

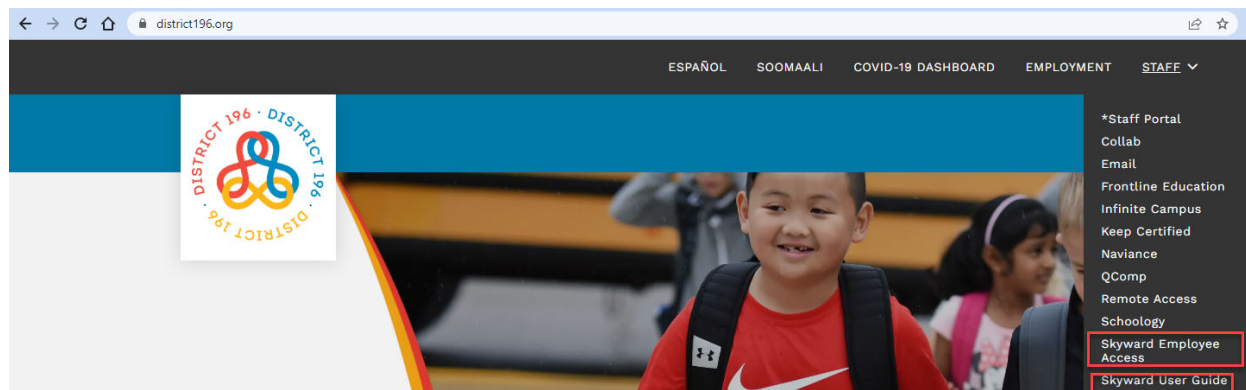
DISTRICT196
One District. Infinite Possibilities.

Skyward User Guide



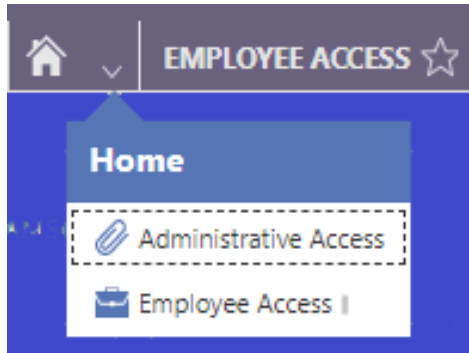
Logging into Skyward and Navigation Features

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.

A screenshot of the Skyward login page for District 196. The page has a blue border. At the top center is the District 196 logo, which includes the text "ACADEMICS · ARTS · ATHLETICS" around a stylized "196" and the tagline "One District. Infinite Possibilities." Below the logo, the text "ROSEMOUNT-APPLE VALLEY-EAGAN 196, MN" is displayed. Underneath, there are two input fields: "Username" and "Password". Below these fields is a green "Sign In >" button. At the bottom, there is a link that says "Forgot your Username or Password?".

- 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 do not have a district network username and password, please click "Forgot your Username or Password?". A reset email will be sent to your home email address where you will be able to set a username and password.


EMPLOYEE ACCESS – Not ADMINISTRATIVE ACCESS

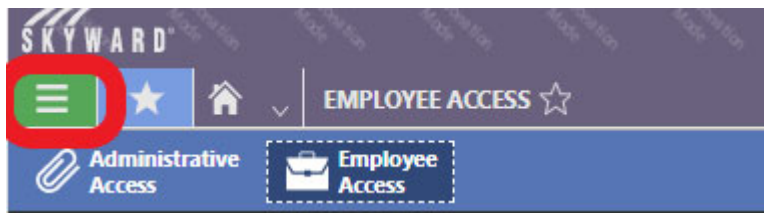


- Skyward defaults to Administrative Access so, you will need to switch to Employee Access the first time you go to this screen.

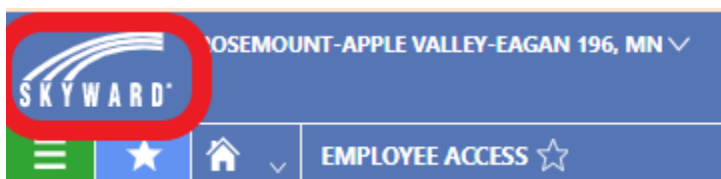
Once you are in Employee Access, you will see navigation tiles. Use these tiles to quickly navigate to various information areas.

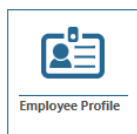


Alternatively, you can use the menu  for navigation.



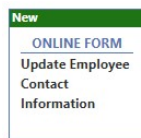
To navigate back to the main screen with the navigation tiles, click the Skyward logo in the upper left corner of the screen.



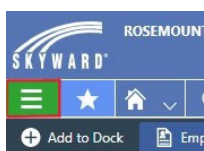


Employee Profile

- View Contact Information we have on file for you.
- View Emergency Contacts that we have on file for you.



If updates are needed to your contact information, please use the “Update Employee Contact Information” online form.



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



| CERTIFICATIONS | | | | | |
|--|-------------|-----------------------|-------------------------|--------------|-----------------|
| Search Certification Type <input type="text"/> | | View: Skyward Default | Filter: Skyward Default | Quick Filter | |
| Certification Type | Institution | State | Certification Number | Issue Date | Expiration Date |
| S - Standard | | | 1004 | | 06/30/2023 |

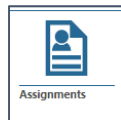
Also, using the menu icon, you can check to see how many credits you have turned in since your last lane change.



CREDITS

MM/DD/YYYY 31 View: Current Info Filter: Skyward Default Quick Filter

| ↑1 Approved Date | ↑2 Completion Date | ↑3 Institution | ↑4 Course Code | ↑5 Current Lane | Credits Attempted | Credits Earned Beyond Current Lane |
|------------------------|--------------------------|-------------------------|-------------------|--------------------|-------------------|--|
| 05/01/2023 | | District Applied Cre... | | MA | | 13.00 |

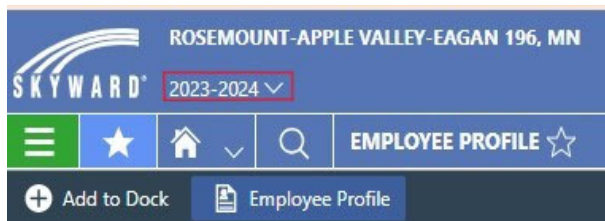


Position and Assignment information

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.

Not seeing the correct Assignment?

Check the fiscal year you are viewing.



- 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 Position Type Code | ↑2 Assignment Type Codes | ↑3 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 | 08/24/2022 | 06/08/2023 | (0) |

- Assignment Details:

Assignments > Assignment Details > My Assignment Detail 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 |
|--------------------------------|-------------------------------|----------------------|-----------------------------------|--|

*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 View: Skyward Default Filter: Skyward Default Quick Filter

| Supplement Type | Rate | Total Pay | Hourly Pay | Daily Pay | Annualized Pay |
|-----------------------|------|-----------|------------|-----------|----------------|
| 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 CP | 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

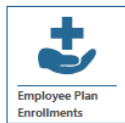
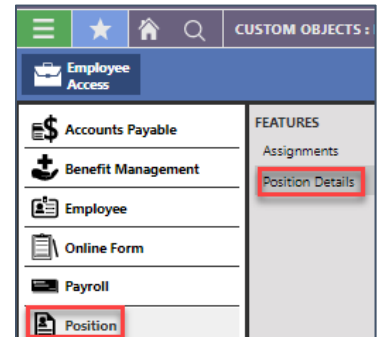
SEPTEMBER 2022

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|---------------|----------------------------|---------------|---------------|----------------|---------------|---------------|
| | | | | 1 | 2 | 3 |
| | | | | Hours 12:00:00 | Hours 8:00:00 | Hours 8:00:00 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Hours 8:00:00 | Labor Day Hours 8:00:00 | Hours 8:00:00 | Hours 8:00:00 | Hours 8:00:00 | Hours 8:00:00 | Hours 8:00:00 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| Hours 8:00:00 | Hours 8:00:00 | Hours 8:00:00 | Hours 8:00:00 | Hours 8:00:00 | Hours 8:00:00 | Hours 8:00:00 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| Hours 8:00:00 | Hours 8:00:00 | Hours 8:00:00 | Hours 8:00:00 | Hours 8:00:00 | Hours 8:00:00 | Hours 8:00:00 |

- 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.

| EMPLOYEE PLAN ENROLLMENTS | | | | | | |
|--|--------------------|------------------|-------------------------------|--------------------------------|------------------|----------------------------|
| MM/DD/YYYY 31 View: Benefit Management Employee Access View Filter: Benefit Management Employee Access Filter 21-22 Quick Filter | | | | | | |
| | 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 Enrollments > Employee Plan Enrollment Details

General
Coverage Months
Per Paycheck Elections
Employee Benefits
Employee Deductions
Cash Receipt Payments

EMPLOYEE PLAN ENROLLMENT DETAILS

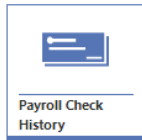
Deduction Benefit Schedule 19Teach Teacher Schedule

*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 . 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 Wage Statement (check stub).

- Select **Wage Statement**.
- Click **Print** near the top right of the screen.

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.

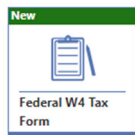
Payroll Check History > Calendar Year To Date

| CALENDAR YEAR BY CHECK DATE | | | | | | | |
|-----------------------------|-----------|------------------|-----------------------|----------------|---------------|-------------|--|
| Check Year | Pay Gross | Net Check Amount | Social Security Gross | Medicare Gross | Federal Gross | State Gross | |
| 2022 | | | | | | | |
| 2021 | | | | | | | |
| 2020 | | | | | | | |
| 2019 | | | | | | | |

| EMPLOYEE PROFILE CAL | |
|--------------------------|--------------------------|
| Calendar Year Deductions | Check Year 20 |
| Calendar Year Benefits | Pay Gross 59 |
| Calendar Year Pay Types | Net Check Amount 35 |
| | Social Security Gross 61 |
| | Medicare Gross 61 |
| | Federal Gross 54 |
| | State Gross 54 |

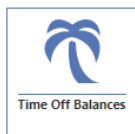
Tax Information

- 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.




Federal W4

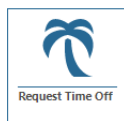
- You can update your Federal W4 withholdings by completing the online form. You will need to update your State W4 by contacting the payroll department.



Time Off Balances

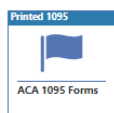
- Under the Time Off Types heading, highlight the Time Off Type you wish to view details for.
 - In this area, you see the time off types allocated to you, such as Vacation or Sick Time, along with the amount used in the Current Year and the Current Year Ending Balance.
 - Near the top left of this section, 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.




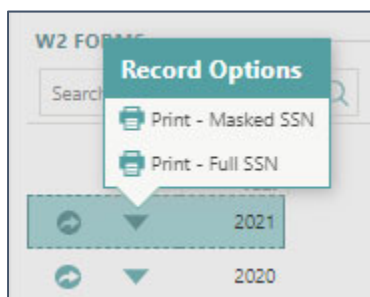
Request Time Off

- 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.



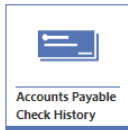
W2 and ACA 1095 Forms

- 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.
- 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 31 | | 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 | |