# **MONONA GROVE SCHOOL DISTRICT**

## How to View/Change Race/Ethnicity in

## **Employee Access**

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

## **STEP 1-LOG INTO EMPLOYEE ACCESS**

🔥 Staff Resources - Monona × Login - Powered by Skyward × +	the state of the second s					x	-
A https://employees.mononagrove.org:444/scripts/wsisa.dll/WService=wsFin/seplog01.w		∀ C <sup>4</sup> Q. Search	☆ 6	•	î -	. ₹	=
	S K Y W A R D MONONA GROVE SCHOOL DISTRICT						
	Login ID. Password: Sign In						
	Forgot your Login/Password?				05.14	10.00.1	
	Login Area: Ali Areas -						
	© 2015 Skyward, Inc. All rights reserved.			Windov	rs 7 / Fir	efox 35	

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

## **STEP 2: CLICK ON EMPLOYEE INFORMATION**

https://employees.mononagrove.	org:444/scripts/wsisa.dl	I/WService=wsFin/semhom01.w			
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Home Employee Time Information Off	True				
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Jump to Other Dashboards		Favorites	0	My Print Queue	
Employee		Employee Access		Job	Sta
Reset Dashboards	Select Widgets	TrueTime Entry	Contraction (1998)	No items available.	
		Edit Favorites			
Recent Programs	0	District News	ຄ		
Employee Access Home	1		<u> </u>		
Personal Information	1	No news to display	]		
Data Mining	<b>1</b>				
My Setup	<b>1</b>				
My History	<b>1</b>				
Unsubmitted	<b>1</b>				
My Status	<b>1</b>				
History	<b>1</b>				
Reports	1				

## **STEP 3: CLICK ON PERSONAL INFORMATION**

https://employees.mononagrove.org:444/scrip	ots/wsisa.dll/WService=wsFin/semhom01.w				
Home Employee Time True Information Off Time	SCHOOL DISTRICT	Truetime Training	Account	Preferences	Exit
mployee Information	▼ Payroll				
Data Mining My Setup My History	Check History Check Estimator Calendar Year-to-Date Fiscal Year-to-Date Direct Deposit Information W4 Information Flex Information	ion			
Unsubmitted My Status History Reports					

### **STEP 4: CLICK ON EMPLOYEE INFO**

https://employees.mononag	rove.org:444/scripts/wsisa.dll/WService=wsFin/rempltabs001.w			
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Demographic	Employee: TRAINING TRUETIME			
Employee Info	Employee Info			
Address		View		
Personnel		History		
Payroll	Employee Information			
Time Off Status	Employee mornation			
Insurance		Ch <u>a</u> nges		
Employee Letters				
UDF Tables	Name	Carl		
Emergency Contacts	Former Name:	No		
Reports	Spouse Name:	No		
Web Post				
	Phone			
	Phone 1: (608) 216-1012 Evt	Conf.		
	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 Island	er		

#### **STEP 5: VERIFY RACE AND ETHNICITY**

- This information is required by DPI when the District is preparing the DPI-1202 Report each school year
- If the information you see is correct, then you can exit out of Employee Access

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https://employees.mononag	rove.org:444/scripts/wsisa.dll/WSe	ervice=wsFin/rempltabs001.w			
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Demographic	Employee: TRAINING TRUE	TIME			
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Personnel			View History		
Payroll					
Time Off Status	Employee Information				
Employee Letters			Request Ch <u>a</u> nges		
UDF Tables					
Emergency Contacts	Name				
▶ Reports	Former Name:		Conf.	NO	
Web Post	Spouse Name:		No	РНОТО	
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			Conf.		
	Phone 1: (608)	316-1915 Ext:	No		
	Phone 2: (608)	123-4568 Ext:	No		
	Phone 3: (608)	772-1234 Ext:	No		
	Email: truetime	.training@mgschools.net			
	Race and Ethnicity				
	Ethnicity: 🗌 Hispani	c/Latino?			
	Federal Race: 🗹 1-Amer	rican Indian or Alaskan Native			
	3-Black	or African American			
	4-Nativ	e Hawaiian or Other Pacific Isla	nder		
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If the information you see needs to be updated, please click on Request Changes

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A https://employees.mononagrove.org:444/scripts/wsisa.dll/WService=wsFin/rempltabs001.w							
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	Phone 1: (608)	) 316-1915 Ext:	No				
	Phone 2: (608)	) 123-4568 Ext:	No				
	Phone 3: (608)	) 772-1234 Ext:	No				
	Email: truet	ime.training@mgschools.net					
	Race and Ethnicity	1					
	Ethnicity: 🗌 His	panic/Latino?					
	Federal Race: 🗹 1-A	merican Indian or Alaskan Native					
	2-A	sian					
	□ 3-B □ 4-N	lack or African American ative Hawaijan or Other Pacific Isla	inder				
	□ 5-V	/hite					
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### **STEP 6: CHECK THE BOXES THAT PERTAIN TO YOU**

### Ethnicity: Are you Hispanic or Latino?

- If answer is no, do not check the box
- If answer is yes, check the box
- Federal Race: Check mark the boxes of the categories that apply to you

#### Click on Save



- Items in red indicate change(s) that are pending approval
- During the next paycheck processing date, this information will be updated within the payroll system.

#### THIS CONCLUDES THE PROCESS