EMPLOYEE ACCESS

THE BASICS
FOR NEW HIRES

NWRDC Business Support Team
Hours 8:00 – 5:00
Website: http://www.nwrdc.net
Phone (425) 349-6560 FAX (425) 349-6686
Email: nwrdcfiscalsupport@nwrdc.net

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Sign Into Skyward Web

Go to Employee Access:

Employee Access is an application that has several functions and variations a district could utilize. Your district may not be using all of the functions shown here. The Employee Access tabs that you see in this document will probably differ from those you see on your screen.

The purpose of this handout is to give new hires an overview of the two most commonly used parts of Employee Access, **Employee Information** and **Time Off** and the sub options within each.

Before we begin…..

Tips to remember:

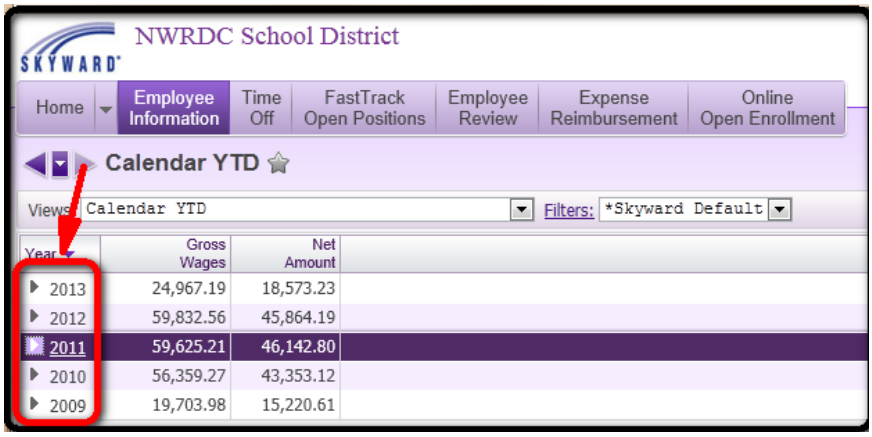
- On any screen listing several summary lines (Browse Screen) you can expand the summary line to show more detail by clicking the small arrow on the far left of each line.

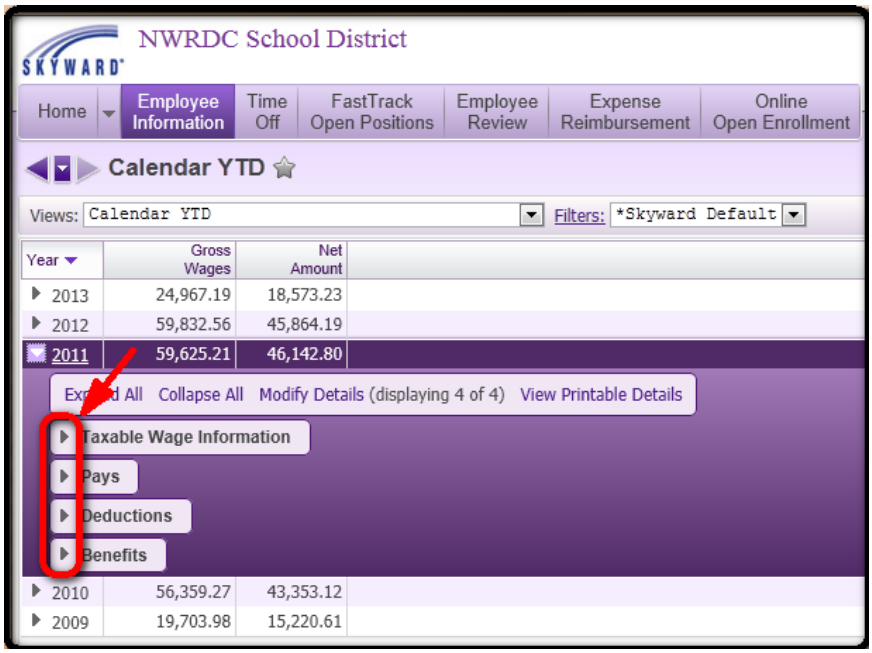
- On any screen listing several summary lines (Browse Screen) you can sort the data displayed by clicking the heading area above a column. The entire screen will resort by the column you click on.

- You can change the number of records displayed on a browse screen by adjusting the "Records Displayed" at the bottom left of the screen.

- You can Chart, Export to Excel, or create a Printer Friendly display with a click of an icon.

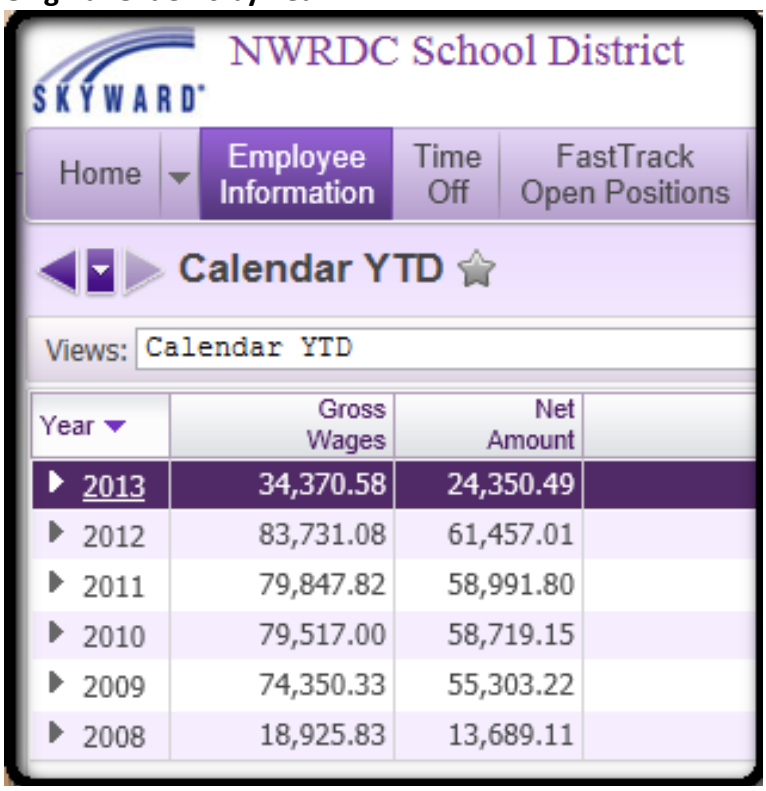
How to **Expand** a summary line:





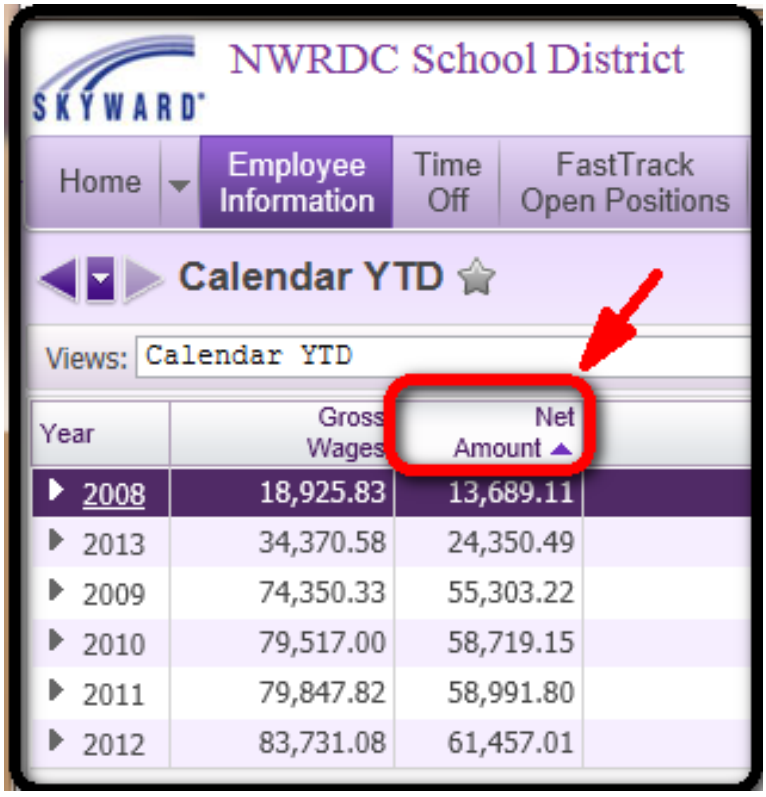
How to **Re-Sort** a browse screen:

Original Order is by Year



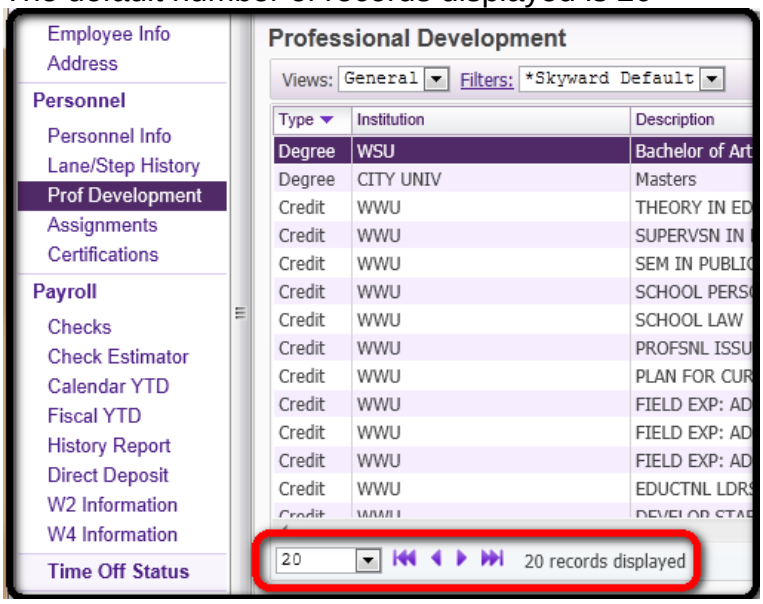
- Click on the column heading Net Amount and the table is resorted by Net Amount.

Re-Sorted by Net Amount

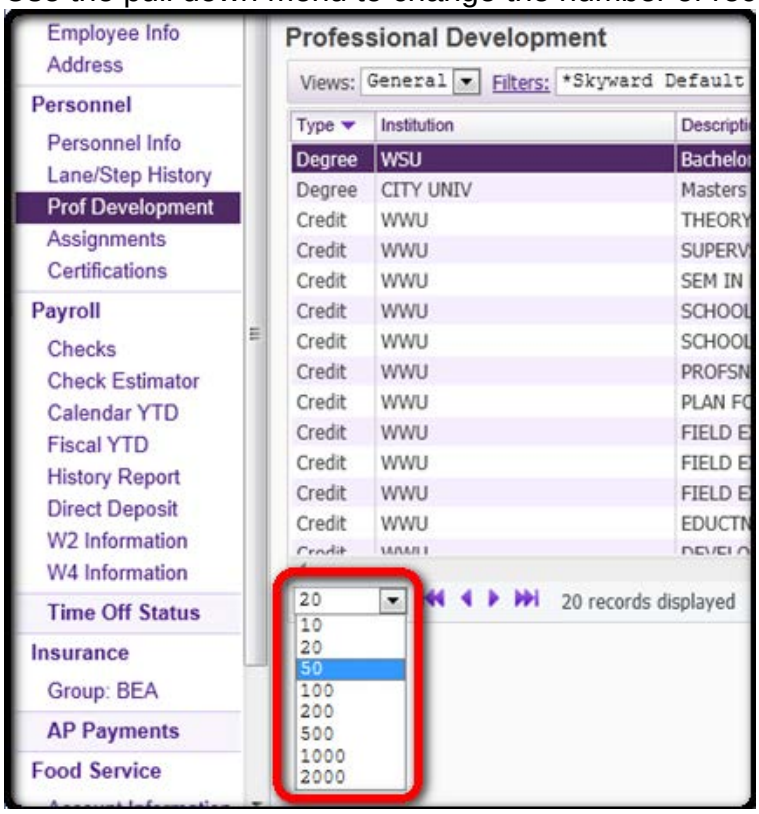


How to **change the number of records displayed** on a browse screen:

The default number of records displayed is 20

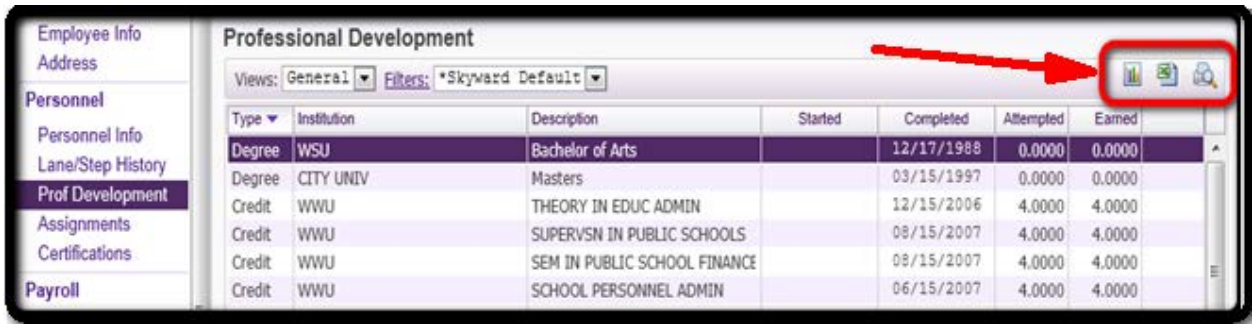


Use the pull down menu to change the number of records displayed

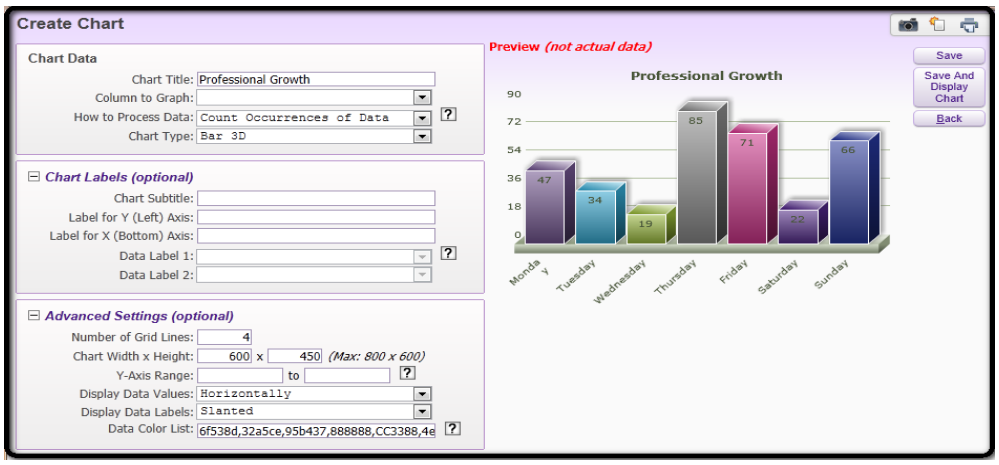


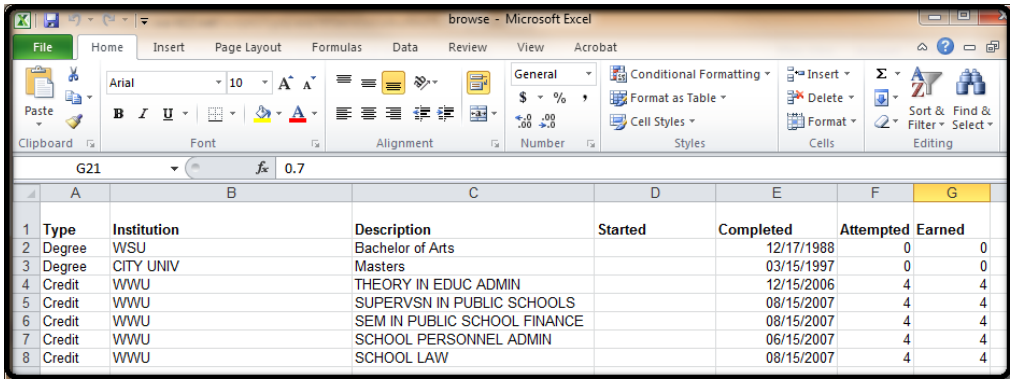
WARNING: The higher the number of records displayed, the longer it will take the system to refresh the browse screen. For 50-100 records it will take seconds, 1000-2000 records will take minutes. Depending on the size of your district it could take up to 5 minutes to refresh the screen at 2000 records.

How to **Graph, Export to Excel, or Print the data** on a browse screen:
At the upper right of every browse screen there are 3 tool icons that will Graph, Export to Excel, or Print the data on the screen in that order

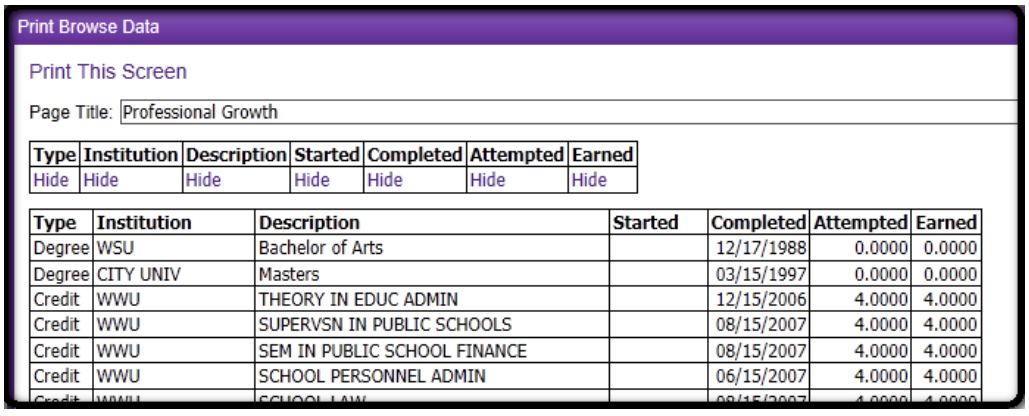


Type	Institution	Description	Started	Completed	Attempted	Earned
Degree	WSU	Bachelor of Arts		12/17/1988	0.0000	0.0000
Degree	CITY UNIV	Masters		03/15/1997	0.0000	0.0000
Credit	WWU	THEORY IN EDUC ADMIN		12/15/2006	4.0000	4.0000
Credit	WWU	SUPERVSN IN PUBLIC SCHOOLS		08/15/2007	4.0000	4.0000
Credit	WWU	SEM IN PUBLIC SCHOOL FINANCE		08/15/2007	4.0000	4.0000
Credit	WWU	SCHOOL PERSONNEL ADMIN		06/15/2007	4.0000	4.0000





	A	B	C	D	E	F	G
1	Type	Institution	Description	Started	Completed	Attempted	Earned
2	Degree	WSU	Bachelor of Arts		12/17/1988	0	0
3	Degree	CITY UNIV	Masters		03/15/1997	0	0
4	Credit	WWU	THEORY IN EDUC ADMIN		12/15/2006	4	4
5	Credit	WWU	SUPERVSN IN PUBLIC SCHOOLS		08/15/2007	4	4
6	Credit	WWU	SEM IN PUBLIC SCHOOL FINANCE		08/15/2007	4	4
7	Credit	WWU	SCHOOL PERSONNEL ADMIN		06/15/2007	4	4
8	Credit	WWU	SCHOOL LAW		08/15/2007	4	4



Type	Institution	Description	Started	Completed	Attempted	Earned
Hide	Hide	Hide	Hide	Hide	Hide	Hide

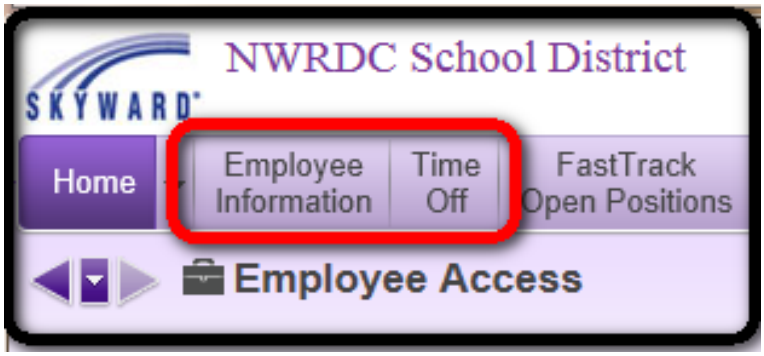
Type	Institution	Description	Started	Completed	Attempted	Earned
Degree	WSU	Bachelor of Arts		12/17/1988	0.0000	0.0000
Degree	CITY UNIV	Masters		03/15/1997	0.0000	0.0000
Credit	WWU	THEORY IN EDUC ADMIN		12/15/2006	4.0000	4.0000
Credit	WWU	SUPERVSN IN PUBLIC SCHOOLS		08/15/2007	4.0000	4.0000
Credit	WWU	SEM IN PUBLIC SCHOOL FINANCE		08/15/2007	4.0000	4.0000
Credit	WWU	SCHOOL PERSONNEL ADMIN		06/15/2007	4.0000	4.0000

Getting Started

From your Home Screen Menu select **Employee Access**

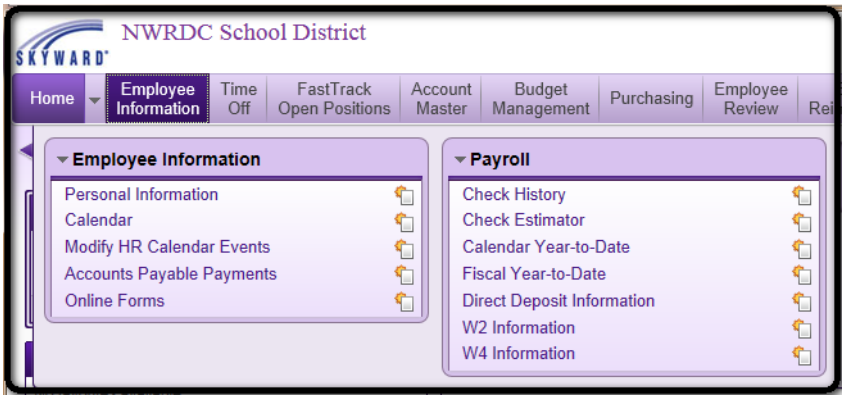
Under **Employee Access** there are two tabs to view your individual information

- Employee Information
- Time Off



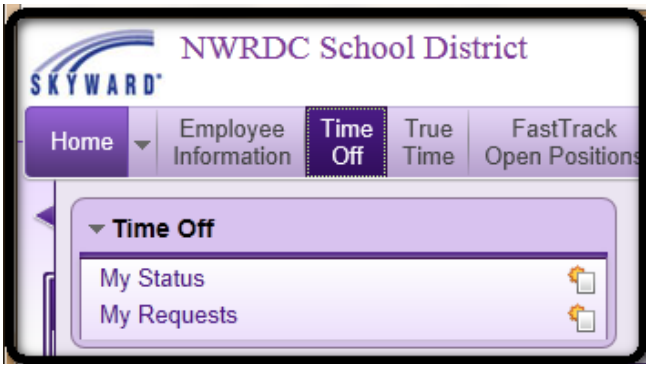
The Employee Information tab: Employee Information has 2 sub Tabs.

- Employee Information
- Payroll



The Time Off tab: Time Off has 2 sub options

- My Status
- My Requests



What You Have Access To

Employee Information:

Employee Information has up to 4 sub options

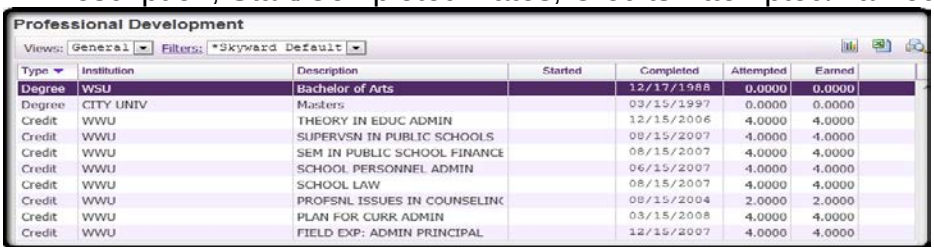
Personal Information: Has two sub options. Demographic & Personnel

Demographic:

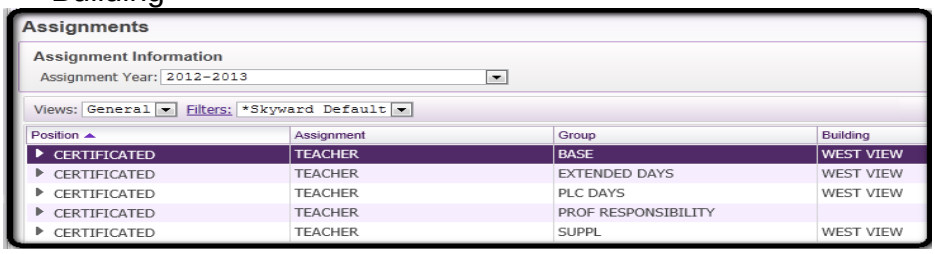
- Employee Info: Displays your Name, Phone, Race & Ethnicity information
- Address: Displays your Primary and Mailing address

Personnel:

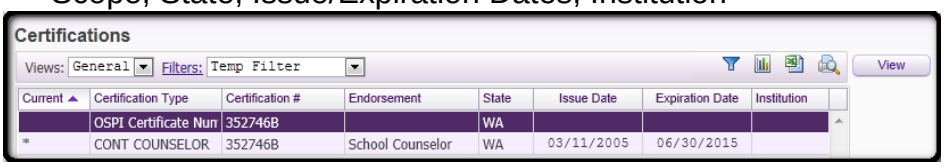
- Personnel Info: Displays your Employee Type, Hire Date, Start Date, Building Location, Check Location, State ID
- Lane/Step History: Displays the history of your Placement, Effective Date, Lane/Step, Credits
- Professional Development: Displays your Degree/Credit information including Institution, Description, Start/Completed Dates, Credits Attempted/Earned



- Assignments: Per Assignment Year Displays your Position Type, Assignment, Group, Building



- Certifications: Displays your Certification Type, Certification #, Endorsement, Eligibility, Scope, State, Issue/Expiration Dates, Institution



Calendar:

- The Calendar will display District Information, Events, and your Time Off Requests by Date

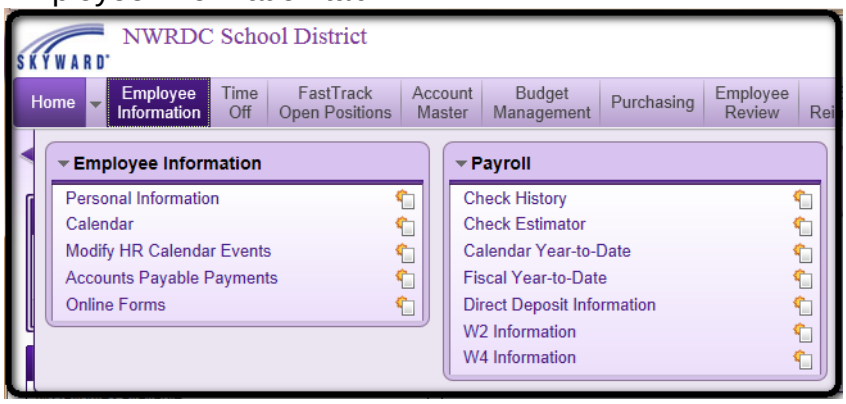
Accounts Payable Payments:

- Displays your Expense Reimbursements by date including Check Number and Check amount
- Displays of Checks and Invoices information is also available

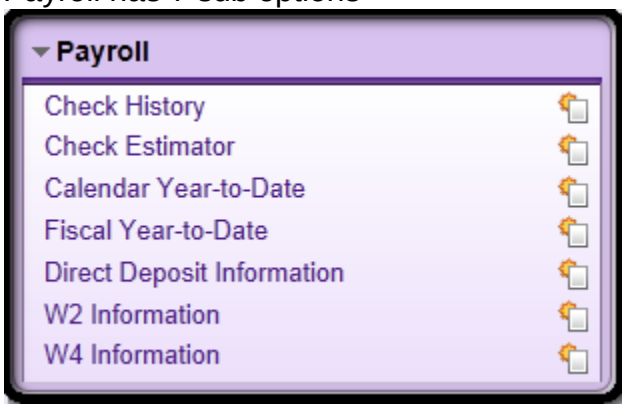
Employee Online Forms:

Payroll Information:

Employee Information tab:

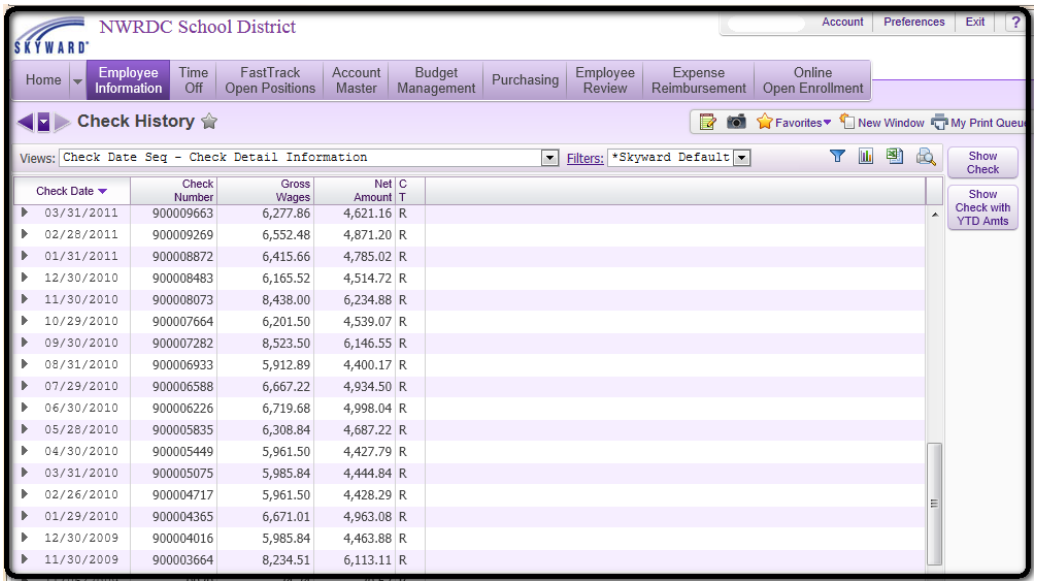


Payroll has 7 sub options



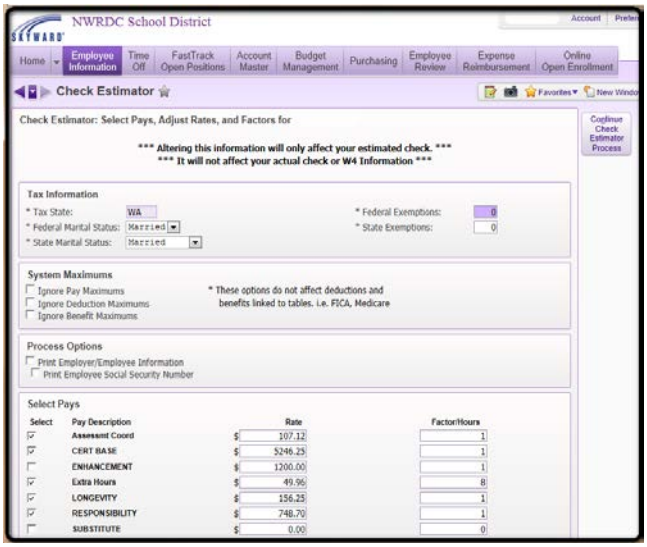
Check History:

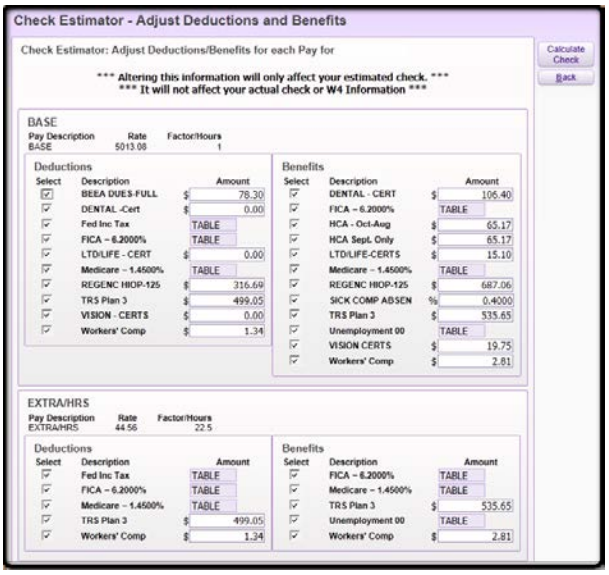
- Displays your Payroll information by pay date including Check Date, Check Number, Gross Wages, Net Amount
- Displays of Checks and YTD Amounts are also available



Check Estimator:

- This option allows you to estimate what your pay would be if you were to change any of the factors that determine your Gross & Net Pay. This **WILL NOT** change your actual payroll information; it is only a simulation of how changes would affect your pay
- Items that you may adjust include Marital Status, Exemptions, Base Contract/Additional Pays, Deductions, Benefits
- Based on the scenario you set up the system will generate a simulated payroll stub





Estimated Check Information for

*** This is not an actual check. This is only an estimated check

Estimated Check Information

Gross Pay: 6,653.97
Net Pay: 4,280.59

Estimated Tax Information

Tax State: WA
Federal Marital Status: Single
State Marital Status: Single
Federal Exemptions: 1
State Exemptions: 1

Estimated Gross Wage Information

	Federal	State	FICA	Medicare
Gross Pay:	6,653.97	6,653.97	6,653.97	6,653.97
Minus Tax Sheltered Deductions:	815.74	0.00	316.69	316.69
Plus Taxable Benefits:	0.00	0.00	0.00	0.00
Gross:	5,838.23	6,653.97	6,337.28	6,337.28

Estimated Pay Information

Description	Rate	Factor/Hours	Amount
BASE	5,013.08	1.00	5,013.08
EXTRA/HRS	44.56	22.50	1,002.60
*PLC DAYS	167.09	1.00	167.04
PROF RESP	471.25	1.00	471.25
		Totals	6,653.97

* Pay Maximum Reached

Estimated Deduction Information

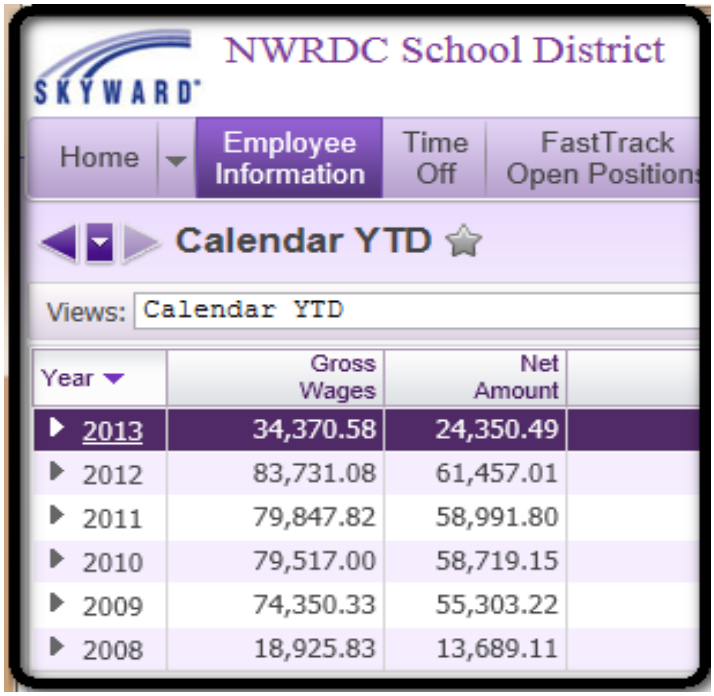
Description	Amount	Tax Sheltered Fed	St	F/M
BEEA DUES-FULL	78.30			
DENTAL -Cert	0.00			
Fed Inc Tax	993.20			
FICA	392.91			
LTD/LIFE - CERT	0.00			
Medicare	91.89			
REGENC HIOP-125	316.69	Y		Y
TRS Plan 3	499.05	Y		
VISION - CERTS	0.00			
Workers' Comp	1.34			
Totals	2,373.38			

Estimated Benefit Information

Description	Amount	---Taxable--- Fed	St	F/M
DENTAL - CERT	106.40			
FICA	392.91			
HCA - Oct-Aug	65.17			
HCA Sept. Only	65.17			
LTD/LIFE-CERTS	15.10			
Medicare	91.89			
REGENC HIOP-125	687.06			
SICK COMP ABSEN	20.05			
TRS Plan 3	535.65			
Unemployment 00	0.00			
VISION CERTS	19.75			
Workers' Comp	2.81			
Totals	2,001.96			

Calendar Year-To-Date:

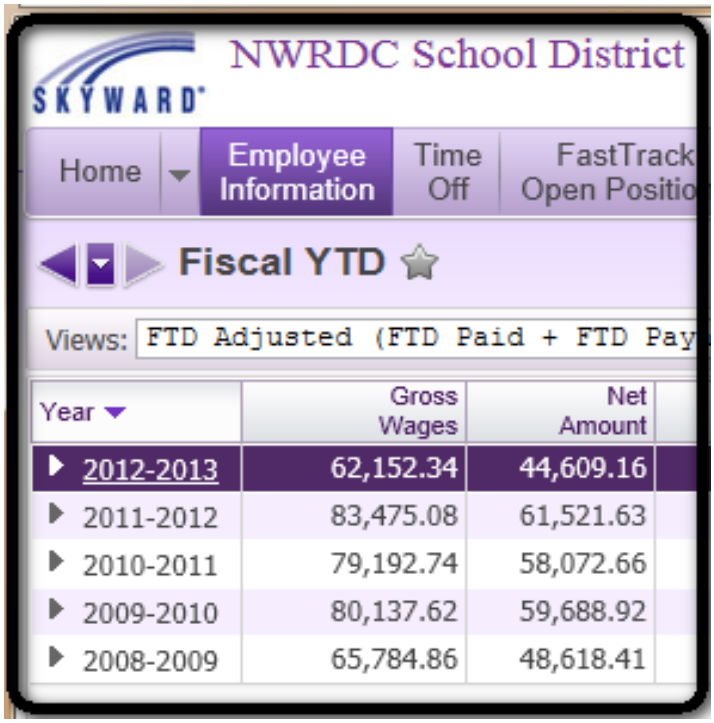
- For each Calendar Year will display your total YTD Gross Wages, YTD Net Amount
- Displays of the detailed information for the selected Calendar Year is also available



Year	Gross Wages	Net Amount
2013	34,370.58	24,350.49
2012	83,731.08	61,457.01
2011	79,847.82	58,991.80
2010	79,517.00	58,719.15
2009	74,350.33	55,303.22
2008	18,925.83	13,689.11

Fiscal Year-To-Date:

- For each Fiscal Year will display your total YTD Gross Wages, YTD Net Amount
- Displays of the detailed information for the selected Fiscal Year is also available



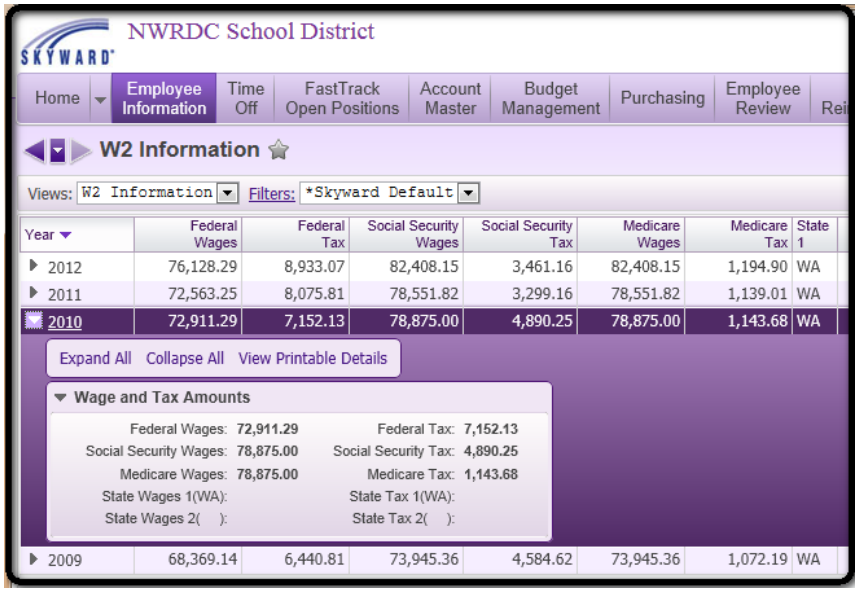
Year	Gross Wages	Net Amount
2012-2013	62,152.34	44,609.16
2011-2012	83,475.08	61,521.63
2010-2011	79,192.74	58,072.66
2009-2010	80,137.62	59,688.92
2008-2009	65,784.86	48,618.41

Direct Deposit Information:

- Displays Bank & Account information for where funds are Directly Deposited for you

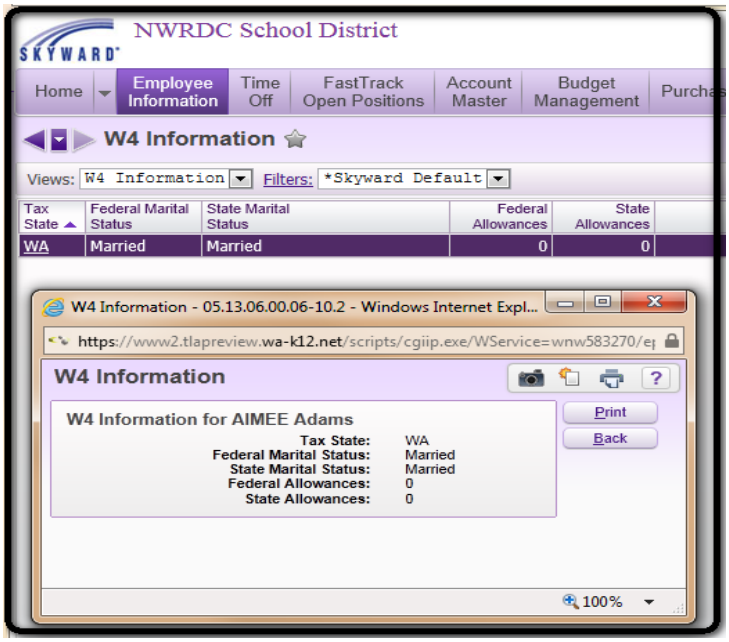
W2 Information:

- For each Calendar Year will display Federal Wages, Federal Tax, Social Security Wages, Social Security Tax, Medicare Wages, Medicare Tax, State Information
- A printable W2 Information Statement for a selected year is also available



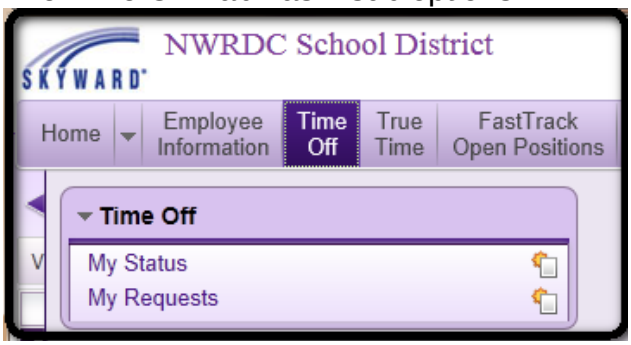
W4 Information:

- Displays your current W4 information including Tax State, Federal Marital Status, State Marital Status, Federal & State Allowances
- Your W4 information may also be printed



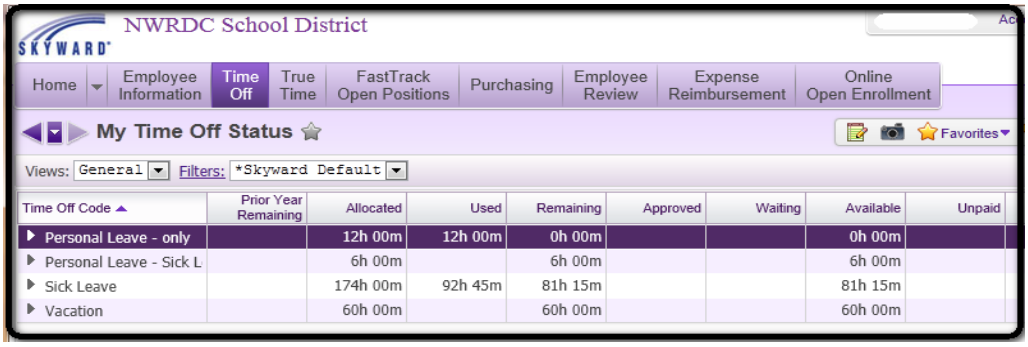
Time Off:

The Time Off Tab has 2 sub options

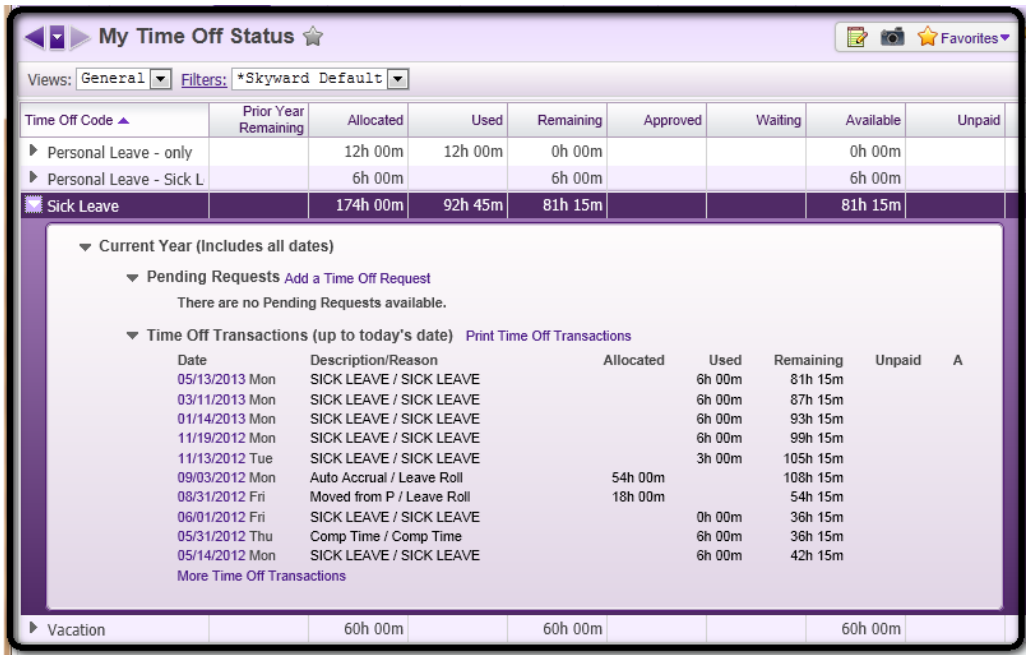


My Status:

- Displays Time Off Code, Allocated hours, Used hours, Remaining hours, Available hours, Unpaid hours for the Time Off Codes assigned to you
- Will also display and adjust for Approved & Waiting hours if Time Off Requests and Approvals is being used



Time Off Code	Prior Year Remaining	Allocated	Used	Remaining	Approved	Waiting	Available	Unpaid
Personal Leave - only		12h 00m	12h 00m	0h 00m			0h 00m	
Personal Leave - Sick L		6h 00m		6h 00m			6h 00m	
Sick Leave		174h 00m	92h 45m	81h 15m			81h 15m	
Vacation		60h 00m		60h 00m			60h 00m	



Time Off Code	Prior Year Remaining	Allocated	Used	Remaining	Approved	Waiting	Available	Unpaid
Personal Leave - only		12h 00m	12h 00m	0h 00m			0h 00m	
Personal Leave - Sick L		6h 00m		6h 00m			6h 00m	
Sick Leave		174h 00m	92h 45m	81h 15m			81h 15m	

Current Year (Includes all dates)

Pending Requests Add a Time Off Request

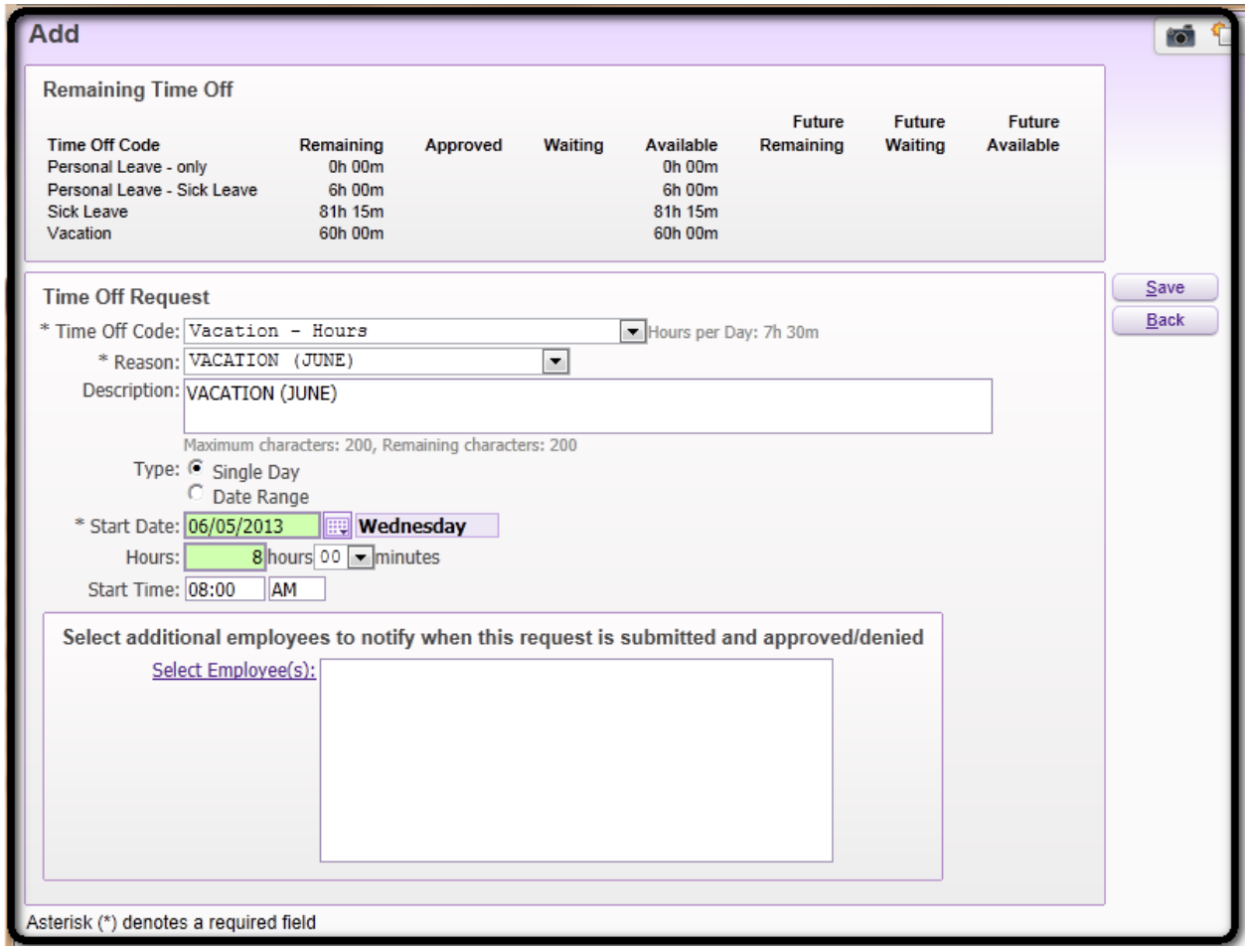
There are no Pending Requests available.

Time Off Transactions (up to today's date) Print Time Off Transactions

Date	Description/Reason	Allocated	Used	Remaining	Unpaid	A
05/13/2013 Mon	SICK LEAVE / SICK LEAVE		6h 00m	81h 15m		
03/11/2013 Mon	SICK LEAVE / SICK LEAVE		6h 00m	87h 15m		
01/14/2013 Mon	SICK LEAVE / SICK LEAVE		6h 00m	93h 15m		
11/19/2012 Mon	SICK LEAVE / SICK LEAVE		6h 00m	99h 15m		
11/13/2012 Tue	SICK LEAVE / SICK LEAVE		3h 00m	105h 15m		
09/03/2012 Mon	Auto Accrual / Leave Roll	54h 00m		108h 15m		
08/31/2012 Fri	Moved from P / Leave Roll	18h 00m		54h 15m		
06/01/2012 Fri	SICK LEAVE / SICK LEAVE		0h 00m	36h 15m		
05/31/2012 Thu	Comp Time / Comp Time		6h 00m	36h 15m		
05/14/2012 Mon	SICK LEAVE / SICK LEAVE		6h 00m	42h 15m		

More Time Off Transactions

Vacation		60h 00m		60h 00m			60h 00m	

My Requests:

- Displays a history of your Time Off Requests, both Time Off that has been approved or taken, and Requested Time Off. Details can be displayed by clicking the arrow to the left of each summary line
- This is also where you enter Time Off Requests by clicking the Add button. The upper part of the screen will display a summary of your Time Off balances, the lower part of the screen is where you enter a new Time Off Request