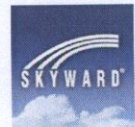




SKYWARD EMPLOYEE ACCESS



SKYWARD INFORMATION ACCESSIBLE TO ALL DUNCANVILLE ISD EMPLOYEES

Personal Information

- Name
- Address
- Phone
- Email
- Assignments

Payroll

- Checks (Print Stubs)
- Direct Deposit
- W2 Information
- W4 Information

Time Off

- Time Off Status

LOGIN ID AND PASSWORD INFORMATION

Professionals & Paraprofessionals

(User Name and Password is the same to login to the computer/laptop and Skyward)

- 1st Letter of 1st Name & Full Last Name, ex: Larry Miller = Imiller
- If already in use, add 2nd letter of 1st Name, ex: Larry Miller = lamiller
- If already in use, add 3rd Letter of 1st Name, ex: Larry Miller = larmiller

Password

- Default password is Panthers01
- Employee will be prompted to change password

Auxiliary Staff

- 1st Letter of 1st Name & Full Last Name
ex: Larry Miller = Imiller
- If already in use, add 2nd letter of 1st Name, ex: Larry Miller = lamiller
- If already in use, add 3rd Letter of 1st Name, ex: Larry Miller = larmiller

Password

- Default password is 4 digits of Birth Year and 1st four letters of Last Name
- Employee will be prompted to change password

Tech Support: Idea Hub's Help Desk – 972-708-2300



SKYWARD EMPLOYEE ACCESS

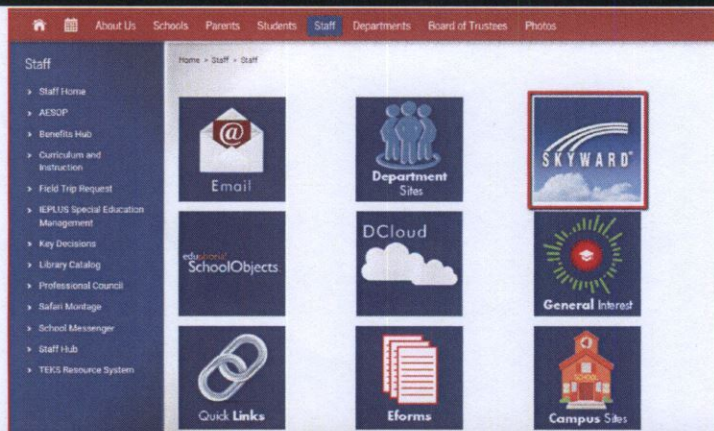


SKYWARD LOGIN INSTRUCTIONS

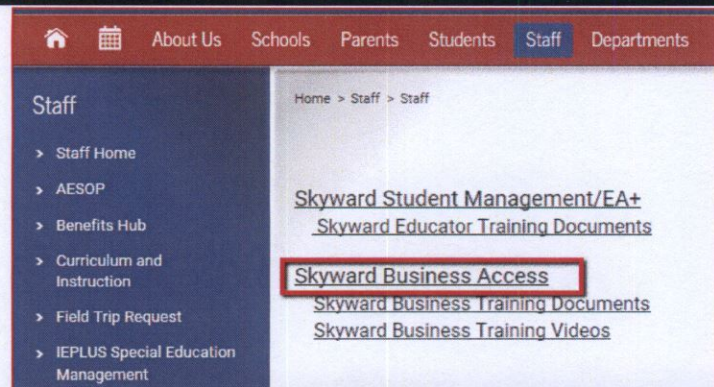


To access Skyward from a computer, laptop, or mobile devise:

1. Go to www.duncanvilleisd.org
2. Click on Staff from the Staff Tab



Click on the Skyward Icon.



Click on Skyward Business Access.



Enter the Login ID and Password information.



SKYWARD EMPLOYEE ACCESS



PERSONAL INFORMATION – PHONE, EMAIL, AND ADDRESS

Employees can update **Phone Number and Email Address** in Skyward.

1. From the Employee Information tab, click on Employee Info
2. Click Request Changes
3. Update phone number and/or email address
4. Click Save to complete changes

District email address must be populated in the first Email box. The employee's personal email address should be listed in the second Email box.

All other changes are made through Eduphoria!.

The screenshot shows the Skyward Employee Information page for Duncanville ISD. The 'Employee Info' tab is selected in the left sidebar. The main content area shows the 'Employee Info' section with fields for Name, Former Name, Spouse Name, Phone (1-3), and Email (1-4). The 'Request Changes' button is visible next to the 'Employee Info' section.

Employees can update **Primary and Mailing Address** in Skyward.

1. From the Employee Information tab, click on the Address tab
2. Click Request Changes
3. Update address
- Click Save to complete changes

The screenshot shows the Skyward Employee Information page for Duncanville ISD. The 'Address' tab is selected in the left sidebar. The main content area shows the 'Address' section with fields for Primary and Mailing Address. The 'Request Changes' button is visible next to the 'Address' section.



SKYWARD EMPLOYEE ACCESS



PAYROLL INFORMATION

Employees can review **Payroll** information in Skyward.

From the Employee Information tab, click on Checks, Direct Deposit, W2 Information, and/or W4 Information

Checks

1. Click the "View" dropdown menu for different ways to view check stubs.
2. Click on the individual check and click "Show Check" to review and confirm pay information and deductions are correct.
3. District's benefits contribution on behalf of the employee can also be viewed under the benefits section.

Direct Deposit

- This is the bank account Skyward will use to deposit funds on corresponding paydays.

W2 Information

- Provides calendar year-end tax information that is reported to IRS.

W4 Information

1. Shows employee's current tax withholding status.
2. Review and ensure information is correct for federal and state marital status and state and federal allowances (this information is taken from the W-4 form completed as part of the new hire paperwork).

The screenshot displays the Skyward Employee Access interface for Duncanville ISD. The top navigation bar includes links for Home, Employee Information, Time Off, FastTrack Open Positions, FastTrack Screener, and Expense Reimbursement. The left sidebar shows a tree view with categories: Demographic, Personnel, Payroll, and Flex Information. Under Payroll, the 'Checks' option is highlighted. The main content area shows a table of checks with columns for Check Date, Check Number, Gross Wages, and Net Amount. The table lists several checks from 2013 to 2016. The bottom status bar indicates '20 records displayed'.



SKYWARD EMPLOYEE ACCESS



ASSIGNMENT INFORMATION

To review current **Assignment** information in Skyward:

From the Employee Information Tab, Click on Assignments to view:

- Position/Assignment
- Group/Building
- Start Date/End Date
- Salary

The screenshot shows the Skyward Employee Information tab with the Assignments section selected. The left sidebar lists various options, with 'Assignments' highlighted. The main area displays the 'Assignments' section, including a dropdown for 'Assignment Year' set to '2016-2017'. Below this, there are tabs for 'Views' (General) and 'Filters' (*Skyward Default). A table is visible with columns: Position, Assignment, Group, Building, FTE, Start Date, End Date, and Salary.

LEAVE BALANCE

Employees can review **Leave Balance** information in Skyward.

From the Employee Information tab, click on Time Off Status to view balances for:

1. State Days
2. Local Days
3. Flex or Vacation Days

Click the arrows next to each Time Off Code to review Time Off details

The screenshot shows the Skyward Employee Information tab with the Time Off Status section selected. The left sidebar lists various options, with 'Time Off Status' highlighted. The main area displays the 'Time Off Status' section, including a dropdown for 'Views' (General) and 'Filters' (*Skyward Default). A table is visible with columns: Time Off Code, Prior Year Remaining, Allocated, Used, Remaining, Approved, Waiting, Available, and Unpaid.

| Time Off Code | Prior Year Remaining | Allocated | Used | Remaining | Approved | Waiting | Available | Unpaid |
|------------------------------|----------------------|-----------|----------|--------------|----------|---------|--------------|--------|
| ▶ COMPENSATORY LEAVE - HOURS | 54h 38m | | 54h 38m | 0h 00m | | | 0h 00m | |
| ▶ FLEX - EXEMPT - DAYS | 2.5 Days | 9 Days | 6.5 Days | 5 Days | | | 5 Days | |
| ▶ JURY DUTY DAY | | | 1 Days | -1 Days | | | -1 Days | |
| ▶ LOCAL LEAVE - DAYS | 21.8334 Days | 5 Days | | 26.8334 Days | | | 26.8334 Days | |
| ▶ NEW STATE LEAVE - DAYS | 20 Days | 5 Days | 2 Days | 23 Days | | | 23 Days | |
| ▶ STAFF DEVELOPMENT DAY | | | 5 Days | -5 Days | | | -5 Days | |



SKYWARD EMPLOYEE ACCESS



TIME OFF REQUESTS

To submit **Time Off Requests** in Skyward:

1. From the Time Off tab, click on My Requests

The screenshot shows the Skyward Employee Access interface for Duncanville ISD. The top navigation bar includes links for Home, Employee Information, Time Off, FastTrack Open Positions, FastTrack Screener, and Expense Reimbursement. The Time Off tab is selected, and a dropdown menu is open showing 'My Status' and 'My Requests'.

1. Click on Add

The screenshot shows the 'My Time Off Requests' page. It features a table with columns for Date, Time, Amount, Type, Status, Year, Time Off Code, Reason, and Description. The table contains four rows of requests, all for 'FLEX - EXEMPT - DAYS' and 'FLEX NON-DUTY'. An 'Add' button is highlighted in the top right corner of the table area.

| Date | Time | Amount | Type | Status | Year | Time Off Code | Reason | Description |
|----------------|---------|--------|------|----------|---------|----------------------|-------------------|-------------|
| 04/21/2017 Fri | 8:00 am | 1 Days | Used | Approved | Current | FLEX - EXEMPT - DAYS | FLEX NON-DUTY | |
| 04/20/2017 Thu | 8:00 am | 1 Days | Used | Approved | Current | FLEX - EXEMPT - DAYS | FLEX NON-DUTY | |
| 04/19/2017 Wed | 8:00 am | 1 Days | Used | Approved | Current | FLEX - EXEMPT - DAYS | FLEX NON-DUTY | |
| 04/18/2017 Tue | 8:00 am | 1 Days | Used | Approved | Current | FLEX - EXEMPT - DAYS | PERSONAL BUSINESS | |

2. From the Time Off Code drop down menu, select type of leave (State, Local, Flex, Vacation, etc.)
3. From the Reason drop down menu, select the appropriate reason
4. Description is optional
5. Select Single or Date Range and enter dates accordingly
6. Click Save

The screenshot shows the 'Time Off Request' form. It is divided into two main sections: 'Remaining Time Off' and 'Time Off Request'. The 'Remaining Time Off' section shows a table of available leave types and their remaining amounts. The 'Time Off Request' section contains fields for Time Off Code, Reason, Description, Type (Single Day or Date Range), Start Date, Days, and Start Time.

| Time Off Code | Remaining | Approved | Waiting | Available | Future Remaining | Future Waiting | Future Available |
|----------------------------|--------------|----------|---------|--------------|------------------|----------------|------------------|
| COMPENSATORY LEAVE - HOURS | 0h 00m | | | 0h 00m | | | |
| FLEX - EXEMPT - DAYS | 5 Days | | | 5 Days | | | |
| JURY DUTY DAY | -1 Days | | | -1 Days | | | |
| LOCAL LEAVE - DAYS | 26.8334 Days | | | 26.8334 Days | | | |
| NEW STATE LEAVE - DAYS | 23 Days | | | 23 Days | | | |
| STAFF DEVELOPMENT DAY | -5 Days | | | -5 Days | | | |

Time Off Request

* Time Off Code: NEW STATE LEAVE - DAYS - Days
* Reason: PERSONAL BUSINESS
Description:
Type: ☒ Single Day ☐ Date Range
* Start Date: 05/24/2017 Wednesday
Days: 0.0000
Start Time: 08:00 AM

7. Email notification will be sent to the requestor upon approval or denial