



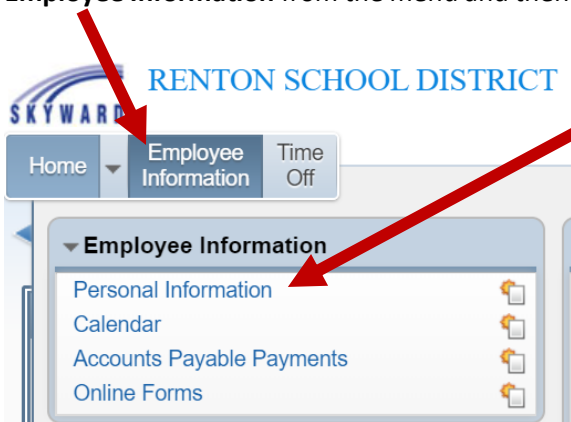
Accessing & Navigating Skyward Employee Access

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Logging In

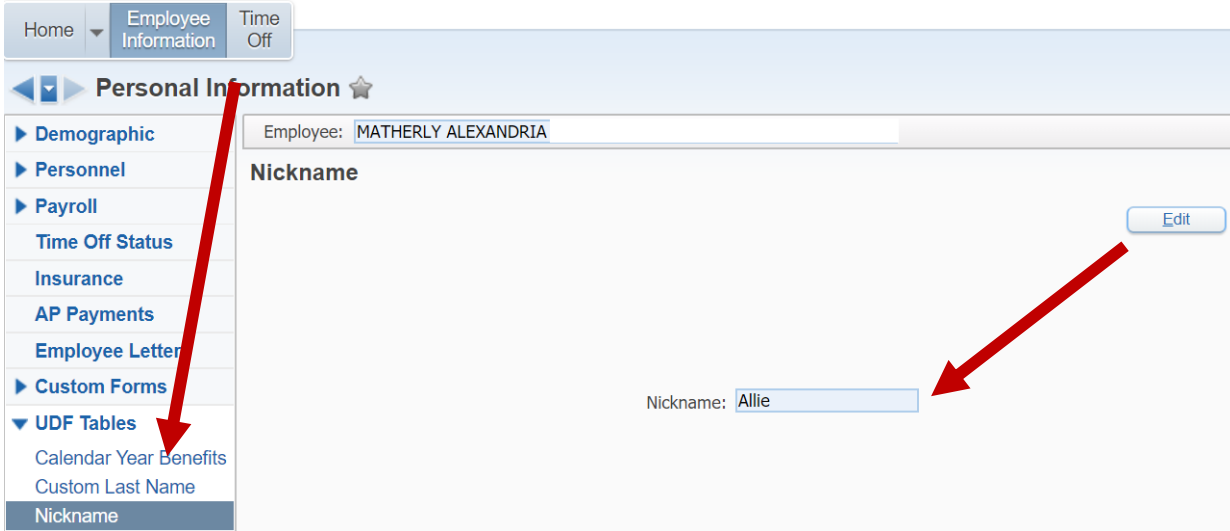
1. Begin by opening an internet browser and going to the **RSD website** www.rentonschools.us.
2. To log into Skyward, go to Staff Resources > Staff Quick Links > Skyward Educator/Employee Access.
3. Enter your login information. If you do not know your Login ID and/or Password, please refer to your new hire email or contact your HR Generalist.
4. To view records pertaining to your employment, through **Employee Access** select **Employee Information** from the menu and then **Personal Information**.



Nickname

1. Under UDF Tables, toward the bottom of the left column, select **Nickname**
2. Select Edit
3. Type in desired nickname & save changes

Accessing & Navigating Skyward Employee Access



Home Employee Information Time Off

Personal Information ☆

Employee: MATHERLY ALEXANDRIA

Nickname

Edit

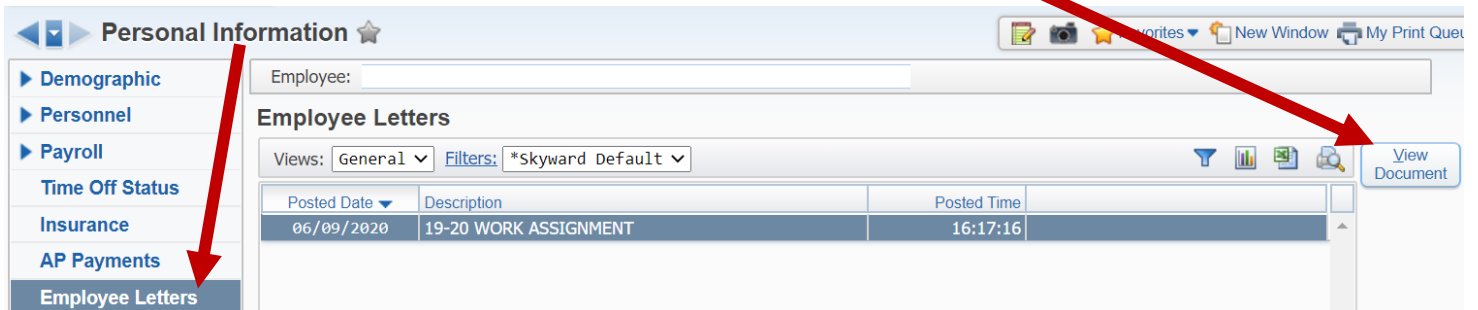
Nickname: Allie

Employee Letters (Certificated Contracts & Work Assignment Sheets)

Items within **Employee Letters** include:

- Certificated – Employment Contracts
- Classified – Work Assignment Sheets
- Other HR issued documents

Select the item you wish to read by clicking on it once, then click the **View Documents** button.



Personal Information ☆

Employee: []

Employee Letters

Views: General Filters: *Skyward Default

Posted Date	Description	Posted Time
06/09/2020	19-20 WORK ASSIGNMENT	16:17:16

View Document



Accessing & Navigating Skyward Employee Access

Certificated Assignments

Within **Assignments**, each assignment line listed will include FTE, Start Dates, End Dates, and Salary Amounts.

Employee Access - Employee Tab

Demographic

Employee Info
Address

Personnel

Personnel Info
Lane/Step History
Prof Development

Assignments

Certifications
1095-C
1095-B

Payroll

Checks
Check Estimator
Calendar YTD

Employee

Employee:

Assignments

Assignment Information

Assignment Year: 2019-2020

Views: General Filters: *Skyward Default

Position	Assignment	Group
▶ STIPENDS	HR - ACTIVITY PAY	BUILDING LEADERSHIP/STUDE
▶ STIPENDS	HR - ACTIVITY PAY	STUDENT ACTIVITIES
▶ Teacher	Elementary	BASE
▶ Teacher	Elementary	ENRICHMENT A
▶ Teacher	Elementary	ENRICHMENT B
▶ Teacher	Elementary	STATE PD

Certificated Clock Hours & Credits

From within **Prof Development**, click the column headings in order to sort the list different ways. In order to calculate totals, you'll need to export the information to Excel via the **Excel** icon in the top right-hand corner of the box where the credits appear. Credits are displayed in quarter credit values. For example, 6 clock hours will display as .6 quarter credits.

Employee Access - Employee Tab

Demographic

Employee Info
Address

Personnel

Personnel Info
Lane/Step History
Prof Development

Assignments

Certifications
1095-C
1095-B

Payroll

Employee

Employee:

Professional Development

Views: General Filters: *Skyward Default

Type	Institution	Description	Started	Complete
Degree	CENTRAL WASHINGTON UNIVERS	BACHELOR LEVEL		06/09/20
Credit	WEA-WASHINGTON EDUCATION	TEACHING EQUITY CONF 2017		04/22/20
Credit	WEA-WASHINGTON EDUCATION	SOUTH SOUND SATURDAY SCHO		03/18/20
Credit	WEA-WASHINGTON EDUCATION	HRC - CULTURALLY REPSONSIVE		01/23/20
Credit	WEA-WASHINGTON EDUCATION	HCR - CULTURALLY RESPONSIVE		02/15/20
Credit	RENTON SCHOOL DISTRICT	WORKING WITH HIGHLY CAPABL	09/17/2018	12/16/20
Credit	RENTON SCHOOL DISTRICT	SUMMER WRITING HOMEGROWN	07/08/2019	07/11/20



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Certificated Salary Schedule Placements

From within **Lane/Step History**, use the **Lane** and **Credits** fields to determine your lane placement on the salary schedule. Use the **Step** field to determine years of experience. The teacher in the example below would be placed at BA+30, Step 3.

Employee Access - Employee Tab

Demographic
Employee Info
Address

Personnel
Personnel Info
Lane/Step History
Prof Development
Assignments
Certifications

Employee
Employee:

Lane/Step History
Views: General Filters: *Skyward Default

	Placement	Effective Date	Lane	Step	Credits
tract	REA	08/16/2018	BA	2.00	15.00
tract	REA	08/16/2019	BA	3.00	30.00

If you have any questions regarding your placement, work assignments, and/or credits, please contact your designated Senior HR Advisor in Human Resources.

Classified Training Hours

Within **Custom Forms** select **Class Train** to view training hours that have been submitted. Each line listed will include information pertaining to the year and month pay will be distributed.

Employee Access - Employee Tab

1095-C
1095-B

Payroll
Checks
Check Estimator
Calendar YTD
Fiscal YTD
History Report
W2 Information
W4 Information
1095 Forms

Time Off Status

Insurance

Employee Letters

Custom Forms
Seniority Dates
Compliance
Annual Sic
SEBB Eligi
Class Train

Employee
Employee:

Class Training Hrs
Views: General Filters: *Skyward Default

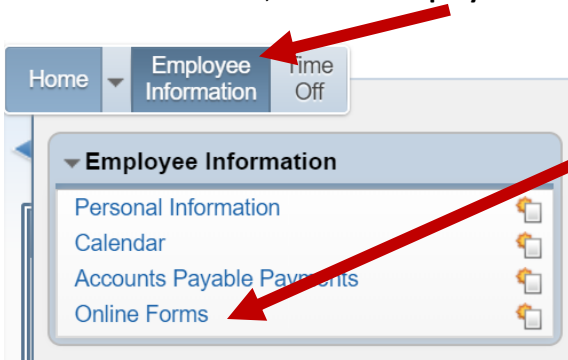
School Year	Group	Pay Month	Training Hours	Rate	Amount	Completion
2019-2020	RESP	APRIL	1.00	22.23	22.23	01/22/20
2019-2020	RESP	APRIL	1.75	22.23	38.90	01/14/20
2019-2020	RESP	APRIL	3.25	22.23	72.24	02/21/20
2019-2020	RESP	APRIL	12.00	22.23	266.76	03/04/20
2019-2020	RESP	JANUARY	4.00	22.23	88.92	09/18/19
2019-2020	RESP	JANUARY	6.00	22.23	133.38	10/02/19
2019-2020	RESP	JANUARY	7.25	22.23	161.16	11/21/19
2019-2020	RESP	JULY	0.75	22.23	16.67	04/14/20
2019-2020	RESP	JULY	1.00	22.23	22.23	05/15/20
2019-2020	RESP	JULY	3.75	22.23	83.36	06/17/20
2019-2020	RESP	JULY	4.50	22.23	100.03	06/25/20
2019-2020	RESP	JULY	11.00	22.23	244.53	06/03/20
2019-2020	RESP	OCTOBER	20.00	22.23	444.60	08/20/20

50 13 records displayed School Year: ABC

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Online Forms

To view **Online Forms**, from the **Employee Information** menu, select **Online Forms**.



All forms which have been made available to you will be listed. If it is your first time accessing a form, it will be listed within the **New** section.

