TO VERIFY EMPLOYEE DEMOGRAPHIC/PAYROLL INFORMATION

1. Go to **www.dcisd.org**

2. Under **Staff** select **Skyward Employee**

3. When the login screen appears, enter you **Login ID** and **password**

4. Click **Sign in**

5. Go to the **Employee Information** button.

6. Under the **Employee Information** box,
   Select **Personal Information**.

   Under Demographic, check your name,
   Address, phone number, and
   Race/ethnicity.

   Under Payroll, you can view checks,
   Calendar year-to-date information, direct
   Deposit information, W-2s, etc

7. If any changes need to be made to your demographic information, please contact Maria Garcia
   in the payroll office, maria.garcia@dcisd.org

8. Click **Exit** to close the program