



Recreation & Community Services Department

1205 S 70th St, West Allis, WI 53214 (414) 604-4900 www.wawmrec.com

MEMO

To: All employees with direct deposit
From: WAWM RCS Administration Team
Date: June 19, 2018
RE: Employee Access on Skyward!

Effective July 1, 2018, West Allis-West Milwaukee Recreation and Community Services Department employees can use Skyward-Finance to view employee information (e.g., name, address, telephone, etc.) and check payroll history. We will NO LONGER distribute or print direct deposit payroll slips.

To log on Employee Access using Skyward-Finance:

1. Go to the District Website at www.wawm.k12.wi.us
2. Click on: **Staff**
3. Click on: **Staff tools**
4. Click on: **Skyward**
5. Click on: **Skyward Finance**
6. Enter: Login ID = full last name and the first initial of your first name.
For example: George Washington = washingtong Besty Ross = rossb
7. Enter: Password = your birth date mmddyy (For example 061918)
8. The system will prompt you to change your password
9. Click on: **Employee Information**
10. Click on: **Check History** to view a paycheck.

***If you have questions, please contact Janice in the district payroll office!
414.604.3036 or lewij@wawmsd.org***