



HOW CAN I FIND MY EMPLOYEE ID?



LOCATING YOUR EMPLOYEE ID NUMBER

- LOCATED ON YOUR EMPLOYEE ID BADGE or
- LOG INTO SKYWARD EMPLOYEE ACCESS > EMPLOYEE INFORMATION TAB > PERSONNEL INFO

The screenshot shows the Skyward Employee Information system interface for Gregory-Portland ISD. The user is logged in as Tom Kash (test File). The main navigation menu includes Home, Employee Information (circled in red), Time Off, FastTrack, and Expense. The Employee Information section is expanded to show Personal Information, which includes Demographic, Personnel, and Payroll. The Personnel Info tab is selected, displaying the following information for Employee: KASH (TEST FILE) TOM:

Personnel Info	
Type:	TEMP WORKER
Hire Date:	07/20/2005
Start Date:	
Building Location:	
Check Location:	
Employee ID:	468623
State ID:	
Ed-Fi ID:	

A red arrow points from the 'Personnel Info' tab in the left sidebar to the 'Employee ID' field in the main content area.

HAVING ISSUES LOCATING YOUR EMPLOYEE ID?

- YOU CAN REACH OUT THE HUMAN RESOURCES DEPARTMENT TO REQUEST A NEW BADGE or
- CONTACT THE PAYROLL DEPARTMENT FOR A PASSWORD RESET TO LOG INTO YOUR SKYWARD EMPLOYEE ACCESS