

BCSC Employee Access

Login Instructions

Go to the BCSC webpage, click on “For Staff” and click on “Employee Access”

Login ID: For most, your login ID will be the same as Novell but there are a few exceptions

Password: 1) *Current Financial Skyward users:* continue to use your normal password

2) *Employees new to Skyward:* *Enter your login ID (see above)

*Choose **Forgot your Login/Password?**

*Enter your BCSC email when prompted

*Follow the instructions for obtaining a new password

*Your password will be emailed to you within minutes

IMPORTANT: Passwords must be at least 6 characters, with one being a symbol such as \$ @ % & * +. Passwords must be changed every 30 days. Unlike the login ID, passwords are not the same in Employee Access and Novell.

If you experience any issues with your Login ID or Password, contact Paula Betros at betrosp@bcsc.k12.in.us

Viewing Payroll Check

From the Employee Access Screen, choose:

1. Employee Information (top left box)
2. Personal Information
3. Checks (on the left side under Payroll)
4. Highlight the check you'd like to see by clicking on that row
5. On the right side, **Choose Show Check** or **Show Check with YTD Amt**s

** Notice the check stub page shows you which deductions are tax exempt from Federal (Fed), State (St), and FICA/Medicare (F/M)*

To Print or Save:

1. Choose “Print” on the right side
2. Click View Report
3. On the bottom of the page, choose Save (1st icon) or Print (2nd icon)

Viewing Time-Off

From the Employee Access Screen, choose:

1. Employee Information
2. Personal Information
3. Time Off Status (on the left side)
 - a. Here you can view totals for Illness, Personal, Illness/Personal Overflow, and Vacation days.
4. **Only the numbers under “Remaining” are actual and current**
5. View detailed information for each time off code by clicking the arrow (▶) next to it.
6. Choose **Activity Prior to 6/30/2014** to view additional history.
7. Click the arrow next to the code to clear the detailed information.