



DISTRICT196
One District. Infinite Possibilities.

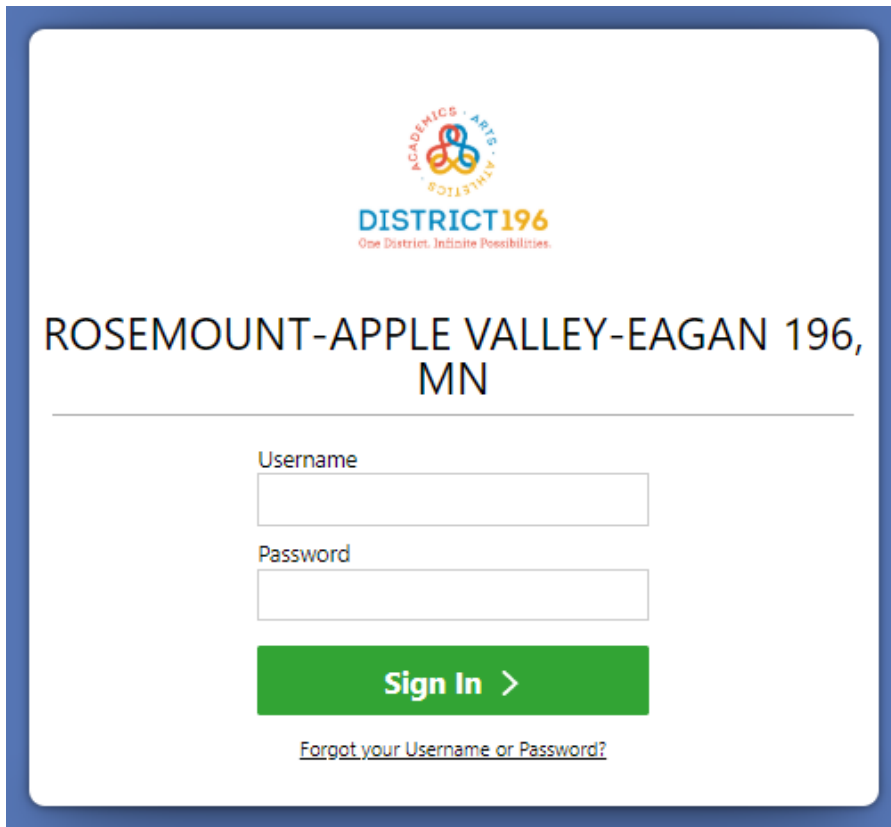
Skyward User Guide



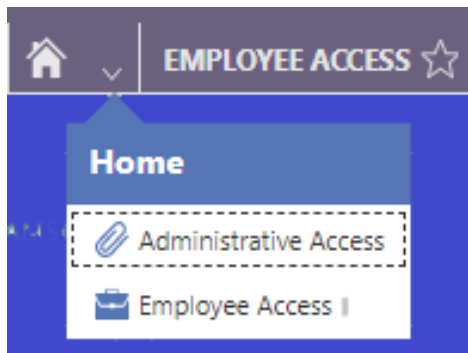
Logging into Skyward and Navigation Features

To access Skyward and locate the Skyward User Guide. Start at district196.org or the Staff Portal and navigate to **STAFF – Skyward Employee Access**. You will also find a copy of this User Guide in this location.



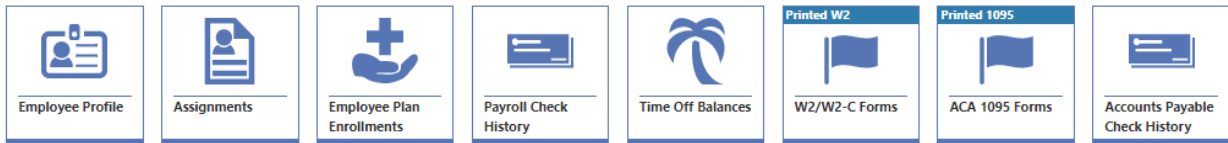



- You will be able to login to Skyward Employee Access using your district network username and password. (the same that you use for accessing email)



- If you have access to multiple areas of Skyward you will need to select the down arrow next to the home icon and select Employee Access.

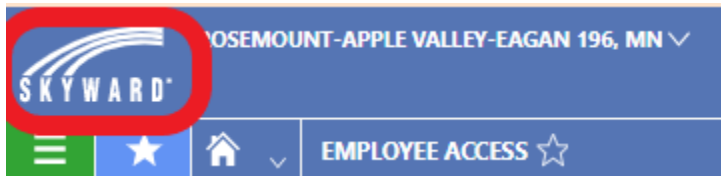
Once you are in Employee Access, you will see navigation tiles. Use these tiles to quickly navigate to various information areas.

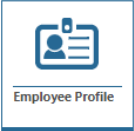


Alternatively, you can use the menu  for navigation.



To navigate back to the main screen with the navigation tiles, click the Skyward logo in the upper left corner of the screen.





Employee Profile

- In this section you can view information we have on file for you.
- At this time, you are not able to edit the information. If updates are needed, please use the online Employee Change of Name, Address and Telephone Number form found on the Staff Portal under Human Resources.


TEST, TEST JAMES



EMPLOYEE DETAILS [Edit](#)

Name Test James Test
 Address 1921 Prairie Ave SW Faribault, MN 55021
 Employee Number 111111
 Latest Hire Date 06/18/2019

EMERGENCY CONTACT DETAILS [Edit](#)

- Available using the menu  icon is also the Certification tab that will list your State Licensure information, file folder number and expiration date.



Employee Access

- Accounts Payable
- Benefit Management
- Employee

FEATURES


- Certifications
- Employee Profile

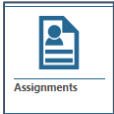
CERTIFICATIONS


Search Certification Type [View: Skyward Default](#) [Filter: Skyward Default](#) [Quick Filter](#)

Certification Type	Institution	State	Certification Number	Issue Date	Expiration Date
S - Standard			100*		06/30/2023

Position and Assignment information


There are multiple views into your assignment information. Some of the information will need to be accessed using the menu icon , position and assignment information can also be found easily using the Assignment tile.








- Clicking on the assignment tile, you will find basic information about your work assignments.
- Use the  icon for another view and to drill into more details.

Assignments

ASSIGNMENTS

Search Position Type Code  View: Skyward Default Filter: Skyward Default Quick Filter

 1	 2	 3						
Position Type Code	Assignment Type Codes	Building Codes	Base Assignment Pay	Supplement Total Pay	Assignment Total Pay	Start Date	End Date	Attachments
 Teach 25	3700		49,041.00	0.00	49,041.00	06/24/2022	06/08/2023	 (0)

- Assignment Details:

Position Type Code Teach 25	Assignment Type Codes 3700	Building Codes CP	Assignment Total Pay 49,041.00	Assignment Detail Total Pay 49,041.00
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*Start Date 08/24/2022 Wednesday

*End Date 06/08/2023 Thursday

*Hours Per Day 8:00:00

Matrix Step Teach 1 25BA-0.00 3.00 (49041.00)

*Assignment Detail Total Pay 49,041.00

*Annualized Pay 49,041.00

*Daily Pay 265.09

*Hourly Pay 33.14

SUPPLEMENTS

Search Supplement Type

<input type="button" value="↑<sup>1</sup> Supplement Type"/> <input type="button" value="⚙"/>	<input type="button" value="↑<sup>2</sup> Rate"/> <input type="button" value="⚙"/>	<input type="button" value="Total Pay"/> <input type="button" value="⚙"/>	<input type="button" value="Hourly Pay"/> <input type="button" value="⚙"/>	<input type="button" value="Daily Pay"/> <input type="button" value="⚙"/>	<input type="button" value="Annualized Pay"/> <input type="button" value="⚙"/>
---	--	---	--	---	--

No records to display

- Clicking the Schedule tab will bring you to your work calendar to preview work days and work hours for each day.

Assignments > Assignment Details

Position Type Code: Teach 25 | Assignment Type Codes: 3700 | Building Codes: [] | Assignment Total Pay: 49,041.00

General | **Schedule**

ASSIGNMENT

Start Date: 08/24/2022 Wednesday
 End Date: 06/08/2023 Thursday
 Base Assignment Pay: 49,041.00
 Supplement Total Pay: 0.00
 Assignment Total Pay: 49,041.00

ASSIGNMENT DETAILS

MM/DD/YYYY [31] [] View: Skyward Default Filter: Skyward Default Quick Filter


Start Date	End Date	Hours Per Day	Assignment Detail Total Pay	Hourly Pay	Daily Pay	Lane Code	Required Credits	Step
08/24/2022	06/08/2023	8:00:00	49,041.00	33.14	265.09	25BA	0.00	3.00

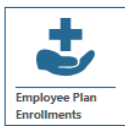
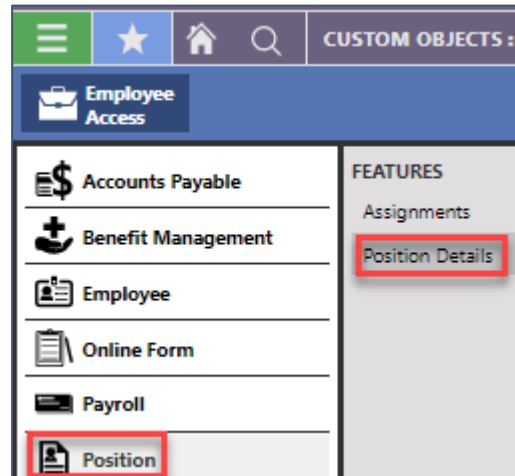
SEPTEMBER 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Briefcase \$	2 Briefcase \$	3 Briefcase \$
4 Briefcase \$	5 Labor Day Briefcase \$	6 Briefcase \$	7 Briefcase \$	8 Briefcase \$	9 Briefcase \$	10 Briefcase \$
11 Briefcase \$	12 Briefcase \$	13 Briefcase \$	14 Briefcase \$	15 Briefcase \$	16 Briefcase \$	17 Briefcase \$
18 Briefcase \$	19 Briefcase \$	20 Briefcase \$	21 Briefcase \$	22 Briefcase \$	23 Briefcase \$	24 Briefcase \$

- The blue briefcase indicates a work day, the blue dollar sign indicates a paid day.




- Using the menu  icon, you can navigate to more details regarding your Position.
- Click the Position Details to see Probation Date, Seniority Date, and Longevity information for teachers only.



Employee Plan Enrollments


- This section lists your insurance plan coverage.


Payment Start Date	Payment End Date	Plan	Current Sub-Plan Benefit Group	Current Coverage	Deduction/Benefit Schedule
01/01/2022	06/30/2022	DenDCUE - Dental DCUE	Teacher - Teachers	Family	19Teach - Teacher Schedule
01/01/2022	06/30/2022	MedCopay - Medical Copay Plan	Teacher - Teachers	Waived	19Teach - Teacher Schedule
01/01/2022	06/30/2022	Life - Life	Teacher - Teachers	Life - 50K	19Teach - Teacher Schedule
01/01/2022	06/30/2022	LTD - Long Term Disability	Teacher - Teachers	LTD	19Teach - Teacher Schedule

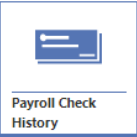
- Click the  icon for more detailed information, regarding per paycheck benefits and deductions.

EMPLOYEE PLAN ENROLLMENT DETAILS	
Deduction Benefit Schedule	19Teach Teacher Schedule
*Coverage Start Date	01/01/2022 Saturday
*Coverage End Date	08/31/2022 Wednesday
*Payment Start Date	01/01/2022 Saturday
*Payment End Date	06/30/2022 Thursday












Payroll Information


There are multiple views into your payroll information. Some of the information will need to be accessed using the menu icon , paycheck information can also be found easily using the

Payroll Check History tile . More details about each section are below.



Payroll Check History

Payroll Check History						
CHECKS						
MM/DD/YYYY				 View: Skyward Default	 Filter: Net Checks	 Quick Filter
	Check Date	Check Number	Pay Gross	Net Check Amount	Payment Type	Payroll Type
	08/15/2022	9000295355			A - ACH	R - Regular
	07/29/2022	9000293730			A - ACH	R - Regular
	07/15/2022	9000290335			A - ACH	R - Regular
	06/30/2022	9000278754			A - ACH	R - Regular
	06/15/2022	9000271658			A - ACH	R - Regular
	05/31/2022	9000266880			A - ACH	R - Regular

Click the  icon to the left of the check to view details about pay, deduction and benefit transactions.

Click the  icon to the left of a check to print a copy of the check stub.

- Select **Print Check Stub**.
- Indicate how you want the Social Security Number to display by selecting the appropriate radio button for the Print Social Security Number field.
- Click **next** near the top left of the screen.
- Click **Print Check Stub** near the top left of the screen.



This is a sample of a paycheck or direct deposit voucher from Skyward:

* 0 0 0 0 0 0 4 0 2 2 *

ROSEMOUNT-APPLE VALLEY-EAGAN 196, MN

Employee Name	SSN	Tax Exemptions	Period End	Check Date	Location	Number
	**.*	FED S-1 MN S-1	01/04/2020	01/10/2020	0338	9022

Payments	Rate	Current Factor	Amount	Calendar YTD Amount	Comment
Custodial	25.27	80.00	2,021.60	2,021.60	
Totals		80.00	2,021.60	2,021.60	

Deductions	Current Amount	YTD Amount	PreTax
Federal Tax	164.14	164.14	
PERA	131.40	131.40	*
Social Security	116.19	116.19	
Health Pre Tax	108.00	108.00	*
State Tax	82.28	82.28	
Dental Pre Tax	39.50	39.50	*
Medicare	27.17	27.17	
Support Staff	17.50	17.50	
Supp Life	6.68	6.68	
LTD	6.40	6.40	
Totals	699.26	699.26	

Benefits	Current Amount	YTD Amount
Health	697.50	697.50
PERA	151.62	151.62
Social Security	116.19	116.19
Medicare	27.17	27.17
Life	1.60	1.60
Totals	994.08	994.08

Time Off Info	Beg. Bal.	Added	Used	Current	Unit

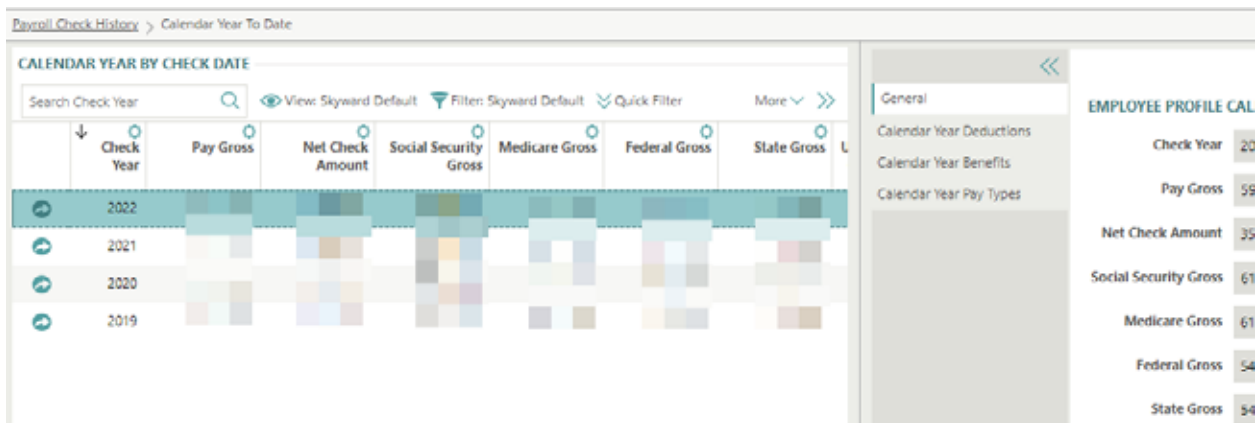
	Current Amount	YTD Amount
Gross Pay	2,021.60	2,021.60
Pre-Tax Deductions -	278.90	278.90
Taxable Wages	1,742.70	1,742.70
Federal Tax -	164.14	164.14
State Tax -	82.28	82.28
FICA/Medicare -	143.36	143.36
Other Deductions -	30.58	30.58
Reimbursed +	0.00	0.00
Net Pay	1,322.34	1,322.34



ISD 196 - FINANCE DEPARTMENT

Calendar Year to Date

- Select menu icon > Employee Access > Payroll.
- Select Calendar Year to Date under Features.
- Click the icon to the left of the desired check year record to view additional details.
 - Select the Calendar Year Deductions tab at the left of the screen to see your deductions and each associated amount for the calendar year to date.
 - Select the Calendar Year Benefits tab at the left of the screen to see your benefits and each associated amount for the calendar year to date.

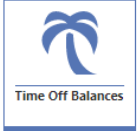


Check Year	Pay Gross	Net Check Amount	Social Security Gross	Medicare Gross	Federal Gross	State Gross
2022						
2021						
2020						
2019						


EMPLOYEE PROFILE CAL	
Check Year	20
Pay Gross	59
Net Check Amount	35
Social Security Gross	61
Medicare Gross	61
Federal Gross	54
State Gross	54

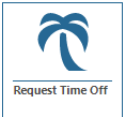
Tax Information

- Select menu icon > Employee Access > Payroll.
- Select Tax Information under Features. Tax information includes data at the federal and state level about your filing status, allowance, etc.



Time Off Balances

- Under the Time Off Types heading, highlight the Time Off Type you wish to view details for.
 - In this area, you see the time off types allocated to you, such as Vacation or Sick Time, along with the amount used in the Current Year and the Current Year Ending Balance.
 - Near the top left of this section, click the  icon to change the view to either Balances in Hours or Balances in Days.
- Under the Time Off Transactions heading, you see a list of transaction entries associated with the time off type you have highlighted in the Time Off Types.
 - For each time off transaction, you see the date, the reason and amount of time used or allocated, description and status.



Request Time Off

- If this tile displays you will use Skyward to make your time off requests. When the entry is saved this will route to your approving supervisor for review and approval or denial. You will receive an email when supervisor action has been taken. See the “Entering employee time off requests in Skyward” document for more details.
- If you do not see this tile, you may use Frontline or Kronos to request time off.

Add Time Off Transaction
Enter Time Off Transaction Details

Save & Add Another Save Cancel

TIME OFF TRANSACTION DETAILS

Attachments Add Attachments

Transaction Type Single Day Date Range

*Start Date 10/05/2022 Wednesday

*Assignment

*Supervisors

*Employee Time Off Type Sick Day 68.50000

*Time Off Reason Dr/Den Doctor or Dental appointment

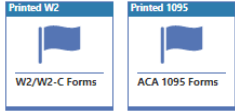
Transaction Type Used

*Employee Hours Per Day 9:00:00



*Hours 9:00

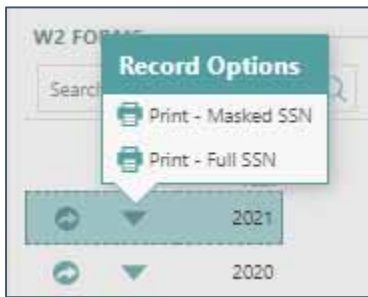
*Days 1.00000

Description Doctor appointment



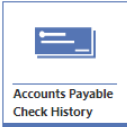
W2 and ACA 1095 Forms

- You are able to view your W2/W2C and ACA 1095 data for each calendar year you have been employed and District 196 has been using the Skyward system. You can view this information for record keeping or tax purposes.
- You will not be able to view this data until your employer has completed information processing for that calendar year.
- You can also print this information for either personal records or information for your professional tax consultant. Your office tax documents will be delivered to your home address through the USPS.
- Use  the icon to drill into detailed information.
 - Click  to print an unofficial pdf of the document.








- When printing the W2/W2C, you will need to enter your SSN as validation prior to printing. After entering the correct SSN and receiving the confirmation screen click the Print W2 PDF icon.





Accounts Payable Check History

- If you are reimbursed through Skyward for mileage, cell phone or other check requests that are processed through accounts payable as a payment to you, you will see this information in the Accounts Payable Check History section of Employee Access.
- Information displayed to you will include:
 - Check date
 - Check or direct deposit number
 - Net check amount and payment type

Accounts Payable Check History					
CHECK TRANSACTIONS					
MM/DD/YY  		View: Skyward Default		Filter: Skyward Default 	
 Check Date	Check Number	Net Check Amount	Check Payment Type	Type	
 06/30/2020	9000001173	90.00	A - ACH	R - Regular	