



SCHOOL DISTRICT OF WESTFIELD

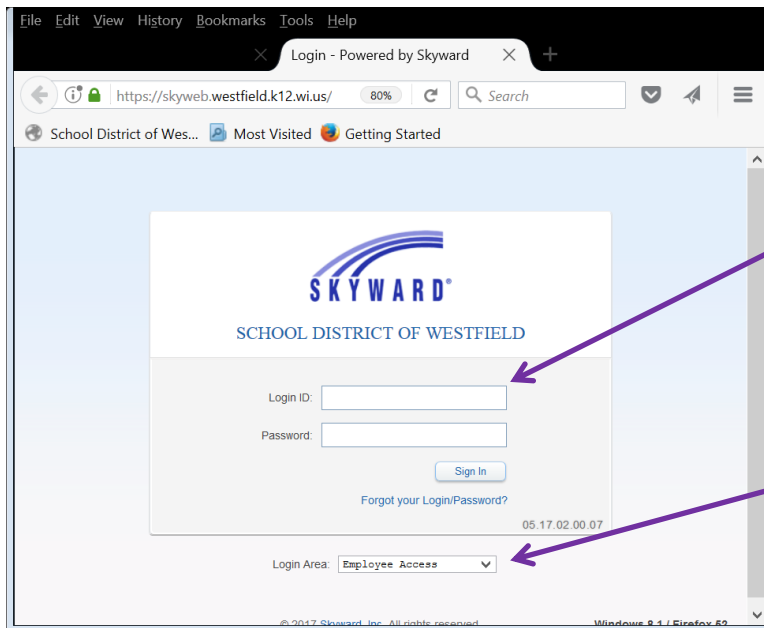
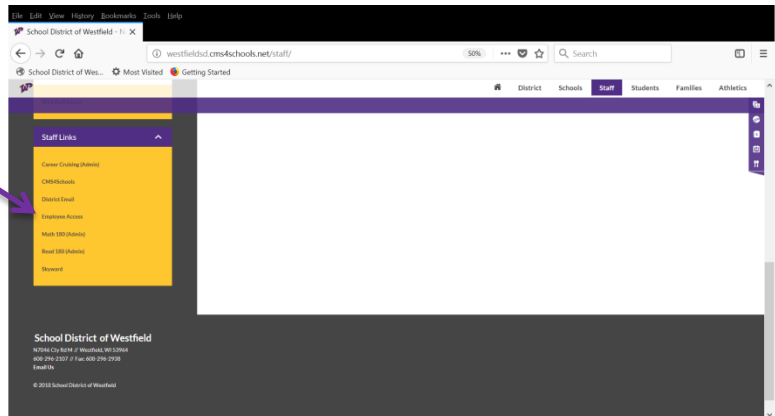
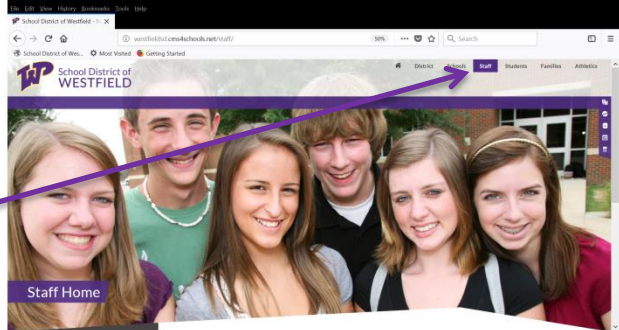
Employee Access User Guide

Go to the School District
Web Page

www.westfield.k12.wi.us

Click on **Staff**

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

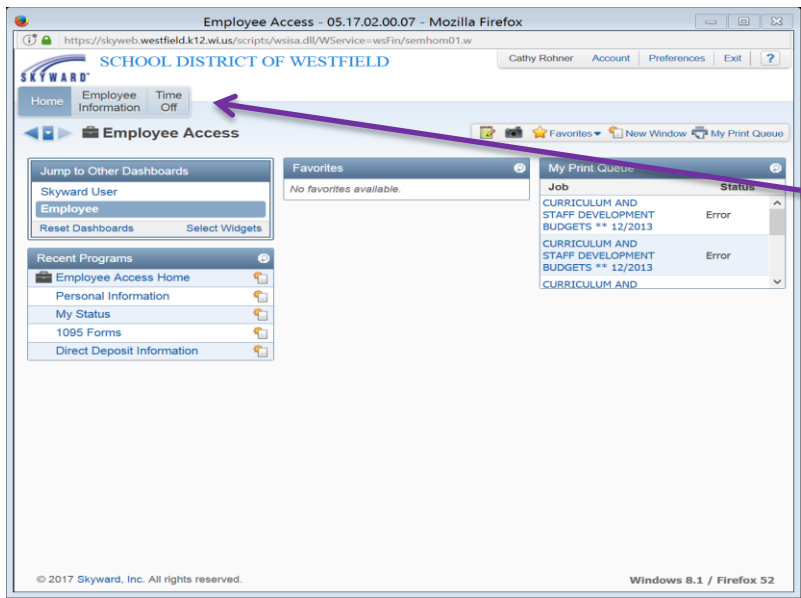


Login ID: this will be your
last name first initial 3 zeros

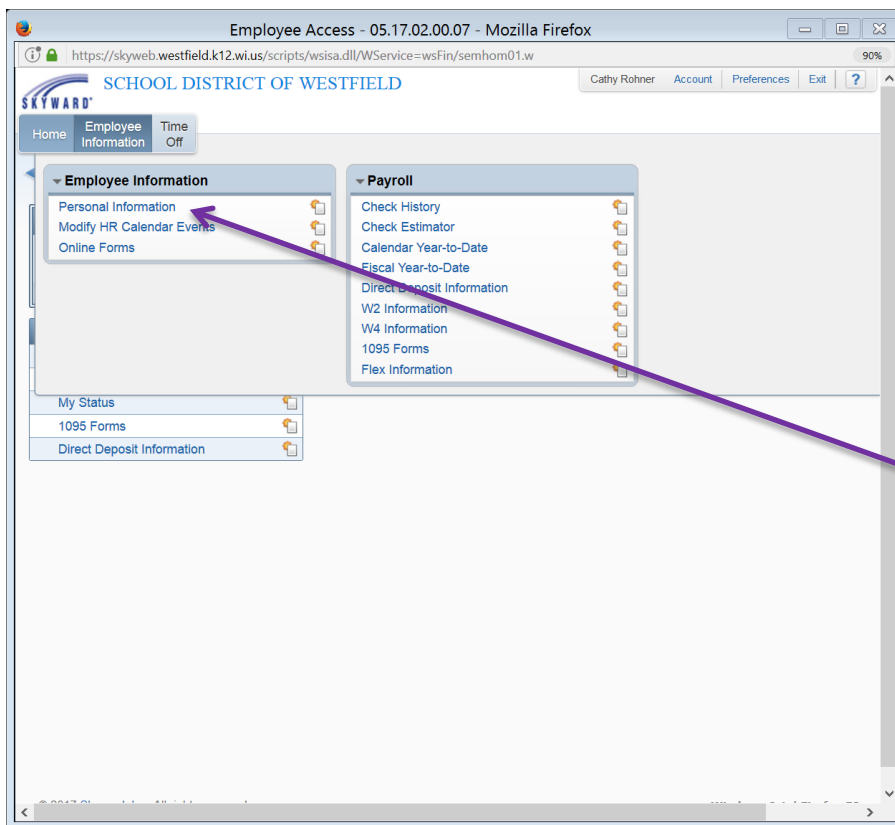
Enter your password –
contact the district office if you
need your password reset

Login Area:
select Employee Access

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

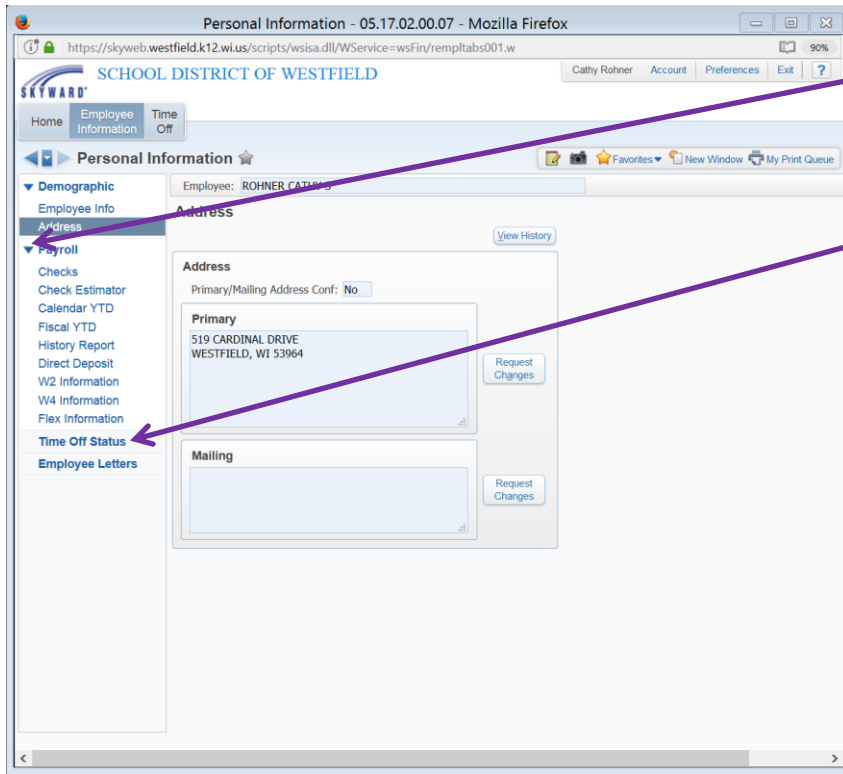


Click on Employee Information or Time Off



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

