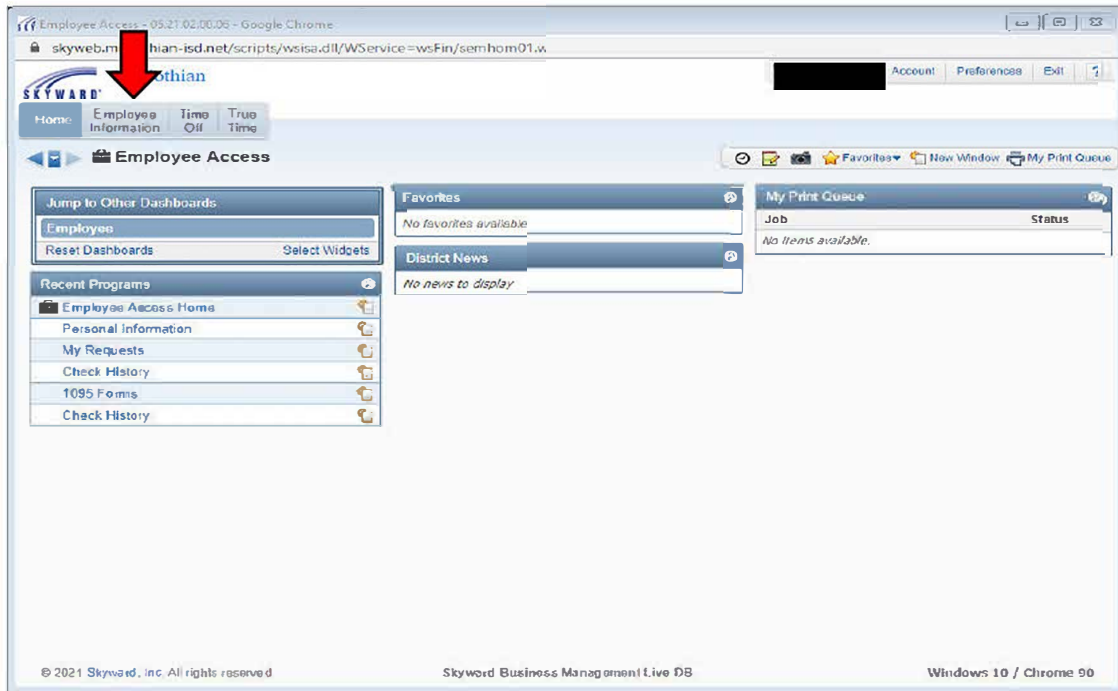
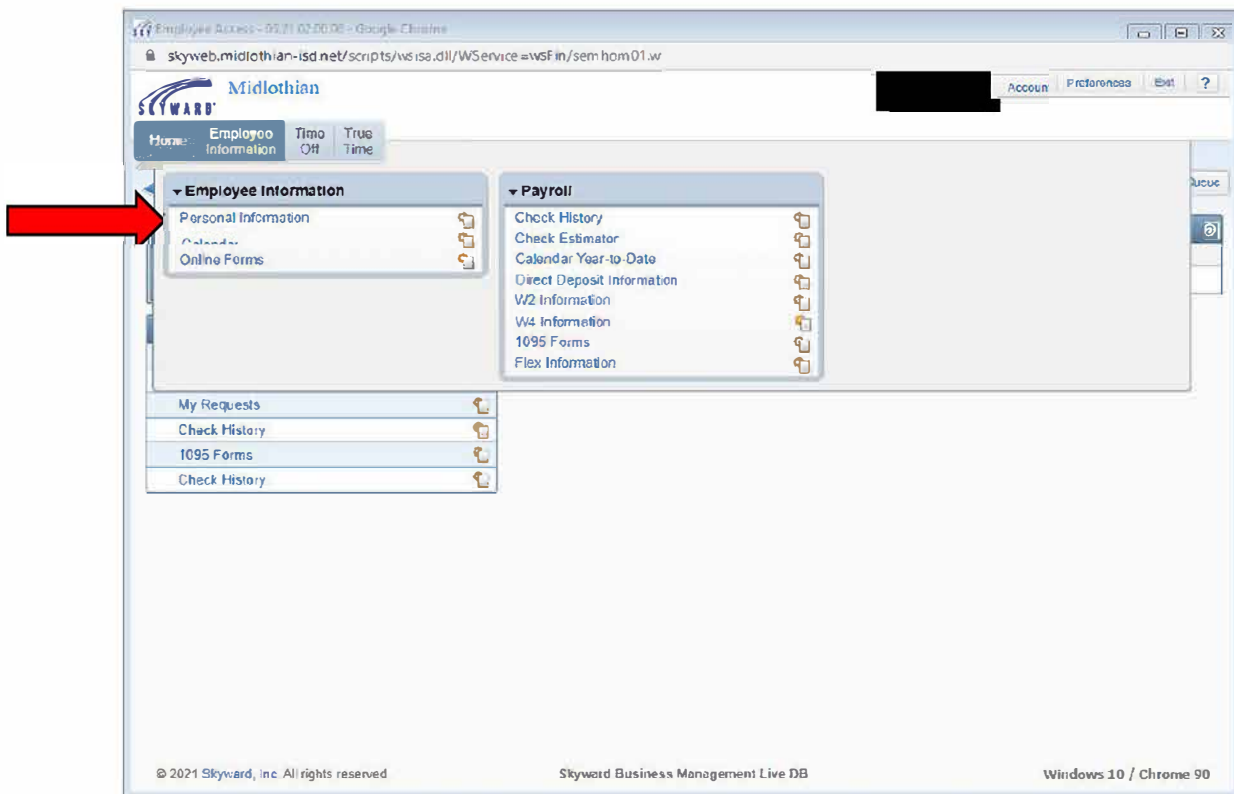


Log in to Skyward Employee Access – Go to Emp. Info.



The screenshot shows the Skyward Employee Access home page. At the top, there is a navigation bar with 'Home', 'Employee Information', 'Time Off', and 'True Time'. A red arrow points to the 'Employee Information' menu item. Below the navigation bar, there are several widgets: 'Jump to Other Dashboards' with 'Employee' selected, 'Reset Dashboards', and 'Select Widgets'; 'Recent Programs' listing 'Employee Access Home', 'Personal Information', 'My Requests', 'Check History', '1095 Forms', and 'Check History'; 'Favorites' with 'No favorites available'; 'District News' with 'No news to display'; and 'My Print Queue' with 'Job' and 'Status' columns and 'No items available'.

Personal Info.



The screenshot shows the 'Employee Information' menu expanded. A red arrow points to the 'Personal Information' sub-menu item. The menu items are: 'Employee Information', 'Payroll', 'Personal Information', 'Online Forms', 'Check History', 'Check Estimator', 'Calendar Year-to-Date', 'Direct Deposit Information', 'W2 Information', 'W4 Information', '1095 Forms', and 'Flex Information'. Below the menu, there are 'My Requests', 'Check History', '1095 Forms', and 'Check History' widgets.

Personnel

The screenshot shows the Skyward web application interface. The left sidebar contains a navigation menu with categories: Demographic, Personnel, Payroll, Time Off Status, Sub Transactions, and Employee Letters. The 'Personnel' category is expanded, and a red arrow points to the 'Personnel' menu item. The main content area is titled 'Employee Information' and contains fields for Name, Phone, and other details. A 'Request Changes' button is visible.

Assignments then click the arrow beside your position

The screenshot shows the Skyward web application interface with the 'Assignments' page. The left sidebar is the same as in the previous screenshot, but the 'Assignments' menu item is highlighted with a red arrow. The main content area is titled 'Assignments' and contains a table with the following data:

| Position | Assignment | Group | Building |
|--------------------------|----------------------------|-------------------|------------|
| Professionals - District | AP3 - Counselor Elementary | Term 1 / 197 days | [Redacted] |

At the bottom of the table, there is a pagination control showing '20' and '1 records displayed'.

Term Information or Salary Information

Make sure you select the correct assignment year

Personal Information - 05.21.02.00.06 - Google Chrome
skyweb.midlothian-isd.net/scripts/wsisa.dll/WService=wsFin/remptabs001.w

Midlothian
SKYWARD
Home Employee Information Time Off True Time

Personal Information
Employee: [Redacted]

Assignments
Assignment Information
Assignment Year: 2020-2021

Views: General Filters: *Skyward Default

| Position | Assignment | Group | Building |
|--------------------------|----------------------------|-------------------|------------|
| Professionals - District | AP3 - Counselor Elementary | Term 1 / 197 days | [Redacted] |

Expand All Collapse All Modify Details (displaying 7 of 7) View Printable Details

- Position Information
- Assignment Information
- Term Information**
- Salary Information
- Payroll Information
- Payroll Account Distribution
- Add-ons

1 records displayed

Personal Information - 05.21.02.00.06 - Google Chrome
skyweb.midlothian-isd.net/scripts/wsisa.dll/WService=wsFin/remptabs001.w

Midlothian
SKYWARD
Home Employee Information Time Off True Time

Personal Information
Employee: [Redacted]

Assignments
Assignment Information
Assignment Year: 2020-2021

Views: General Filters: *Skyward Default

| Position | Assignment | Group | Building |
|--------------------------|----------------------------|-------------------|------------|
| Professionals - District | AP3 - Counselor Elementary | Term 1 / 197 days | [Redacted] |

Expand All Collapse All Modify Details (displaying 7 of 7) View Printable Details

- Position Information
- Assignment Information
- Term Information**
- Salary Information

Calendar: 197 7.5 HRS Days: 197.00
Start Date: 08/03/2020 End Date: 06/07/2021
Hours: 1.477 Minutes: 30
Hours Per Day: 7:30 % Employed: 100.000%
FTE: 1.00000 Calc FTE: 1.00000

1 records displayed