



# SCHOOL DISTRICT OF WESTFIELD

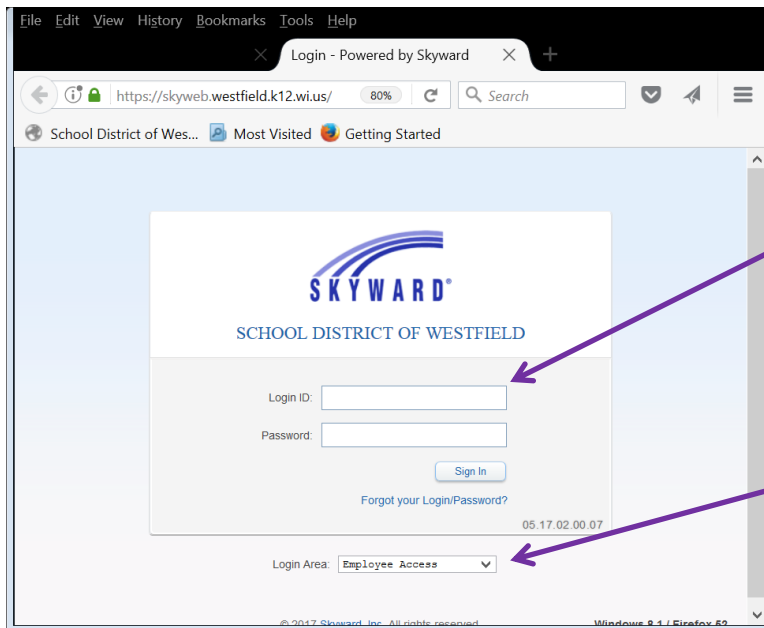
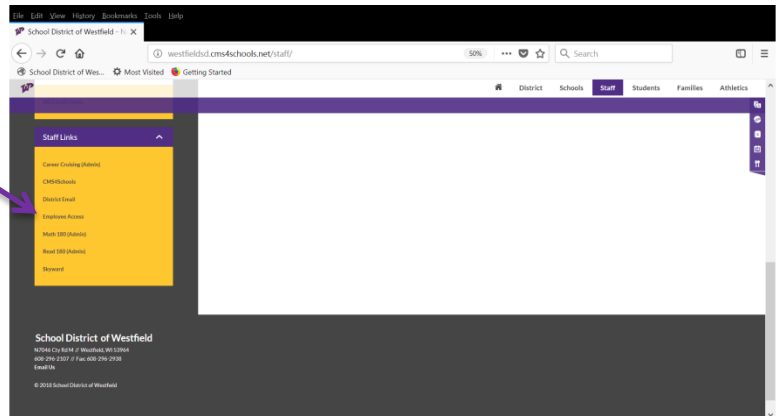
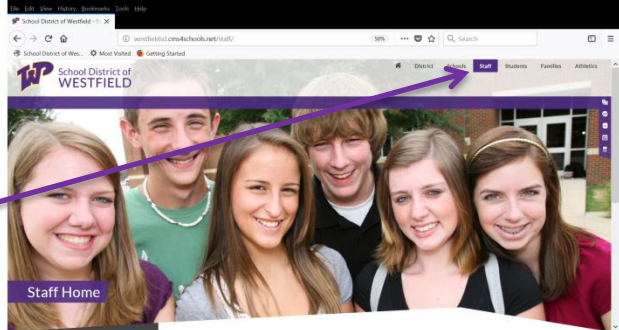
## Employee Access User Guide

Go to the School District  
Web Page

[www.westfield.k12.wi.us](http://www.westfield.k12.wi.us)

Click on **Staff**

Click on **Employee Access** under  
the **Staff Links**

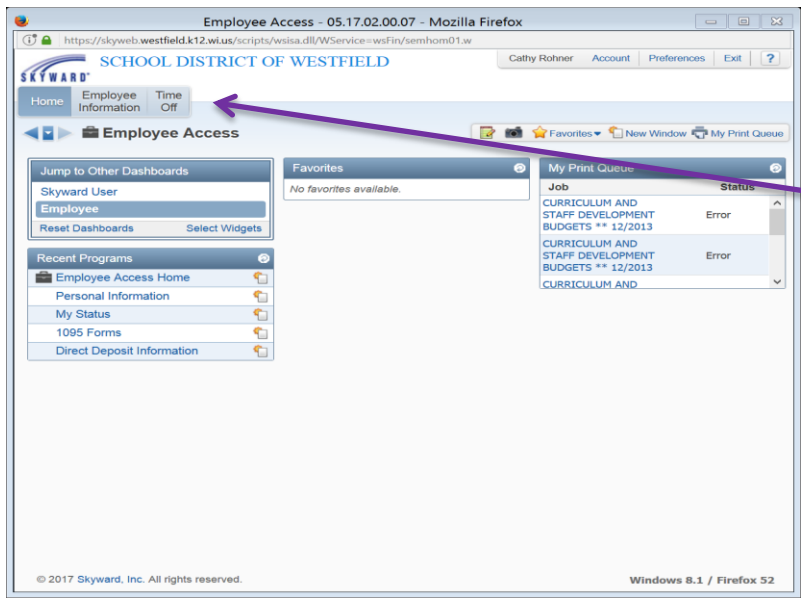


Login ID: this will be your  
last name first initial 3 zeros

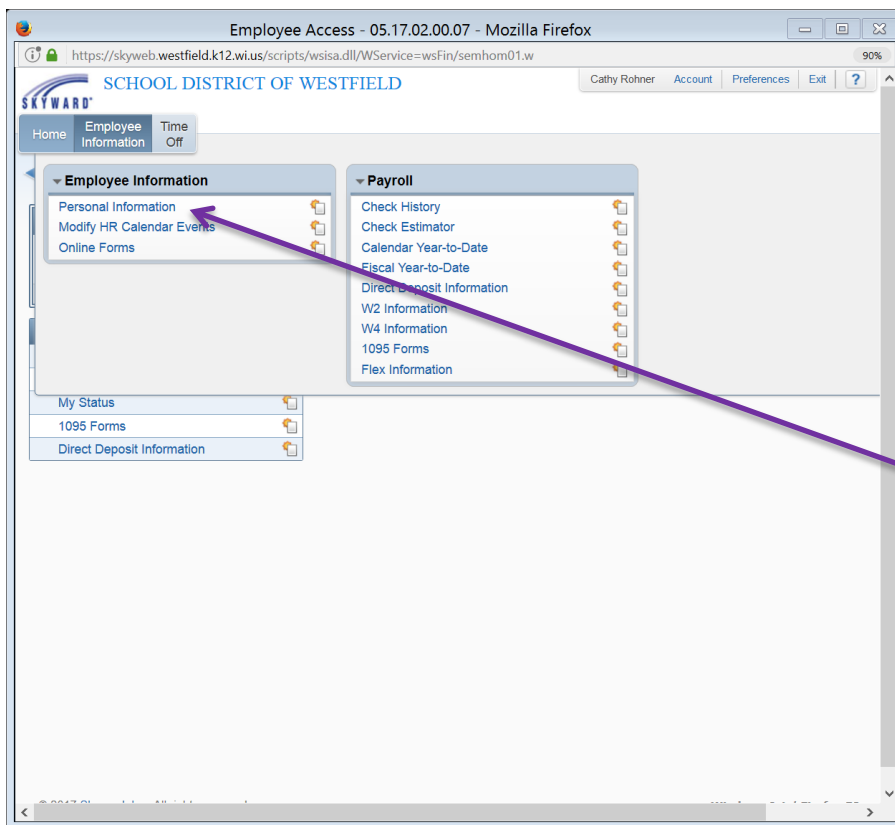
Enter your password –  
contact the district office if you  
need your password reset

Login Area:  
select Employee Access

Remember  
Your Employee Access Login is  
**different** from your  
Educator Access Login

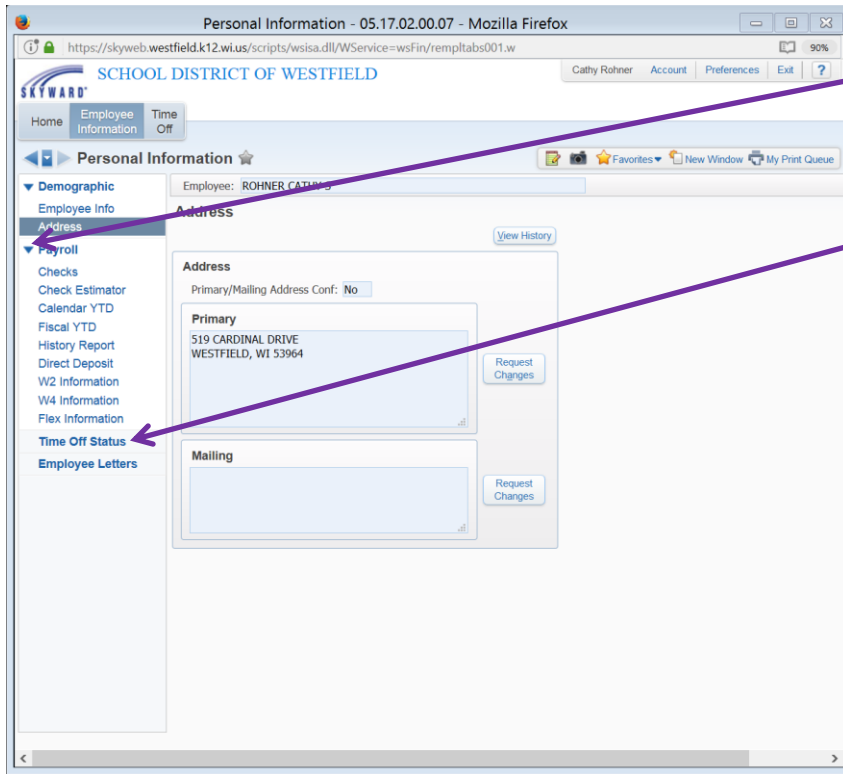


Click on Employee Information or Time Off



Click on any of the items listed for more information in that category.

Personal Information has several sub categories including the payroll and time off information.



Anytime you see the triangle – click on it for more detail.

Once again, click on any of the items listed for more information in that category.

Another triangle – click on it for more detail.

Triangles are available for:  
 Checks  
 Calendar YTD  
 Fiscal YTD  
 W2 Information  
 Flex Information  
 Time Off

