

EMPLOYEE ACCESS

Employee Expense Reimbursement Approval

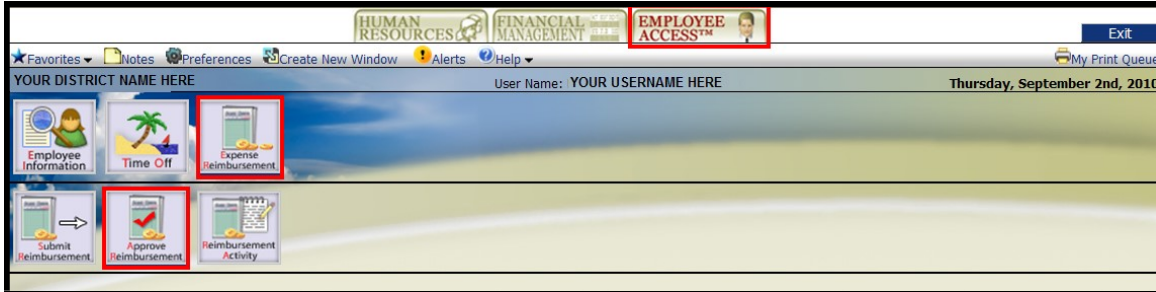
1. Go to your districts Employee Access (Skyward) website:
 - A. **Login:** Enter your User Name
 - B. **Password:** Enter your Password
 - C. Select "Employee Access" from the Login Area menu.
 - D. Click "Sign In"

The screenshot displays the Skyward Employee Access login interface. At the top center is the Skyward logo, consisting of three blue curved lines above the word "SKYWARD" in blue capital letters. Below the logo is a black-bordered box containing the text "Your District Name Here". Underneath this box are two input fields: "Login ID: Enter User Name" and "Password: Enter Password". To the right of the password field is a red-bordered "Sign In" button. Below the "Sign In" button is a link that says "Forgot your Login/Password?". In the bottom right corner of the login area, the version number "04.11.06.00.06" is displayed. Below the main login area is a red-bordered box containing a "Login Area:" label and a dropdown menu. The dropdown menu is open, showing five options: "Employee Access", "All Areas", "Employee Access", "Family/Student Access", and "Secured Access". The "Employee Access" option is currently selected and highlighted in blue.

EMPLOYEE ACCESS

Employee Expense Reimbursement Approval

1. Select the *Employee Access* tab at the top of the screen
2. Select the *Expense Reimbursement* button
3. Select the *Approve Reimbursement* button



4. The approval screen allows you to do the following:
 - a. Select *View* to view the details regarding the request. You can also click on the + sign to expand the details associated with the request –OR- See below
 - c. Select *Edit* to make changes to the request (depending on District policy) – OR-
 - d. Select *Notes* or *Attach* to view the notes or attachments associated with the request –OR-
 - e. Select the *Approve* or *Deny* boxes to individually approve or deny requests –OR-
 - f. *Select All* to mass approve all requests –OR-
 - g. Select *Requests Awaiting Lower Level Approval* in the event a lower level supervisor is unable to approve requests.

Date Entered	Expenses From	Expenses To	Reimbursement Amount	Purpose
09/02/2010 Thu	09/01/2010	09/02/2010	21.00	SUMMER SESSION IN YAKIMA DEPARTURE: 12:30 P.M. RET

EMPLOYEE ACCESS

Employee Expense Reimbursement Approval

a.

Reimbursement History - Skyward Default

Date Entered	Req Sts	Expenses From	Expenses To	Reimburs Amount	Direct Bill Amount	Total Amount	Purpose	Last Name
09/02/2011 Fri	WIP	08/30/2011	08/31/2011	1.36	0.00	1.36	test asb	CASTRO
09/13/2011 Tue	WIP	08/01/2011	08/31/2011	6.02	0.00	6.02	MILEAGE	CASTRO

[Expand All](#)
[Collapse All](#)
[Show Details In New Window](#)
[Modify Details](#) (displaying 5 of 5)

Expense Reimbursement Information

Reimbursement For: **CASTRO, TINA MARIE**
 Reimbursement Number: **000000057**
 Expenses From: **08/01/2011** To: **08/31/2011**
 Purpose for Reimbursement: **MILEAGE**
 Reimbursement Payment Option: **Paper Check**
 Total Reimbursement Amount: **\$6.02**
 Check Number: **Check Not Yet Processed**
 Check Date:
 Reimbursement Submitted to: **MARTIN, CHRISTY L**

Detail Lines

* Designates accounts that are over budget

Line	Date	Type	Description/Customer	Qty/Pct	Amount	Total D	C	R
1	08/01/2011	MILEAGE - AD TO GEORGE	SS - INR	11.1000	\$0.5100	\$5.66	G	
			10 E 530 0100 21 2100 000 0000 0000	100.00%	\$10.20			
2	08/01/2011	MILEAGE - SS TO QHS	test	0.7000	\$0.5100	\$0.36	G	
			10 E 530 2100 26 8600 000 0000 0000	100.00%	\$0.36			

Category Summary

Category	Amount
Lodging	\$0.00
Meals	\$0.00
Mileage Reimbursement	\$6.02
Other	\$0.00

Approval History

Expense Reimbursement Level Approvals

Date	Time	Status	Approval Level	Name/Note
		Request Not Submitted	Level 1	CHRISTY L MARTIN

Business Related Time Off

No details available.

Please remember to click on **“Expand All”** to check that account codes are correct. If they are not correct you need to deny the expense reimbursement with a comment to the employee as to why this was denied.

5. Select *Submit Approvals and Denials*.