



# Profile Information in Employee Access

*May 8, 2026*


# Profile Information in Employee Access

Employee Access users, such as employees, can view personal and Assignment information by logging in to the software and clicking the **Employee Profile** tile. Alternatively, you can navigate to **MENU** > **Employee Access** > **Employee** and select **Employee Profile** under *Features*.

Employee Profile

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**ABBOTT, NICHOLAS**



**EMPLOYEE DETAILS** [Edit](#)

**Name** Nicholas Abbott

**Address** 103 N White-Birch Street LBBY Orbit City, PA 12345

**Phone Number** 555-914-0763

**Phone Type** Office

**Phone 2 Number** 555-465-4654

**Phone 2 Type** Home Phone

**Email** removed@example.com

**Email Type** School Email

**Employee Number** 18431180

**Latest Hire Date** 06/26/20

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**ASSIGNMENT DETAILS**

[Open Details](#)

**Position** Administrative

**Assignments** Administrator

**Buildings** Central Business Office

**Start Date** 07/01/20

**End Date** 06/30/20

**Amount** 33,725.00

**Percent Employed** 100.00

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**EMERGENCY CONTACT DETAILS**

**Name** Todd Abbott

**Relationship** Father

**Phone Number** 555-909-7855

**Phone Type** Office

**Email** todd.abbott@email.com

**Email Type** Home Email

Under the *Employee Details* heading, you can view your name, address, phone number, phone type, email address, email type, employee number, and latest hire date.

Under the *Assignment Details* heading, you can view your Position, Assignment, building, Start Date, End Date, Amount, and Percent Employed for each assignment. You can click **Open Details** to view the details of each assignment such as pay information, hourly rate or salary, schedule, stipends, and contract letters. From here, you can also print the employee assignment calendar.

Under the *Emergency Contact Details* heading, you can view the name, Relationship, phone numbers, phone types, email addresses, and email types for your emergency contact or contacts.

Near the top right of the screen, you can add attachments to your profile. Organizations have the ability to set up an attachment type that can be used by Human Resources staff to attach items securely for employees to access without needing to use email or other methods. These attachments are secured by Skyward security systems and can be used to upload sensitive documents. For example, if an employee is requesting proof of employment and this form is normally provided in person, you can use the attachment feature to provide this document electronically instead.

You can have more than one tile on your profile if you have more than one assignment. You must view this information and confirm it is correct and up to date. If changes are needed, contact your organization.