

## To View Lane and Step Information:

1. Login into Skyward Employee Access.
2. Click on the “Employee Information” tab.
3. Select “Personal Information.”

The screenshot shows the Skyward Employee Access interface. At the top, there are navigation tabs: Employee Access, Employee Information (highlighted in red), Time Off, Expense Reimbursement, and Online Open Enrollment. Below these tabs, there are three main sections: Employee Information, Payroll, and Professional Development. In the Employee Information section, 'Personal Information' is highlighted with a red box. The Payroll section lists options like Check History, Check Estimator, and Fiscal Year-to-Date. The Professional Development section lists Requests Pre-Approval, Requests Waiting Completion, and History.

4. Click on “Lane/Step History.” Here, you will see detailed information regarding your lane and step movement history.

The screenshot shows the Skyward Lane/Step History page. The left-hand navigation menu has 'Lane/Step History' highlighted in red. The main content area shows a table with the following data:

Type	Placement	Placement Code	Effective Date	Lane	Step	Credits
CONTRACT	CONTRACT PLACEMENT	CON	07/01/2002	MA	12.00	40.00
CONTRACT	CONTRACT PLACEMENT	CON	08/20/2003	MA	12.00	40.00
CONTRACT	CONTRACT PLACEMENT	CON	07/22/2004	MA	12.00	40.00
CONTRACT	CONTRACT PLACEMENT	CON	08/25/2005	MA	12.00	40.00
CONTRACT	CONTRACT PLACEMENT	CON	07/01/2006	MA	12.00	40.00
CONTRACT	CONTRACT PLACEMENT	CON	08/22/2007	MA	12.00	40.00
CONTRACT	CONTRACT PLACEMENT	CON	07/01/2008	MA	12.00	40.00