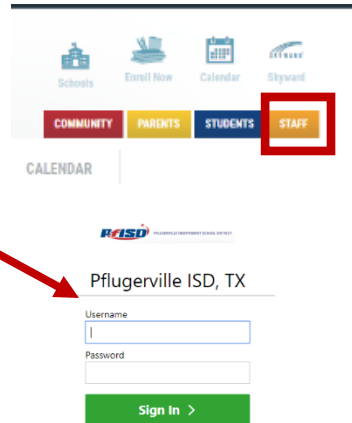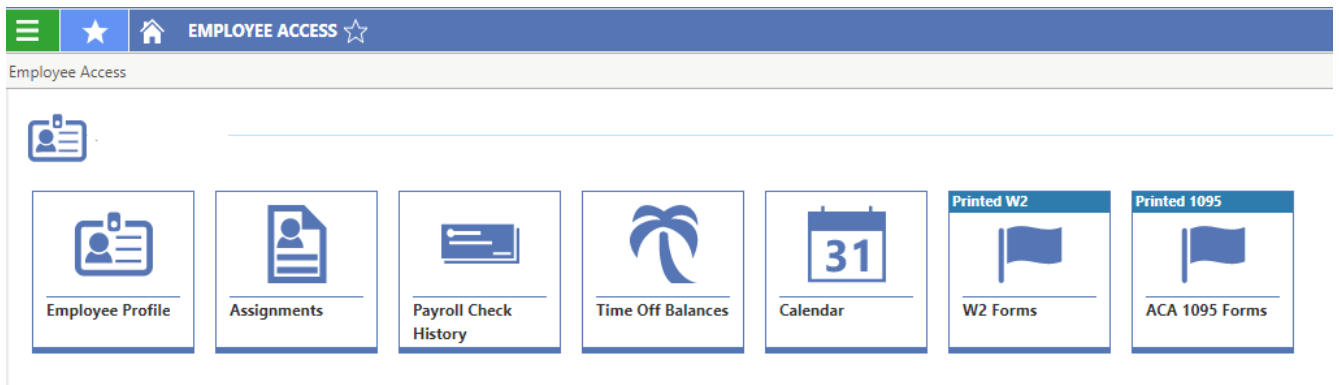# Skyward Employee Access
View Leave balances, Paycheck History, Print Paycheck Stub or W-2

1. Go to www.pfisd.net.
2. Click the **Staff** tab on top right.
3. Scroll down and click "**Employee Access - Skyward**"
4. Log in with e# and computer password.

5. Click the desired Information Category: (All information is View or Print only.)

Employee Profile: Displays home address, phone number, Position, Hire Date, Earnings

Assignments: Displays current position

Payroll Check History: Displays paycheck information

Time Off Balances: Displays leave balances

W2 Forms: Print for tax purposes

6. Click the Home or Skyward icon to return Dashboard.