

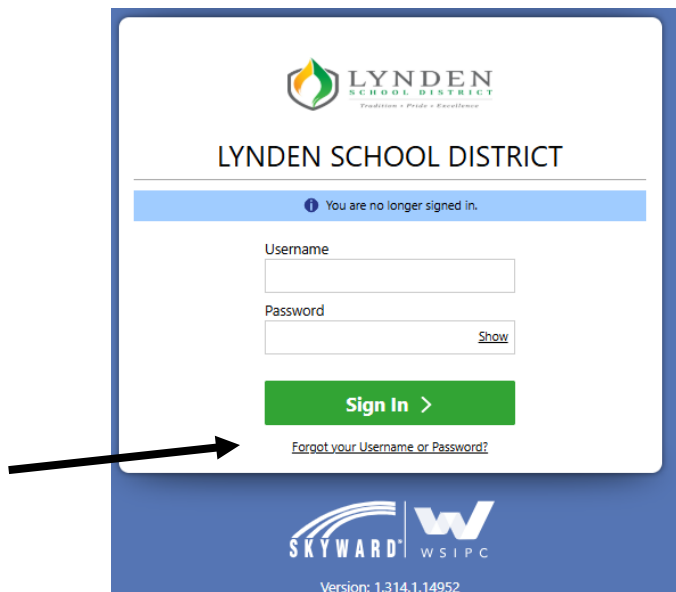
Employee Access Instructions for Substitutes Lynden School District

Payroll Reminders:

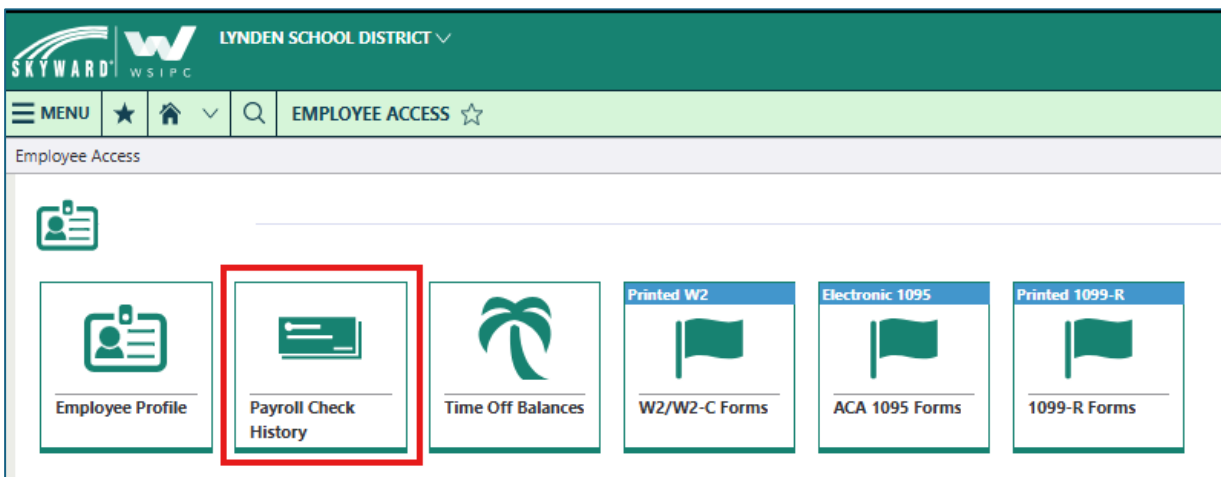
- Pay Day is the last business (banking) day of every month.
- You receive pay for work at the end of month AFTER you work. Example: May hours are paid at the end of June.

Skyward is where you will access your pay statements, check history, or other employee information.

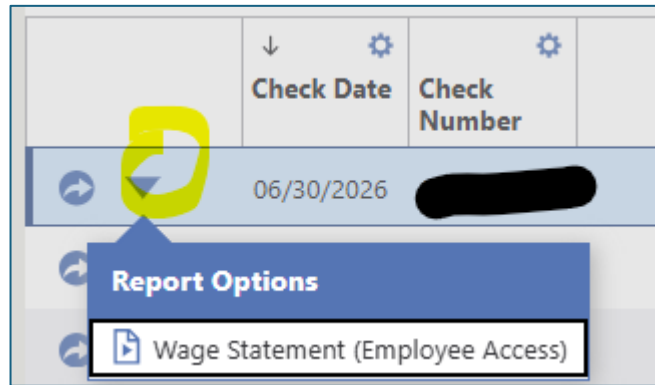
- Navigate to the district website at www.lynden.wednet.edu
- Under “Most Visited Links” click **Skyward/Qmlativ**
- Next, click the black bar “Desktop Log in Here”
- Enter your Username and password, and click Sign In.
- The first time you login, or if you have forgotten your Username or Password, click the **“Forgot Username or Password?”** link. This will email your Username and a password reset link to your email address on file.



To View Paycheck Information – Click **Payroll Check History**



On the row of the check you'd like to view, click the small DOWN triangle next to the date, and choose Wage Statement.

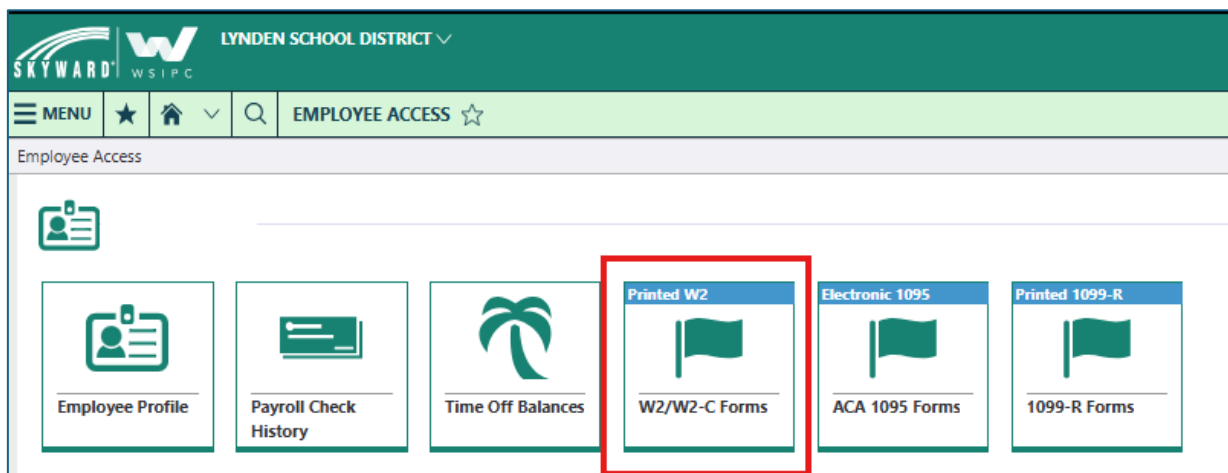


At the next screen, leave options blank and click “Run Report” at top. This will display your selected paycheck details.

A screenshot of the 'Run Report' form. At the top, there are buttons for 'Reset Prompts', 'Run Report' (highlighted in yellow), and 'Cancel'. Below these, there are fields for 'Report' (set to 'Wage Statement (Employee Access)'), 'Primary Module' (set to 'Payroll'), and 'Owner' (set to 'SKYWARD'). Under the 'PROMPT TEMPLATE' section, the 'Prompt Template' dropdown is highlighted in yellow. Under the 'PROMPTS' section, the '*SSN Print Format' dropdown is set to 'Hide SSN'.

- Check information will be available by the 25th of each month.
- Please review the information each month. If you believe there is an error, contact the Payroll Office.
- Funds will be posted to your bank account by the last weekday of the month.

W2/W2-C Forms is where to get copies of W2 Tax Forms. Note: online W4 submissions are not available.



How do I make changes to my information?

To change your Direct Deposit, W4 Tax Withholding, or your address, please complete the appropriate form available on the district website at www.lynden.wednet.edu/departments/human-resources/substitutes/. Changes submitted by the 15th of any month will affect that month's paycheck.