

To view and access your most recent PAF:

1. Log into MyBethel:

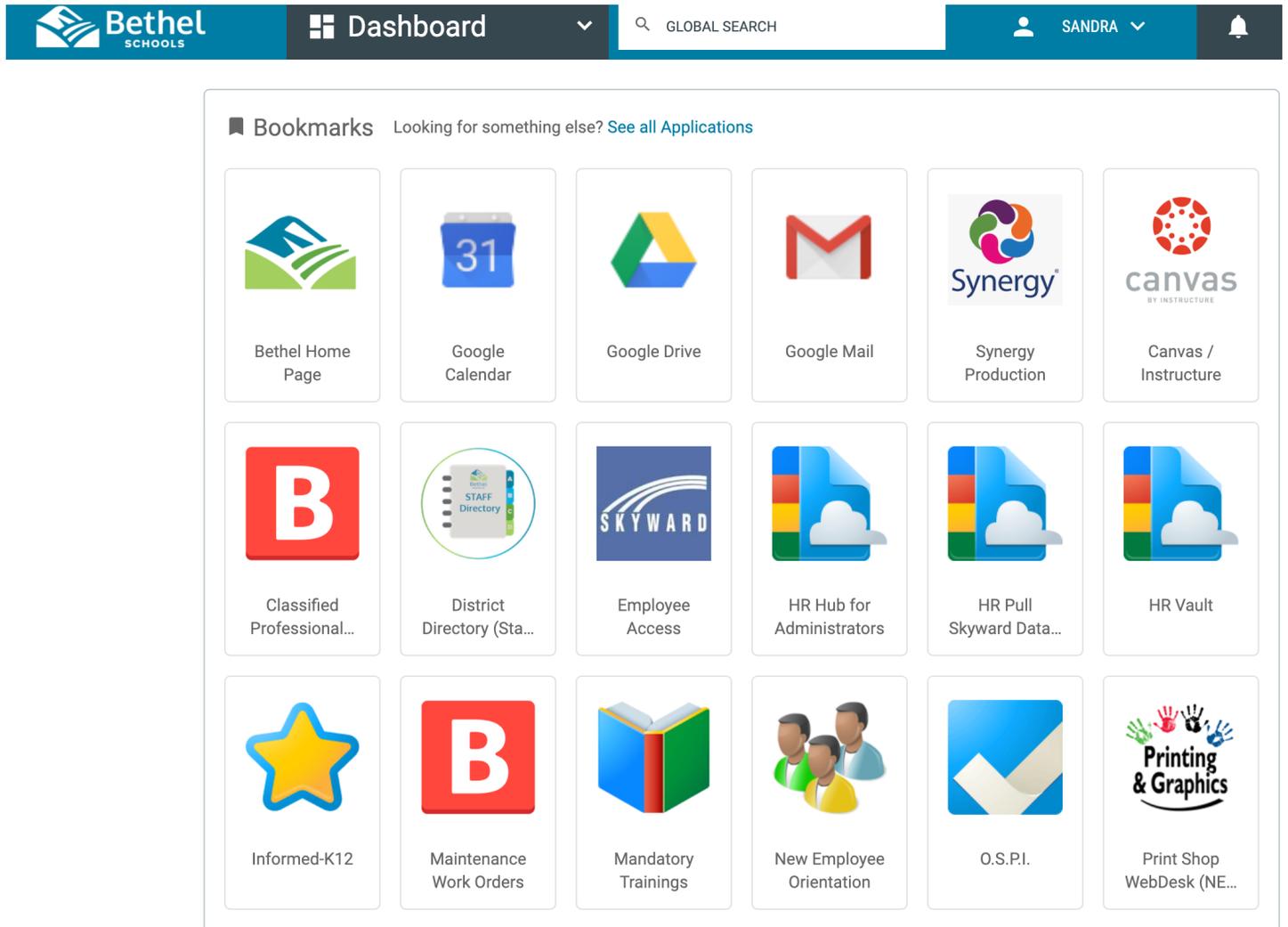


2. Log into Bethel Central Administration Service (CAS). The screen will look like this:

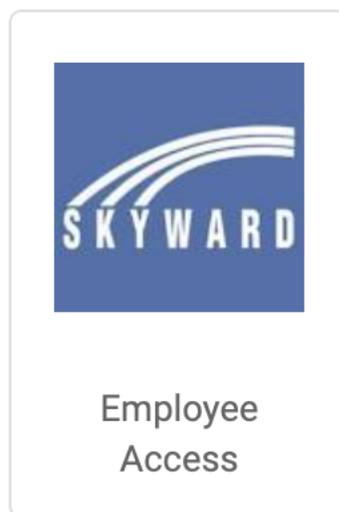
If you are unsure of your login information, contact the help desk x6767

A screenshot of the Bethel Schools login page. At the top left is the Bethel Schools logo. Below it, the word 'Login' is on the left and 'Need help?' is on the right. There are two input fields: 'Username' and 'Password'. The password field has a toggle icon for visibility. Below the fields is a blue button with the text 'Login' and a right-pointing arrow. Underneath the button is the text 'Don't have an account yet? Claim your account.' At the bottom is another blue button with the text 'Claim My Account'.

3. Once you are logged in under your account it may look similar to this:



4. On this screen, you will want to click on Skyward:

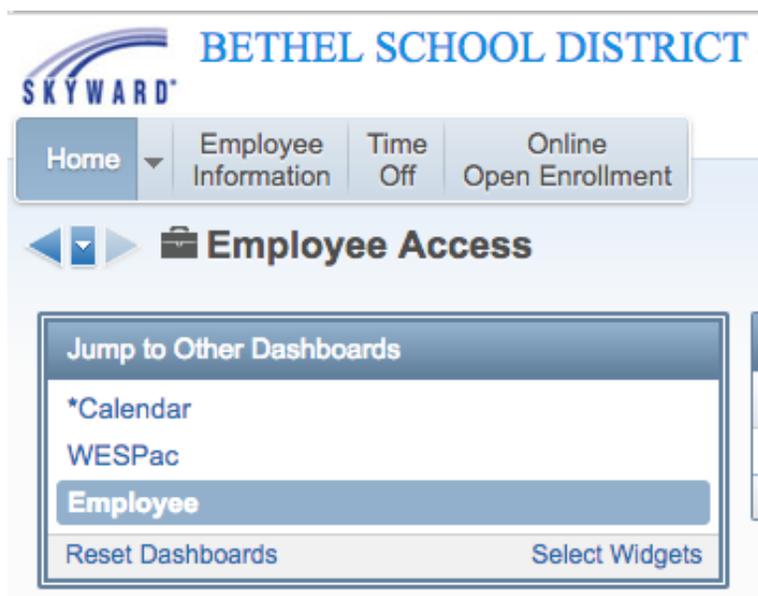


5. Log in with your user name and password to your skyward /employee access account:  
If you are unsure of your login information, contact the help desk x6767



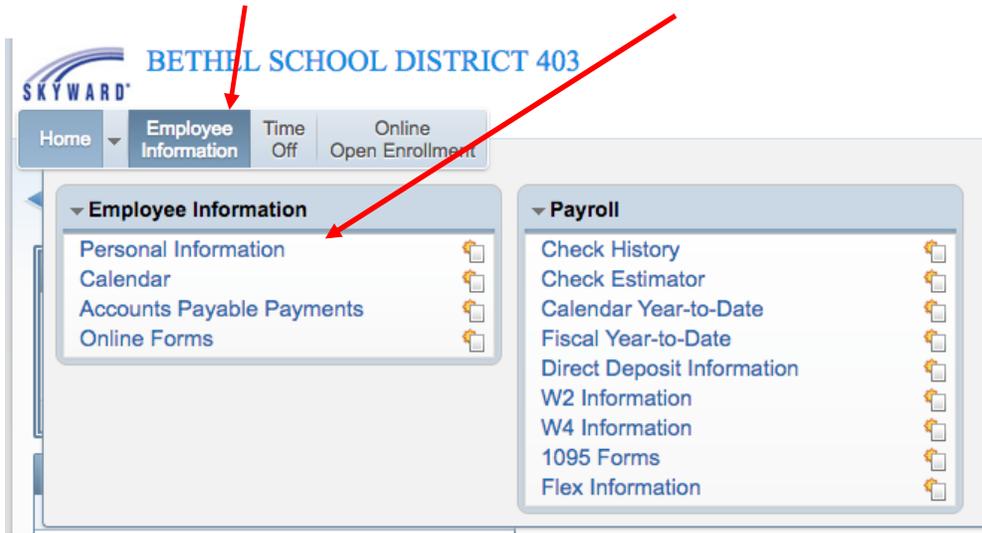
The image shows the login page for Skyward. At the top, there is the Skyward logo (a blue arc above the word 'SKYWARD') and the text 'BETHEL SCHOOL DISTRICT 403'. Below this is a login form with two input fields: 'Login ID:' and 'Password:'. A 'Sign In' button is positioned to the right of the password field. Below the button is a link that says 'Forgot your Login/Password?'. In the bottom right corner of the form area, the date '05.17.06.00.09' is displayed. At the bottom of the page, there is a 'Login Area:' label followed by a dropdown menu currently set to 'All Areas'.

6. Once you have signed in, a portion of your screen should look like this. (Ensure you have chosen Employee Access on the right side of the screen):

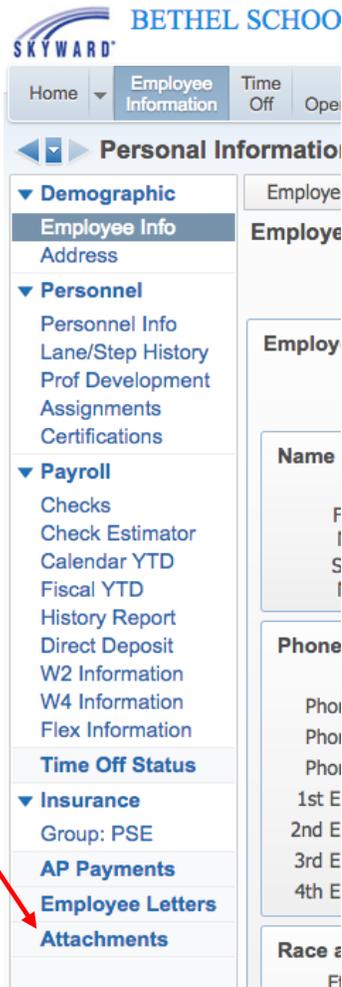


The image shows a portion of the Skyward dashboard. At the top left is the Skyward logo. To its right is the text 'BETHEL SCHOOL DISTRICT'. Below the logo and text is a navigation bar with four buttons: 'Home', 'Employee Information', 'Time Off', and 'Online Open Enrollment'. Below the navigation bar is a section titled 'Employee Access' with a briefcase icon. Underneath this section is a box titled 'Jump to Other Dashboards' containing three links: '\*Calendar', 'WESPac', and 'Employee' (which is highlighted). At the bottom of this box are two links: 'Reset Dashboards' and 'Select Widgets'.

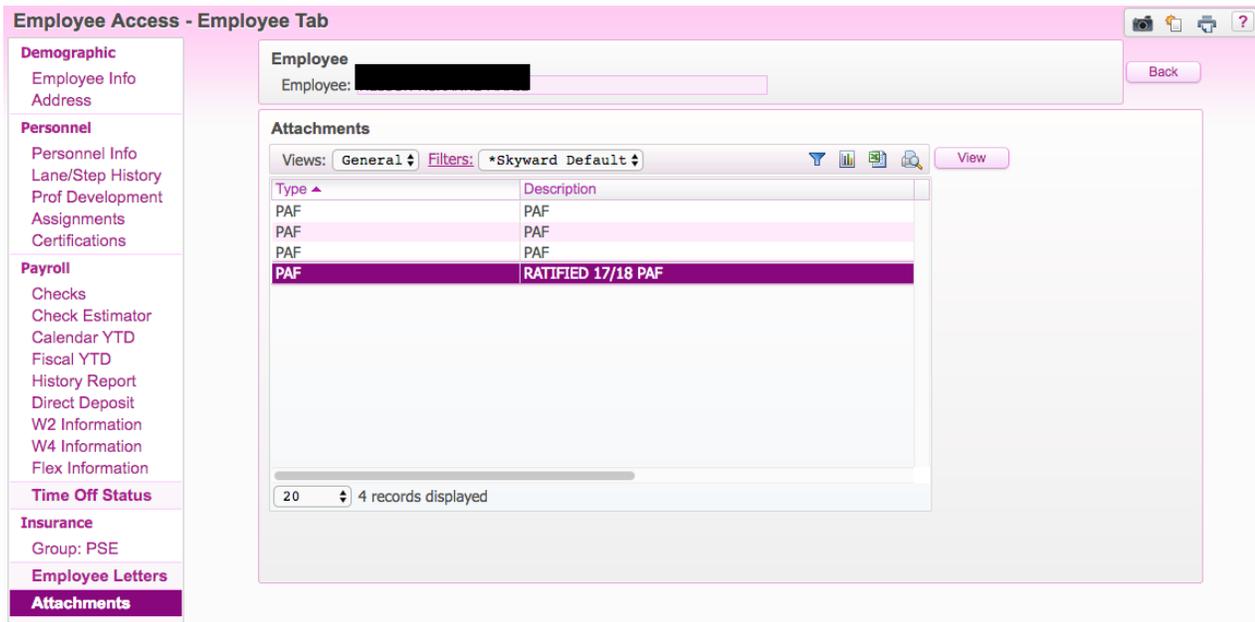
7. Click Employee Information and then Personal Information:



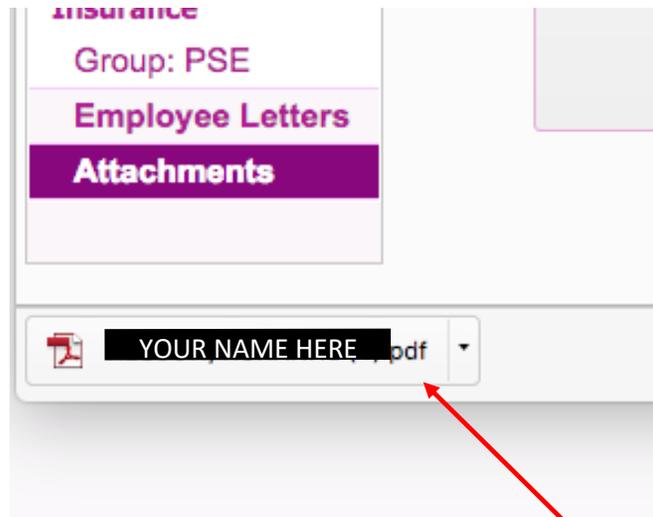
8. Once you have your personal information up, left hand column, very last option, choose Attachments:



9. After you click on Attachments, the screen might look similar to this:



Here you will find the PAFs that have been processed over the years. Ensure to choose the PAF that represents the most recent changes.



After it has downloaded, you will want to click the box like the one you see here.

Once you have clicked the attachment, another screen will open and your PAF will open. It will look similar to this:

SW

BETHEL SCHOOL DISTRICT NO. 403  
**Personnel/Payroll Action Form (PAF)**  
 Send completed PAF to Human Resources.

Posting number:  
 Classified  
 Certificated

DATE: 09/01/2017 FULL LEGAL NAME:  
 Serial #: Type of Action: Contract/Salary Update

**PRESENT STATUS: Last Day Worked In Present Status: 08/31/2017**

Position	Building	Account Code	Hrs/Dy	Dys/Yr	HOURLY RATE			
					Lane	Step	Credits	Hrly Rate
BUS DRIVER	TRANSPORTATION	10 E 530 9900 52 3000 006 0050 0000	5.50	180.00	79-00	28.00	0.00	22.36
BUS DRIVER	TRANSPORTATION	10 E 530 9900 52 3000 006 0060 0000	1.25	164.00	79-00	28.00	0.00	22.36

**PROPOSED STATUS: Date Proposed to Begin: 09/01/2017**

Position	Building	Account Code	Hrs/Dy	Dys/Yr	HOURLY RATE			
					Lane	Step	Credits	Hrly Rate
BUS DRIVER	TRANSPORTATION	10 E 530 9900 52 3000 006 0060 0000	5.50	190.00	79-00	28.00	0.00	24.13
BUS DRIVER	TRANSPORTATION	10 E 530 9900 52 3000 006 0060 0000	1.25	174.00	79-00	28.00	0.00	24.13

← The top of the PAF will show your previous contract information.

← The bottom of the PAF will show the most updated information.

COMMENTS: PAF reflects updates to hourly rate and inclusion of holidays to calendar from the PSE collective bargaining agreement ratification.

**AUTHORIZATION:**

Finance ORIGINATOR: Sandy R. Weyman (SW) DATE: 9/10/2017

BUDGET AUTHORITY: R. H. Montgomery DATE: 9/10/2017

PERSONNEL ADMINISTRATOR: \_\_\_\_\_ DATE: 9/10/2017

Budget Code Approval  
 SS: \_\_\_\_\_  
 HR: \_\_\_\_\_

Board Date  
 \_\_\_\_\_

If you would like to print your PAF: Go to the top left of your screen choose FILE, then PRINT

A copy has also been sent to your building or department administrator as well as your building secretary should you have any questions.