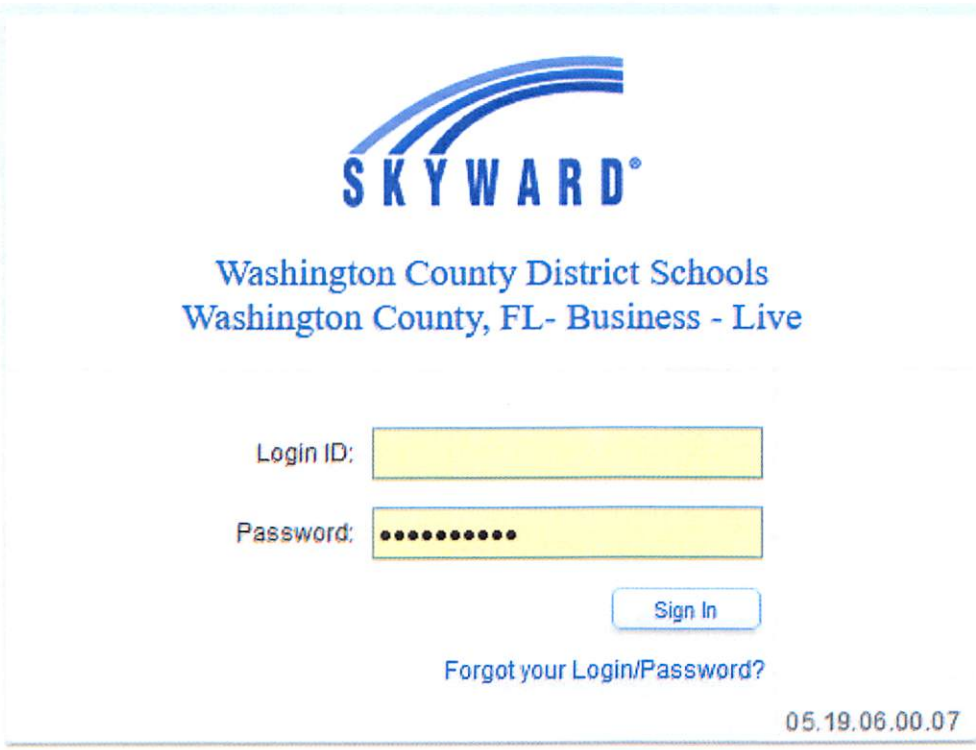
Skyward link:
https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinwashingtoncoflpaec/seplog01.w

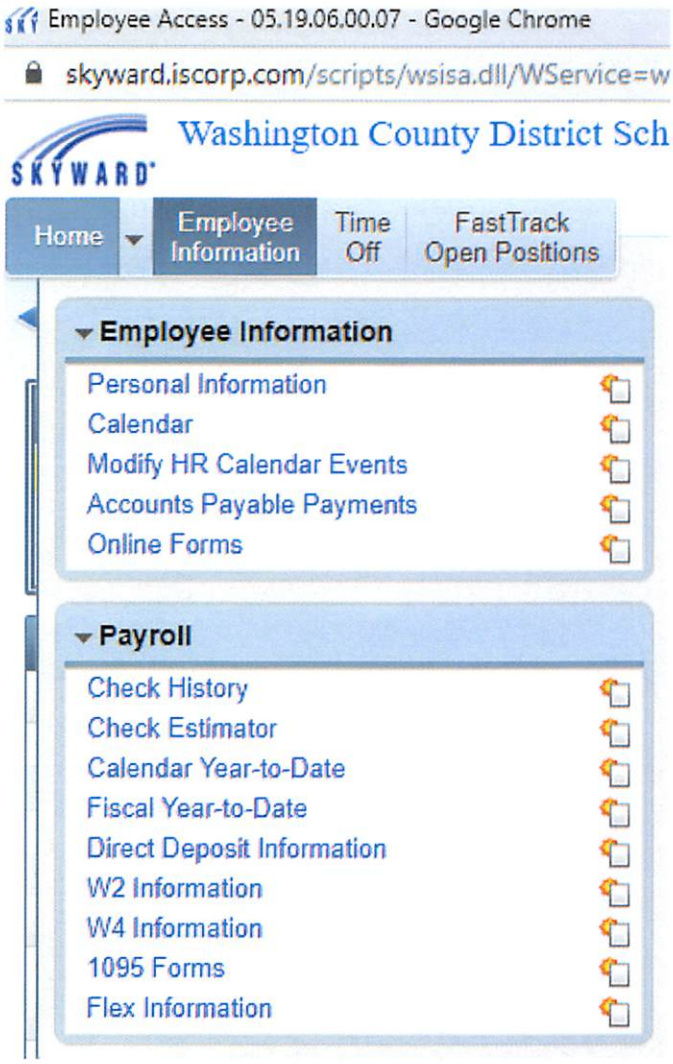
Log in to Skyward. Login ID is first name. last name.



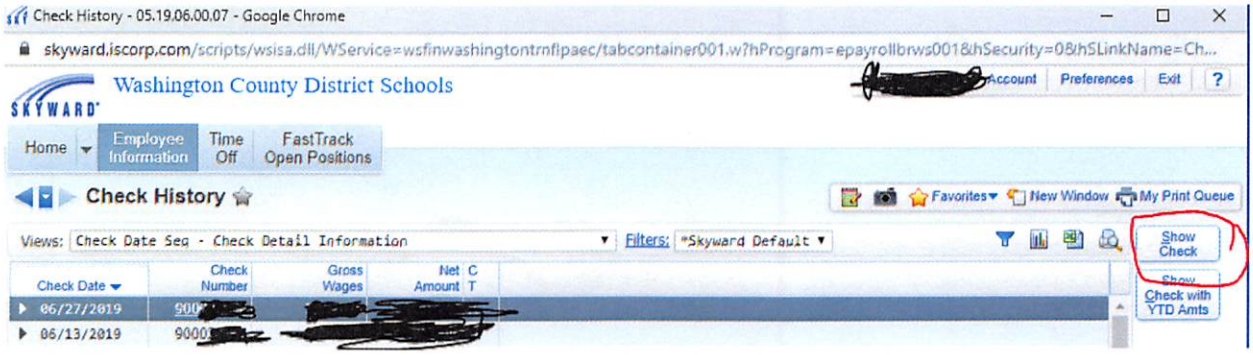
Three tabs at the top: Employee Information, Time Off and FastTrack Open Positions

Employee Information Tab

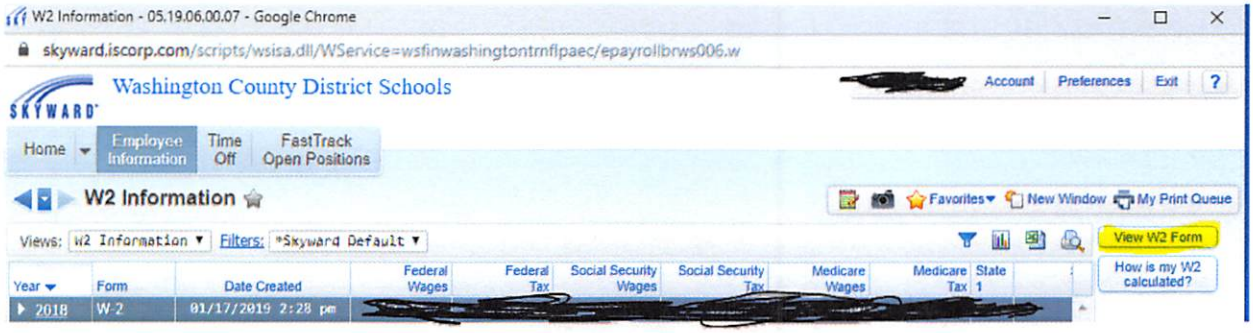
Select Employee Information to view personal payroll information, check stubs W-2s and W-4.



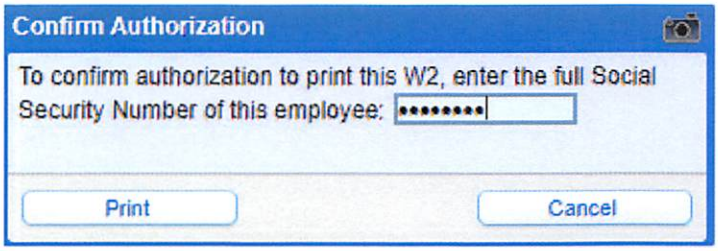
To view check stubs: Select Check History. Highlight check to view and select the button Show Check.



To view W-2. Select W2 Information. Highlight W-2 to view and select View W2 form.



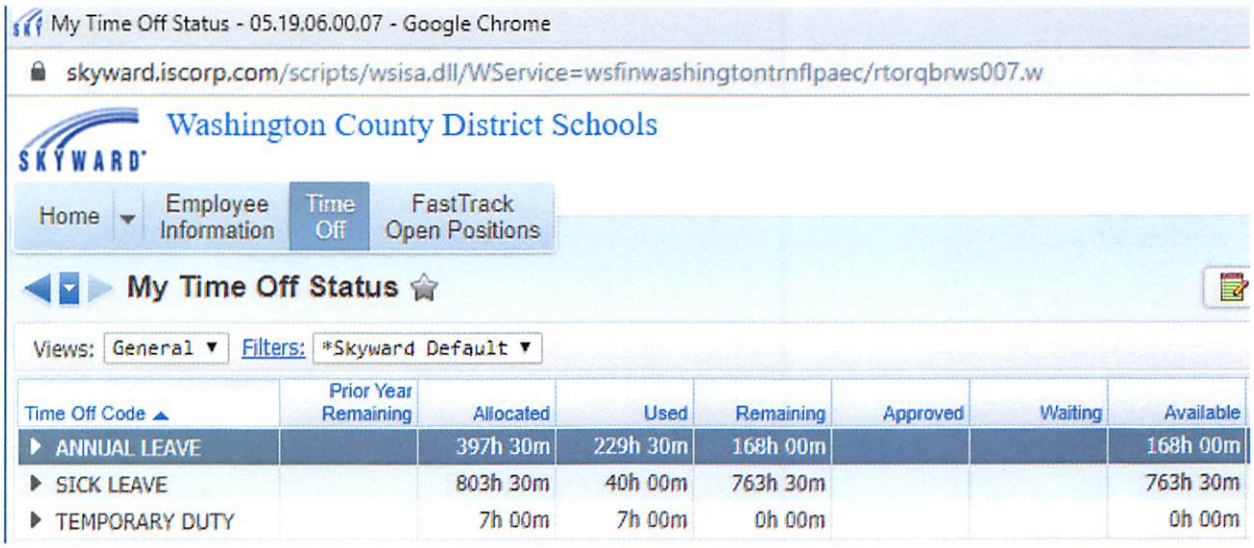
A notice to confirm authorization appears. Enter social security number and select Print.



Time Off Request Tab

Select Time Off tab to view leave hours available and to request time off.

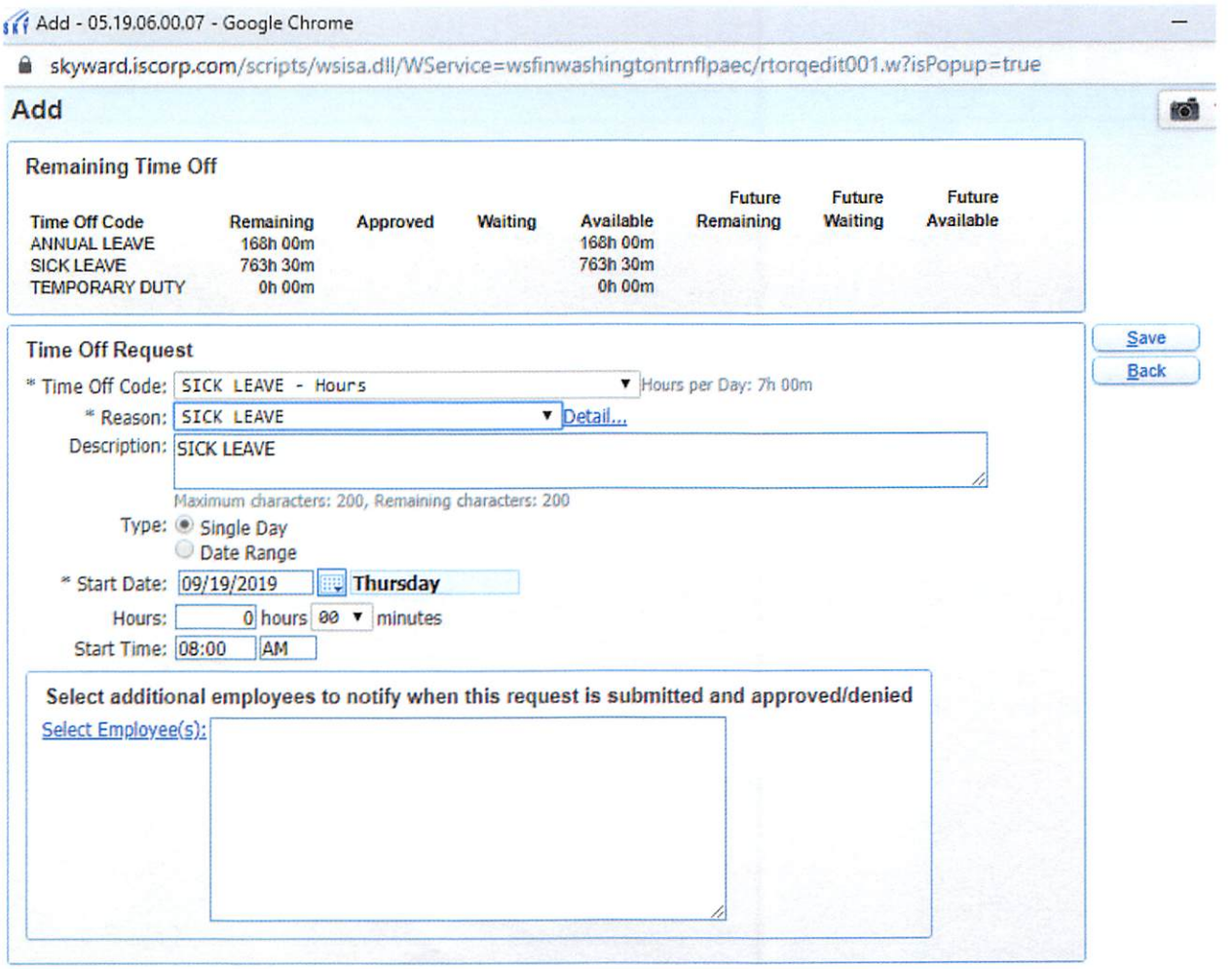
Select My Status to view details of leave time.



Time Off Code	Prior Year Remaining	Allocated	Used	Remaining	Approved	Waiting	Available
ANNUAL LEAVE		397h 30m	229h 30m	168h 00m			168h 00m
SICK LEAVE		803h 30m	40h 00m	763h 30m			763h 30m
TEMPORARY DUTY		7h 00m	7h 00m	0h 00m			0h 00m

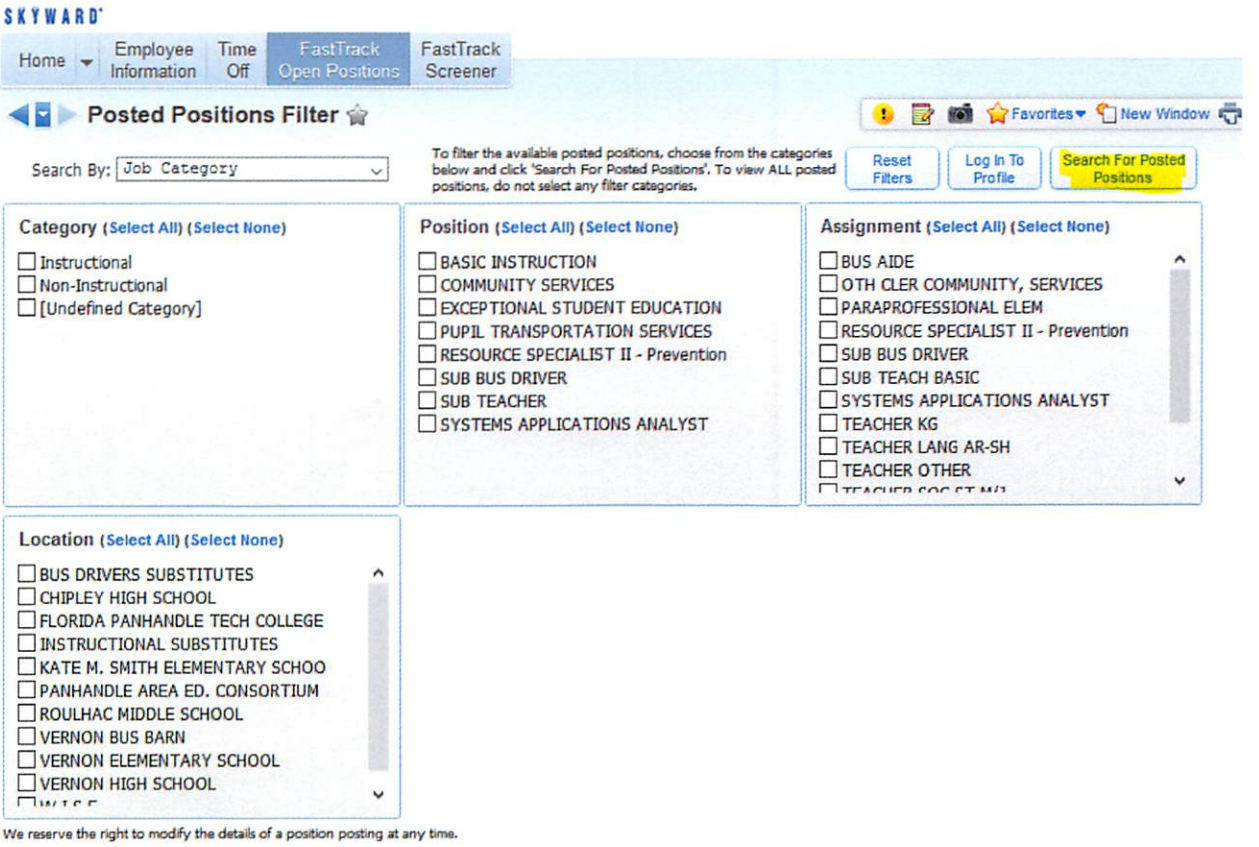
To request time off, select My Requests. Previous time off requests will appear. To request time off, select Add.

Enter time off code, reason and description. Enter either a single day or date range. Enter start date of request, hours and start time. If another employee other than your supervisor needs to be aware of your request for time off, use the Select Employee button and check the box of the person(s) you wish to notify and save. Select the Save button on the right to submit the request.

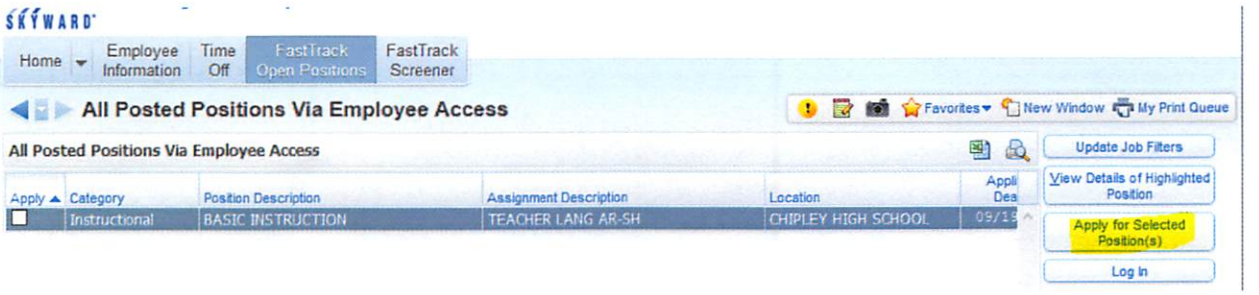


Fast Track Open Positions

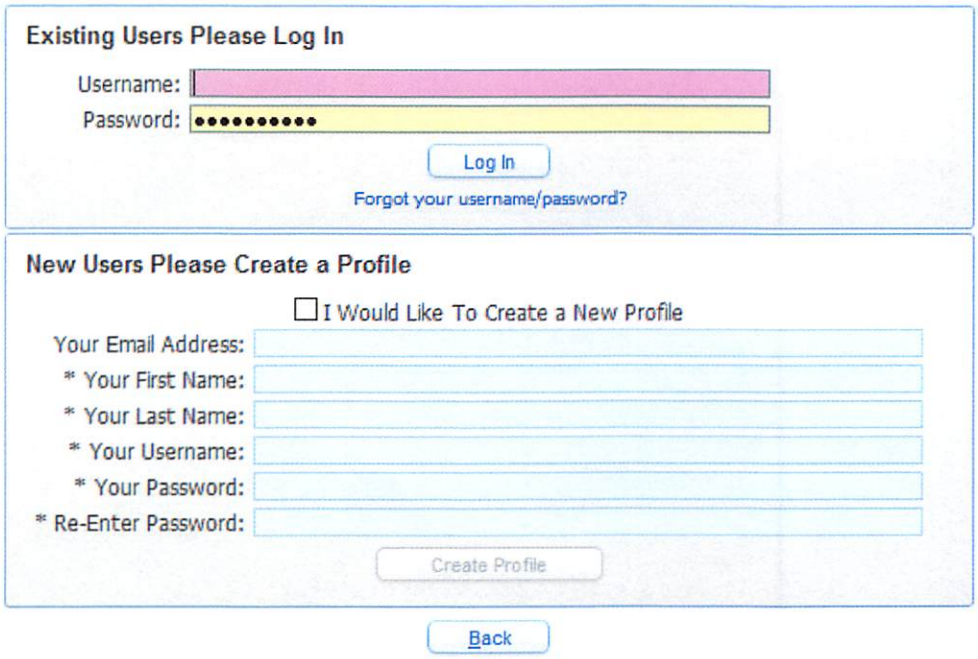
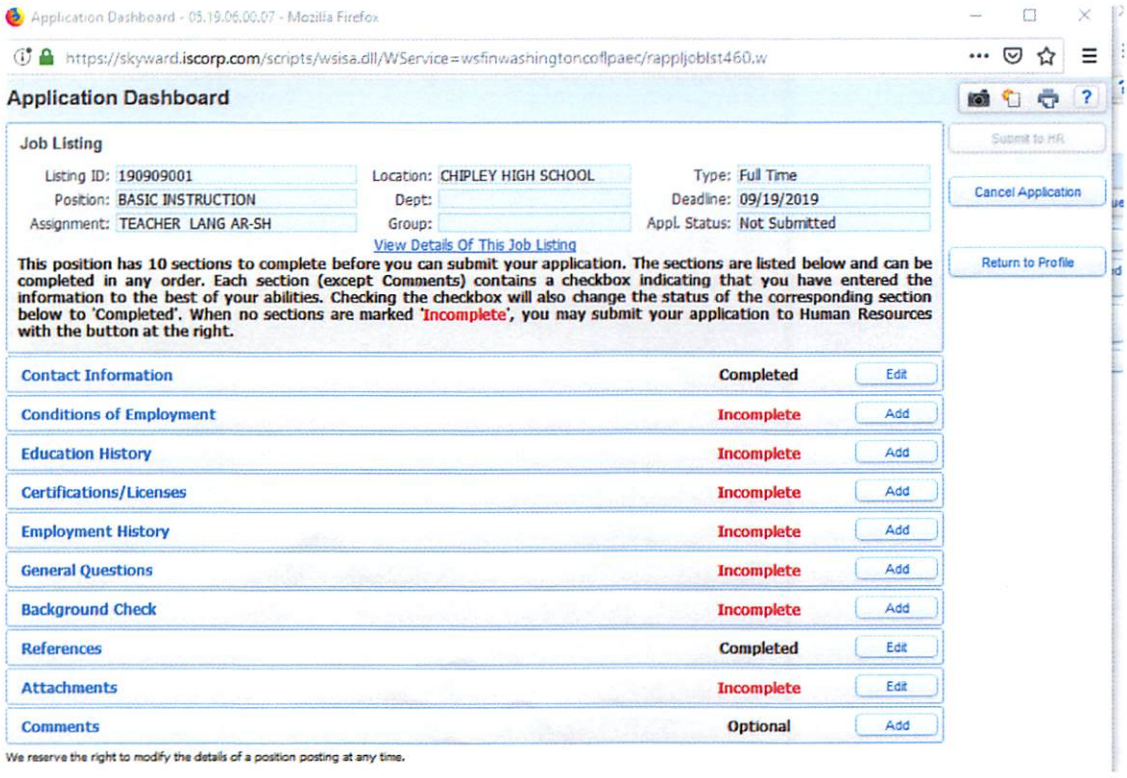
This tab is used to view open positions and apply for positions. Select the boxes to view posted positions. Select the Search for Posted Positions.



Open positions will appear based upon your selection. Positions can be viewed without creating a user profile. To apply for a position, select Apply for Selected Position.



A screen will appear to create a profile. If you are a new user to FastTrack, you must create a profile. Select the box I Would Like to Create a New Profile. Enter appropriate information and select Create Profile. Upon your return visit to FastTrack, use the Username and Password created.



Complete each section of the application and submit to HR.