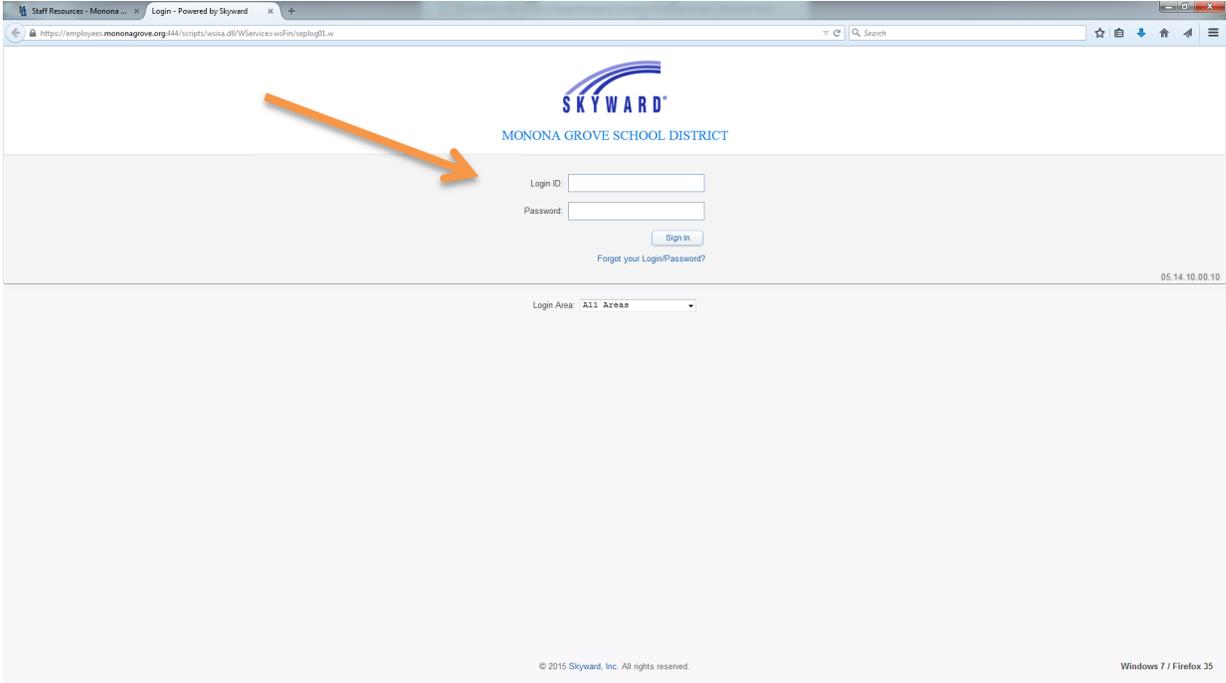


MONONA GROVE SCHOOL DISTRICT

How to View/Change Phone Numbers in Employee Access

This guide will take you step by step on how to view and if needed, change your Phone Numbers within Employee Access.

STEP 1-LOG INTO EMPLOYEE ACCESS



The screenshot displays the login interface for the Skyward system. At the top, the Skyward logo and 'MONONA GROVE SCHOOL DISTRICT' are visible. The login form contains the following elements:

- Login ID:
- Password:
- Sign In button
- Forgot your Login/Password? link

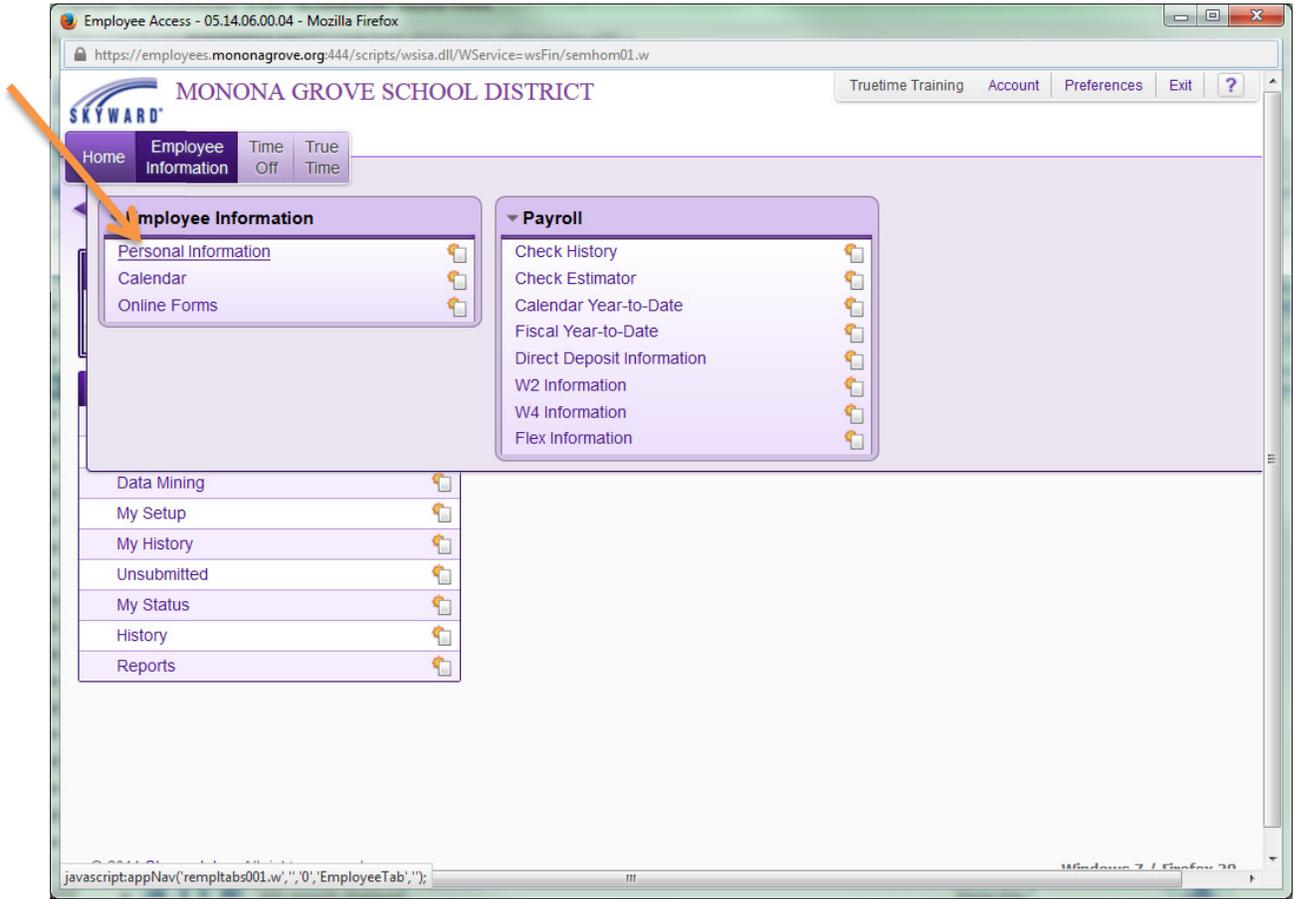
Below the login form, the 'Login Area' dropdown menu is set to 'All Areas'. The page footer contains the text: © 2015 Skyward, Inc. All rights reserved. Windows 7 / Firefox 35.

- Enter your 6-digit Login ID and Password—If assistance is needed with your Login, email payroll@mgschools.net
- Keep “All Areas” selected for the Login Area

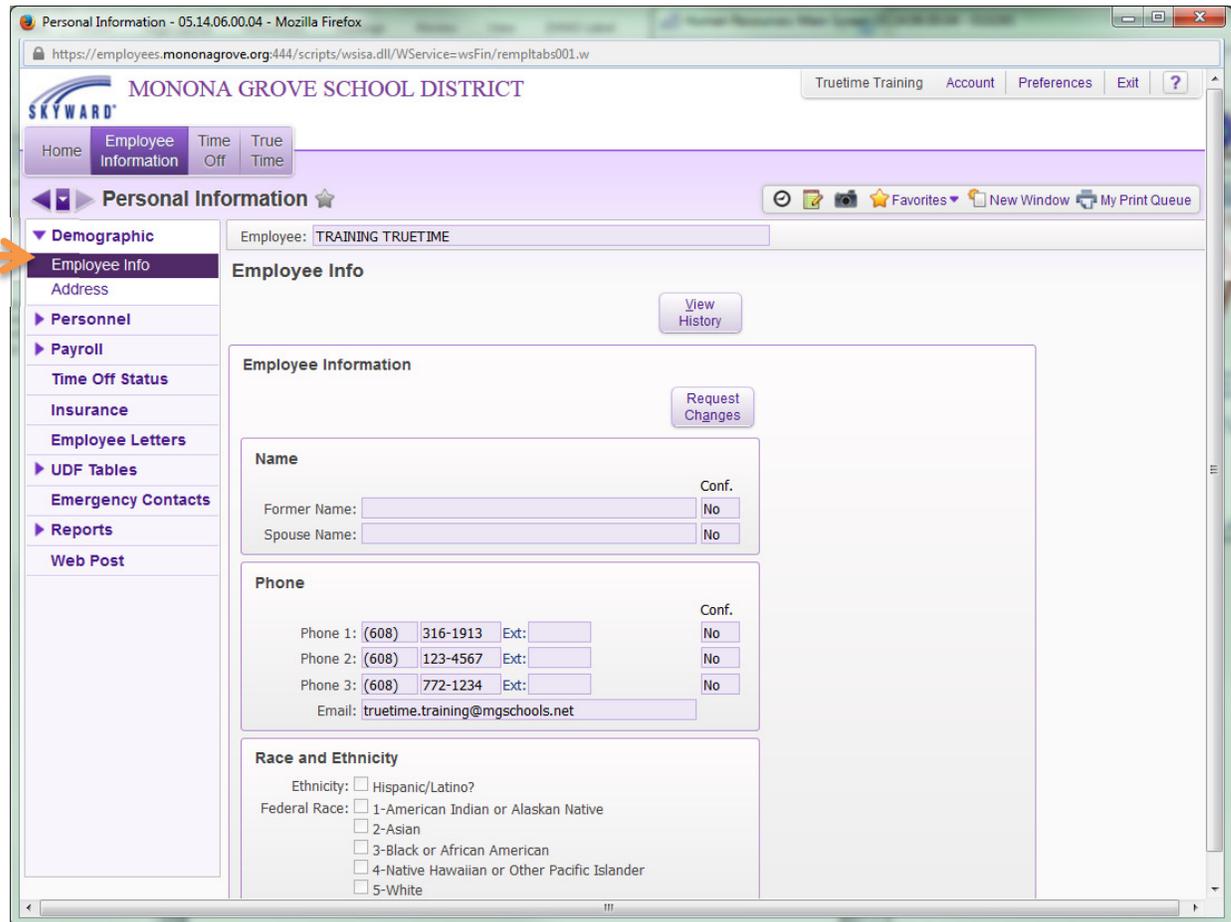
STEP 2: CLICK ON EMPLOYEE INFORMATION

The screenshot shows a web browser window titled "Employee Access - 05.14.06.00.04 - Mozilla Firefox". The address bar shows the URL: <https://employees.mononagrove.org:444/scripts/wsisa.dll/WService=wsFin/semhom01.w>. The page header includes the "MONONA GROVE SCHOOL DISTRICT" logo and navigation links: "Truetime Training", "Account", "Preferences", "Exit", and a help icon. Below the header is a navigation bar with buttons for "Home", "Employee Information", "Time Off", and "True Time". An orange arrow points to the "Employee Information" button. The main content area is titled "Employee Access" and contains several widgets: "Jump to Other Dashboards" with a highlighted "Employee" button; "Recent Programs" listing "Employee Access Home", "Personal Information", "Data Mining", "My Setup", "My History", "Unsubmitted", "My Status", "History", and "Reports"; "Favorites" listing "Employee Access", "TrueTime Entry", and "Edit Favorites"; "District News" with "No news to display"; and "My Print Queue" with "No items available." The footer contains the copyright notice "© 2014 Skyward, Inc. All rights reserved." and the system information "Windows 7 / Firefox 30".

STEP 3: CLICK ON PERSONAL INFORMATION



STEP 4: CLICK ON EMPLOYEE INFO



Personal Information - 05.14.06.00.04 - Mozilla Firefox

https://employees.mononagrove.org:444/scripts/wsisa.dll/WService=wsFin/rempltabs001.w

MONONA GROVE SCHOOL DISTRICT

Truetime Training Account Preferences Exit ?

Home Employee Information Time Off True Time

Personal Information

Employee: TRAINING TRUETIME

Employee Info

View History

Request Changes

Employee Information

Name

Former Name: Conf. No

Spouse Name: Conf. No

Phone

Phone 1: (608) 316-1913 Ext: Conf. No

Phone 2: (608) 123-4567 Ext: Conf. No

Phone 3: (608) 772-1234 Ext: Conf. No

Email:

Race and Ethnicity

Ethnicity: Hispanic/Latino?

Federal Race: 1-American Indian or Alaskan Native
 2-Asian
 3-Black or African American
 4-Native Hawaiian or Other Pacific Islander
 5-White

STEP 5: VERIFY PHONE NUMBERS

- The District standard for all employee phone numbers within Employee Access is as follows:
 - Phone 1: This is your Monona Grove Desk Phone Number
 - Phone 2: This is your Home Phone Number
 - Phone 3: This is your Cellular Phone Number
- Verify each of these phone numbers are correct. If you need to make any changes continue to Step 6 otherwise you can exit out of Employee Access.

STEP 6: REQUEST TO CHANGE A PHONE NUMBER

- Click on Request Changes

The screenshot shows a web browser window titled "Personal Information - 05.14.06.00.04 - Mozilla Firefox" with the URL "https://employees.mononagrove.org:444/scripts/wsisa.dll/WSservice=wsFin/rempltabs001.w". The application is the "SKYWARD" system. The main navigation bar includes "Home", "Employee Information", "Time Off", and "True Time". The left sidebar lists various sections: Demographic, Employee Info, Address, Personnel, Payroll, Time Off Status, Insurance, Employee Letters, UDF Tables, Emergency Contacts, Reports, and Web Post. The main content area is titled "Personal Information" and shows "Employee: TRAINING TRUETIME". Under "Employee Info", there is a "View History" button and a "Request Changes" button, which is highlighted with an orange arrow. The "Employee Information" section contains form fields for Name (Former Name, Spouse Name), Phone (Phone 1, 2, 3 with area codes and extensions), and Race and Ethnicity (Ethnicity, Federal Race).

- Enter your phone number changes in the correct boxes, see page 4 for the District standard
- Click on Save

Request Changes - Employee Information - 05.14.06.00.04 - Mozilla Firefox

https://employees.mononagrove.org:444/scripts/wsisa.dll/WService=wsFin/rngen2edit001.w?isPopup=true

Request Changes - Employee Information

Employee

Employee: TRAINING TRUETIME

Demographic Request Change - Employee Information

Name

Former Name: Conf. No

Spouse Name: No

Phone

Phone 1: (608) 316-1913 Ext: Conf. No

Phone 2: (608) 123-4567 Ext: No

Phone 3: (608) 772-1234 Ext: No

Email: truetime.training@mgschools.net

Race and Ethnicity

Ethnicity: Hispanic/Latino?

Federal Race: 1-American Indian or Alaskan Native

2-Asian

3-Black or African American

4-Native Hawaiian or Other Pacific Islander

5-White

Save

Back

STEP 7: VERIFY YOUR CHANGES

- At this point, Items in red indicate change(s) that are pending approval
- Verify your changes within the red box.
 - If everything is correct, you can exit Employee Access.
 - If something is not correct, click Undo Request Change and you will start the process over.

Personal Information - 05.14.06.00.04 - Mozilla Firefox
 https://employees.mononagrove.org:444/scripts/wsisa.dll/WService=wsFin/remptabs001.w

MONONA GROVE SCHOOL DISTRICT

Home Employee Information Time Off

Personal Information

Employee: TRUE TIME JOE

Employee Info

View History

Request Changes Undo Requested Changes

Employee Information

Name

Former Name: Conf. No

Spouse Name: MOLLY TRUE TIME Conf. No

Phone

Phone 1: (608) 222-2222 Ext: Conf. No

(608) 316-0000 Ext:

Phone 2: () Ext: Conf. No

(608) 244-1234 Ext:

Phone 3: () Ext: Conf. No

(608) 438-1415 Ext:

Email: JOE.TRUETIME@mgschools.net

Race and Ethnicity

Ethnicity: Hispanic/Latino?

Race: American Indian or Alaska Native

- During the next paycheck processing date, this information will be updated within the payroll system.

THIS CONCLUDES THE PROCESS.