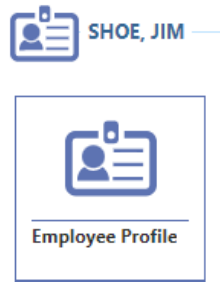


Employee Access Overview

Employee Profile

1. Click on the **Employee Profile** tile.



2. Now you will be able to view a brief overview of your **Employee Details**, **Assignment Details**, and if you have any **Emergency Contacts** listed on your profile.

SHOE, JIM



EMPLOYEE DETAILS [Edit](#)

Name Jim Shoe
Address 1500 S Sangamon St Crete, IL 60417
Phone 708-367-8361
Email shoej@cm201u.org (Work)
Employee Number 269757
Latest Hire Date 03/21/2012

ASSIGNMENT DETAILS

Open Details Position Substitute: TRS Assignments Substitute: Teacher Buildings Early Learning Center Start Date 08/23/2022 End Date 10/31/2022 Amount 11,904.00 Percent Employed 26.67	Open Details Position Substitute: TRS Assignments Substitute: Teacher Buildings Early Learning Center Start Date 11/01/2022 End Date 01/09/2023 Amount 8,432.00 Percent Employed 18.89
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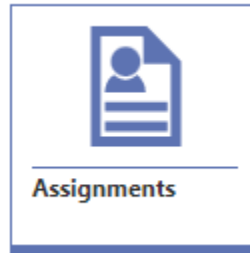
EMERGENCY CONTACT DETAILS

Name Mary Shoe Phone 708-367-8361
--

3. If you notice any incorrect information or have any questions/concerns pertaining to information on this page, you will need to contact the Department of Personnel and Culture.

Assignments

1. Click on the **Assignments** tile.



2. Now you will be able to view more details pertaining to your current, previous, and/or upcoming assignments. This is the only area on your Employee Profile where you can view your pay rate information. You can click on each of the assignments on the top portion of the page and it will display the specific assignment details on the bottom half of the screen.

ASSIGNMENTS

Search Position Type Code

	↑ ¹ Position Type Code	↑ ² Assignment Type Codes	↑ ³ Building Codes	Base Assignment Pay	Supplement Total Pay	Assignment Total Pay	Total Stipend Amount	Start Date	End Date	Attachments
<input type="button" value="↻"/>	SUBTRS	SUB:TEAC	000	12,544.98	0.00	12,544.98	0.00	01/10/2023	06/16/2023	<input type="button" value="📎"/> (0)
<input type="button" value="↻"/>	SUBTRS	SUB:TEAC	007	11,904.00	0.00	11,904.00	0.00	08/23/2022	10/31/2022	<input type="button" value="📎"/> (0)
<input type="button" value="↻"/>	SUBTRS	SUB:TEAC	007	8,432.00	0.00	8,432.00	0.00	11/01/2022	01/09/2023	<input type="button" value="📎"/> (0)

Total Records

ASSIGNMENT DETAILS

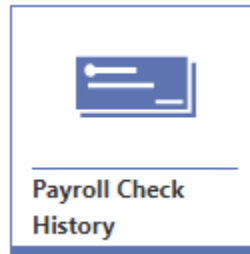
MM/DD/YYYY

	↑ Start Date	End Date	Hours Per Day	Assignment Detail Total Pay	Hourly Pay	Daily Pay	Lane Code	Required Credits	Step	Step Description
<input type="button" value="↻"/>	01/10/2023	06/16/2023	7:00:00	12,544.98	18.29	128.01				

3. If you notice any incorrect information or have any questions/concerns pertaining to information on this page, you will need to contact the Department of Personnel and Culture.

Payroll Check History

1. Click on the **Payroll Check History** tile.



2. Now you will be viewing a page that lists all of your payroll checks through Crete-Monee School District.

CHECKS

MM/DD/YYYY 31 View: Skyward Default Filter: Net Checks Quick Filter

	Check Date	Check Number	Pay Gross	Net Check Amount	Payment Type	Payroll Type	IMRF Gross	TRS Gross
↻	04/14/2023	9000021463	256.02	239.64	A - ACH	R - Regular	0.00	0.00
↻	03/31/2023	9000020714	128.01	119.81	A - ACH	R - Regular	0.00	0.00
↻	03/17/2023	9000019966	384.03	359.45	A - ACH	R - Regular	0.00	0.00
↻	03/03/2023	9000019206	1,216.10	1,073.58	A - ACH	R - Regular	0.00	0.00

3. If you click on the circular arrow, it will open up your payroll check and display more detailed information on your paycheck.

PAY TRANSACTIONS

Search Position Type View: Skyward Default Filter: Skyward Default Quick Filter

Position Type	Assignment Type Codes	Building Codes	Check Stub Description	Rate	Factor	Pay Gross	Times to Apply	Net Pay	Hours Worked	Comment on Paycheck
↻ SUBTRS - Substitute: TRS	SUB:TEAC	000	Substitute	128.0100	2.0000	256.02	1	239.64	14.0000	

DEDUCTION TRANSACTIONS

Search Check Stub Description View: Skyward Default Filter: Skyward Default

Check Stub Description	Calculated Amount	Decreases Federal Tax	Decreases FICA Tax	Decreases State Tax
Federal Tax	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IL State Tax	12.67	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medicare	3.71	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

BENEFIT TRANSACTIONS

Search Check Stub Description View: Skyward Default Filter: Skyward Default

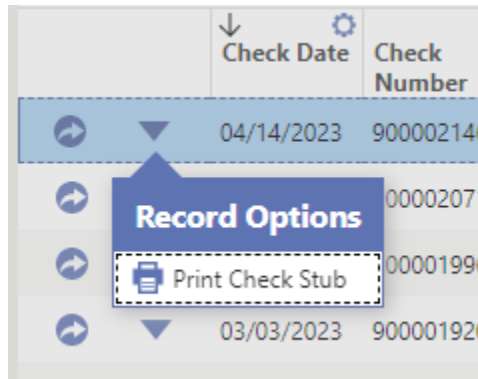
Check Stub Description	Calculated Amount	Increases Federal Tax	Increases FICA Tax	Increases State Tax
Medicare	3.71	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- To print your payroll check, you will need to click on the down arrow on the payroll check you would like to print.

CHECKS

MM/DD/YYYY	View: Skyward Default	Filter: Net Checks	Quick Filter	Check Date	Check Number	Pay Gross	Net Check Amount	Payment Type	Payroll Type	IMRF Gross	TRS Gross
				04/14/2023	9000021463	256.02	239.64	A - ACH	R - Regular	0.00	0.00
				03/31/2023	9000020714	128.01	119.81	A - ACH	R - Regular	0.00	0.00
				03/17/2023	9000019966	384.03	359.45	A - ACH	R - Regular	0.00	0.00
				03/03/2023	9000019206	1,216.10	1,073.58	A - ACH	R - Regular	0.00	0.00

- A dropdown will appear for you to click on **Print Check Stub**.



- It will prompt you to select how you want your social security number printed on the check stub and then ask you to verify your last four digits of your social security number. Then, click on **Next** at the top left of the screen.

Print Payroll Check Stub
Select SSN Mask

→ Next

BANK ACCOUNT DETAILS

Print Social Security Number ***-**-****
 ***-**-6789
 123-45-6789

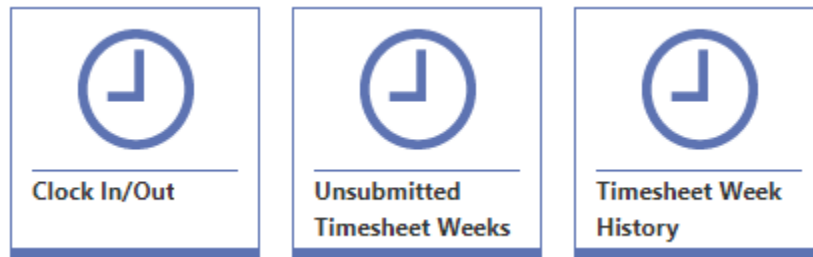
Enter the last four of your SSN to authenticate

- You will now be on a new screen where you can click on **Print Check Stub** in the top left of the screen. Once you click on Print Check Stub it will produce your check stub in a PDF format where you can save the document or print from this point forward.

- If you notice any incorrect information or have any questions/concerns pertaining to information on this page, you will need to contact the Business Department.

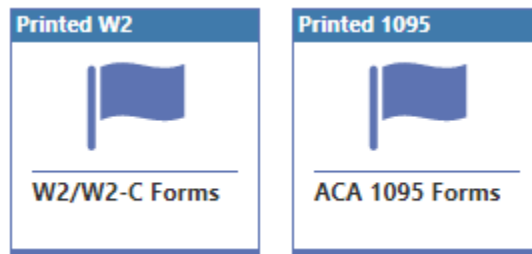
Tiles to not use!

1. There are three tiles displayed on your Employee Access home screen that you will not use unless instructed at a later time. You will not utilize these tiles.



W2 Forms and ACA (1095) Forms

1. The next two tiles you have on your Employee Access home screen is the W2 Forms and ACA 1095 Forms. By clicking on either of these tiles you can print your W2 forms and your ACA forms. The process for printing either form is the exact same way. Click on the **W2 Forms** tile.



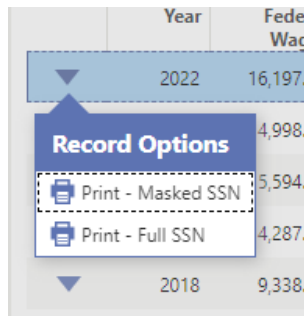
2. Now you will be on the screen of your current and previous W2s from Crete-Monee School District. Click on the down arrow next to the W2 year you would like to print.

W2 FORMS

Search Calendar Year View: Skyward Default Filter: Skyward Default Quick Filter

Calendar Year	Box 1 Federal Wages	Box 2 Federal Income Tax Withheld	Box 3 Social Security Wages	Box 4 Social Security Tax Withheld	Box 5 Medicare Wages	Box 6 Medicare Tax Withheld
▼ 2022	16,197.95	907.01	0.00	0.00	16,197.95	234.89
▼ 2021	4,998.34	151.23	0.00	0.00	4,998.34	72.46
▼ 2020	15,594.00	1,543.85	0.00	0.00	15,594.00	226.12
▼ 2019	4,287.50	76.08	355.50	22.04	4,287.50	62.17

3. A dropdown will appear with how you would like your social security number to print on the W2. Click on your selection.



4. A new screen will pop up where you need to enter your full social security number to print your W2. Enter your social security number and click on **Next** in the upper left-hand corner.

A screenshot of a web form titled 'Print Masked W2' with the subtitle 'Verify Masked SSN'. At the top left, there are two buttons: 'Next' with a right-pointing arrow and 'Cancel' with a red circle and slash. Below this is a section header 'EMPLOYEE DETAILS'. Underneath, there is a label 'Enter your SSN to authenticate' followed by a text input field containing the value '123-45-6789'.

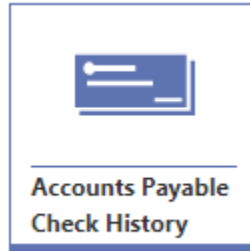
5. On the next screen, click on **Print W2 PDF** in the upper left-hand corner of the screen. This will produce your W2 in PDF document. You can save the document or print from that document.

A screenshot of a web form titled 'Print Masked W2' with the subtitle 'Confirmation'. At the bottom, there are two buttons: 'Print W2 PDF' with a printer icon and 'Close' with a red circle and slash.

6. If you notice any incorrect information or have any questions/concerns pertaining to information on this page, you will need to contact the Business Department.

Accounts Payable

1. Click on the **Accounts Payable** tile.



2. Now you will be on the screen that displays a list of any expense reimbursements that have been processed for you.

CHECK TRANSACTIONS

MM/DD/YYYY 31 🔍 👁️ View: Skyward Default (Modified) 🔿 Filter: Sk

	↓ Check Date ⚙️	Check Number ⚙️	Net Check Amount ⚙️	Type ⚙️	Check Payment Type ⚙️
🔄	03/09/2022	9000000016	120.00	R - Regular	A - ACH
🔄	02/16/2022	212200667	360.00	R - Regular	A - ACH
🔄	11/02/2021	501208	4.00	R - Regular	C - Check

3. If you notice any incorrect information or have any questions/concerns pertaining to information on this page, you will need to contact the Business Department.

Important Contacts

For username, password, and/or login inquires please contact:

Holly Stewart
Database Systems Specialist
stewarth@cm201u.org
(708) 367-8361

For employee information and assignment inquires please contact:

Elizabeth Bridier
Human Resources Specialist
bridiere@cm201u.org
(708) 367-8330

Bich Kuhns
Human Resources Generalist
kuhnsb@cm201u.org
(708) 367-8378

For pay stub, W2, and account payable inquires please contact:

Sherrie O'Malley
Payroll Specialist
omalley@cm201u.org
(708) 367-8322

Michael Friel
Payroll Specialist
frielm@cm201u.org
(708) 367-8323

Brian Johnson
Assistant Business Manager
johnsonbr@cm201u.org
(708) 367-8324