Employee Access

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1. Login

- Go to following web address: http://eaplus.YOURDISTRICT.wa-k12.net/
- Enter your Login. Click on Forgot Login or Password? An email will be sent to you with your password. Use the password you’ve received in your email to login.

- Depending on your district’s settings, certain buttons will become available. Below we discuss the 2 most common:

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<table>
<thead>
<tr>
<th>Tab</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Educator Access</td>
<td>(e.g. Teachers may have an Educator Access tab).</td>
</tr>
</tbody>
</table>
```

Some users may have multiple tabs.
2. Employee Information

The available applications under the Employee Information tab will display a new window. Each of the application buttons contains different information. The specific applications and the information found within each one will vary by district. Below are some screenshots of the most common.

A. Employee Information

1. Previous Version of General Information

Displays general information that was displayed in the previous release of Employee Access. Use the links on the left to access more information.
2. **Personal Information**
   Displays various personal information. Use the menu on the left to access more information.

3. **Calendar**
   Displays a calendar specific to the employee. This can contain information from the District News Calendar, personal leave requests, and other customizable information.

B. **Payroll**
Contains the information most frequently requested by employees. Click each link to access that information.

1. **Check History**
   View detailed check information for each check or deposit issued through payroll. You can reprint check stub information as well. While your printed check stub or earning statement may summarize some of your deductions into a single line item (i.e. Misc. Deductions), they will display individually here.

   Click the □ next to the Check Date, click the Check Number, or highlight an individual check and click the Show Check button to get more detailed information.
2. **Check Estimator**

Estimate how payroll changes will affect your net pay. The changes here WILL NOT affect payroll. This is an estimator function only! The first screen displays Pay & Tax information. Enter your changes and then click **Continue Check Estimator Process**.
The second screen displays your Deductions and Benefits. Enter any changes and then click **Calculate Check**.

Once the print queue is finished running click **View Report** and the estimated check information will display.

3. **Calendar Year-to-Date**
   View Calendar Year-to-Date Pay, Deduction, and Benefit information for each calendar year in Skyward. Click the Year or the Show Calendar YTD button for more detailed information.
4. **Fiscal Year-to-Date**  
Similar to Calendar YTD, except information will be displayed for the Fiscal Year.

5. **Direct Deposit Information**  
View your Direct Deposit information, including Bank, Account #, and Routing #.

6. **W2 Information**  
View your Taxable Wages and Withholding amounts for each calendar year in Skyward.  
- The **Show W2 Info** button displays a reconciliation from Gross Wages to Federally Taxable Wages to Net Pay.  
- The **View W2** button opens a PDF version of your actual W2 that can be printed.

7. **W4 Information**  
View your current Federal Withholding Status. The **Show W4 Info** button displays this information in a printable format.

3. **Time Off**  
View leave balances, and submit leave requests if your district has implemented that option.

   A. **My Time Off Status**  
   Use the **on the left of the screen to view detail transactions for each leave type. Leave used and allocated leave will be displayed.

   B. **My Time Off Requests**  
   View any current and historical requests for time off. To add a time off request click the **Add** button on the right.