

All Lake County School (LCS) employees have access to Skyward Business through Classlink. LCS employees can use this tech guide to navigate to the **Employee Access** portion of Skyward Business to view their *Hourly Rate* amount information.

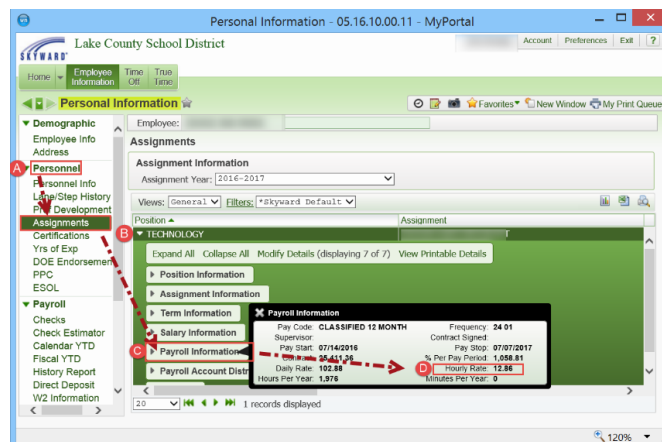
- Follow the directions below to access Skyward Business:
  - Go to: <https://launchpad.classlink.com/lakeschools>
  - Log in with your network username and password.
  - Select the **Skyward Business** tile.
- From the dashboard, verify you are in the **Employee Access** system. If you are not showing **Employee Access**, look on the right side of the screen and select the **Employee Access** system.



- Click on the **Employee Information** tab and then select **Personal Information**.



- From the *Personal Information* screen:
  - Expand the *Personnel* menu on the left hand side of the screen and choose **Assignments**.
  - Expand the menu on next to the position record.
  - Expand the menu next to **Payroll Information**.
  - The *Hourly Rate* information will show your hourly rate amount.



- From the *Personal Information* screen:
  - Expand the *Personnel* menu on the left hand side of the screen and choose **Assignments**.
  - Expand the menu on next to the position record.
  - Expand the menu next to **Salary Information**.
  - The *Placement Tracker* information will show your *Lane* and *Step* information.

