on the Check Date Column heading. Then click on the down arrow by the desired check date to get your Check Stub.

My Check History

CHECKS

Search Check Date 31 View: Skyward Default Filter: Skyward Default

Check Date	Check Number	Pay Gross	Net Check Amount	Payment Type	Payroll Type
05/15/2018				A - ACH	R - Regular
04/30/2018				A - ACH	R - Regular

