

How to View TPAS Information

- 1) Log into Employee Access.
- 2) If you have access to Skyward Finance Management or Human Resources, select “Employee Access” under “Jump to other Systems”.

The screenshot shows the Skyward Human Resources dashboard. The top navigation bar includes 'Home', 'Employee Administration', 'Payroll', 'Time Off', 'Substitute Tracking', 'Insurance Tracking', 'TrueTime', 'Federal/State Reporting', and 'Custom Reports'. The 'Human Resources' section is active. The 'Jump to Other Systems' menu is open, showing options for 'Employee Access', 'Financial Management', 'Human Resources', and 'Product Setup'. An orange arrow points to the 'Employee Access' option. Below the menu, there are sections for 'Favorites', 'RSS Feeds', and 'My Employee's Time Off Per Week' with a bar chart showing requests from 1/17 to 1/23.

- 3) Once you are in “Employee Access”, choose the “Employee Information” tab.

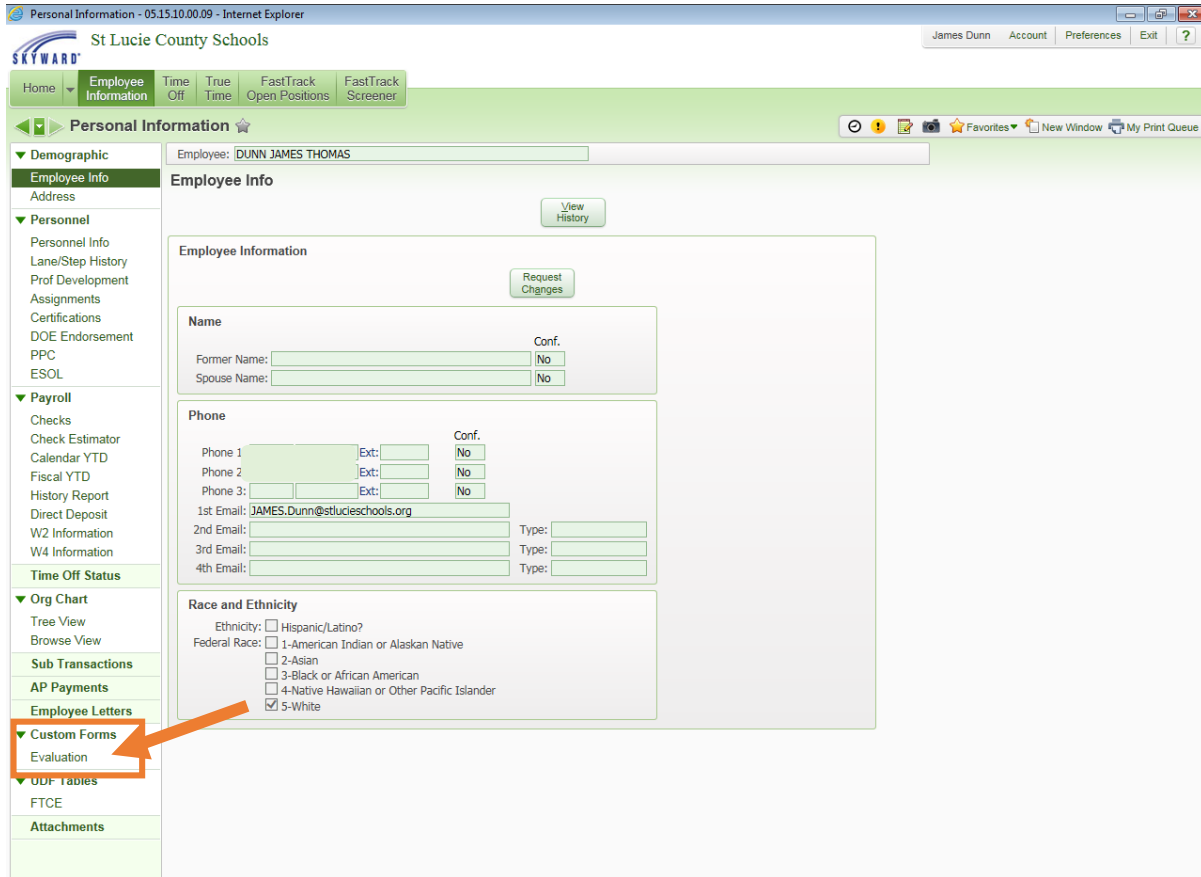
The screenshot shows the Skyward Employee Access dashboard. The top navigation bar includes 'Home', 'Employee Information', 'Time Off', 'True Time', 'FastTrack Open Positions', and 'FastTrack Screener'. The 'Employee Access' section is active. The 'Employee Information' tab is selected. Below the tab, there are sections for 'Jump to Other Dashboards', 'Favorites', 'RSS Feeds', and 'My Employee's Time Off Per Week' with a bar chart showing requests from 1/17 to 1/23.

- 4) Select “Personal Information” from the options provided.

The screenshot shows the Skyward Employee Access dashboard. The top navigation bar includes 'Home', 'Employee Information', 'Time Off', 'True Time', 'FastTrack Open Positions', and 'FastTrack Screener'. The 'Employee Information' tab is selected. The 'Personal Information' option is highlighted in the 'Employee Information' menu. Below the menu, there are sections for 'Payroll' and 'Employee Information' with various options like 'Check History', 'Check Estimator', 'Calendar Year-to-Date', 'Fiscal Year-to-Date', 'Direct Deposit Information', 'W2 Information', 'W4 Information', and '1095 Forms'.

5) Scroll down until you see “Custom Forms” on the left column of the screen.

Click on “Evaluation”.



Your TPAS information is displayed here.

