<u>SKYWARD EMPLOYEE ACCESS FOR PAYROLL</u>

Please visit the link below to get started:

https://finance.sjcschools.org/scripts/wsisa.dll/WService=wsSTU/seplog01.w

<u>Your login will be</u>: firstname.lastname

               ex: john.doe

<u>Your default password will be emailed you.</u>

Once you log in for the first time, you will be prompted to change your password. Please make sure to keep all personal information to yourself.

Once you're logged in, click the "Employee Information" tab. Here you can update your personal information and review your payroll information.