



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

TERMS OF USE: The information contained herein is licensed, trade-secret and proprietary and may not be used, disclosed or reproduced without permission of the licensing authorities, WSIPC and/or Skyward, Inc. As a condition of use, the User agrees to protect and keep the information from disclosure or falling into the public domain. The failure to comply with this agreement may result in the immediate termination of the User's right to access the information.

Published by

Northwest Regional Data Center

2121 W. Casino Road

Everett, WA 98204

All rights reserved. Reproduction of any part of this manual, in any medium without written permission of Northwest Regional Data Center is prohibited.

This edition is printed in the United States of America and the contents are subject to change without notice.

Skyward ® is the registered trademark for Skyward, Inc. located in Stevens Point, Wisconsin.

Table of Contents

| | |
|--------------------------------------|----------|
| Sign Into Skyward Web | 1 |
| Getting Started..... | 6 |
| What You Have Access To | 7 |
| Employee Information: | 7 |
| Demographic:..... | 7 |
| Personnel:..... | 7 |
| Calendar: | 8 |
| Accounts Payable Payments:..... | 8 |
| Employee Online Forms:..... | 8 |
| Payroll Information: | 9 |
| Check History:..... | 9 |
| Check Estimator:..... | 10 |
| Calendar Year-To-Date:..... | 11 |
| Fiscal Year-To-Date: | 11 |
| Direct Deposit Information:..... | 12 |
| W2 Information:..... | 12 |
| W4 Information:..... | 12 |

Sign Into Skyward Web



The image shows the Skyward Web login interface. At the top is the Skyward logo, which consists of three blue curved lines above the word "SKYWARD" in blue capital letters. Below the logo is a light gray rectangular box containing the login fields. Inside this box, there is a "Login ID:" label followed by a green rectangular input field. Below that is a "Password:" label followed by a white rectangular input field. To the right of the password field is a blue button with the text "Sign In". Below the "Sign In" button is a blue link that says "Forgot your Login/Password?". In the bottom right corner of the gray box is the version number "05.13.06.00.06-10.2". Below the gray box is a "Login Area:" label followed by a dropdown menu currently showing "All Areas".

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.

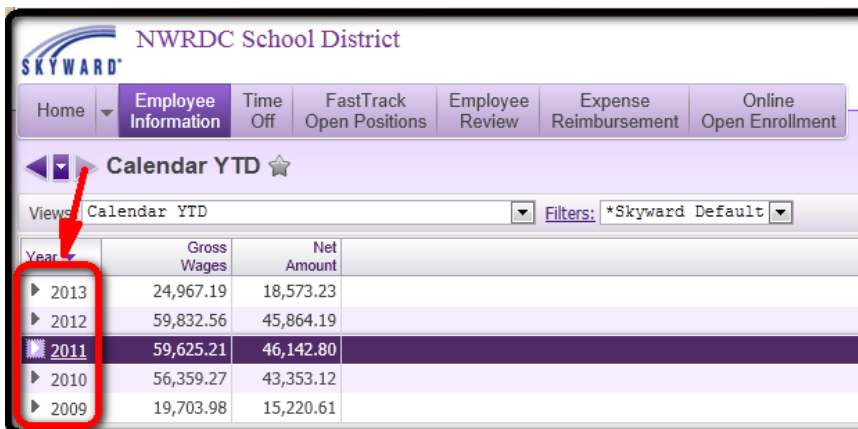


Before we begin.....

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:



NWRDC School District

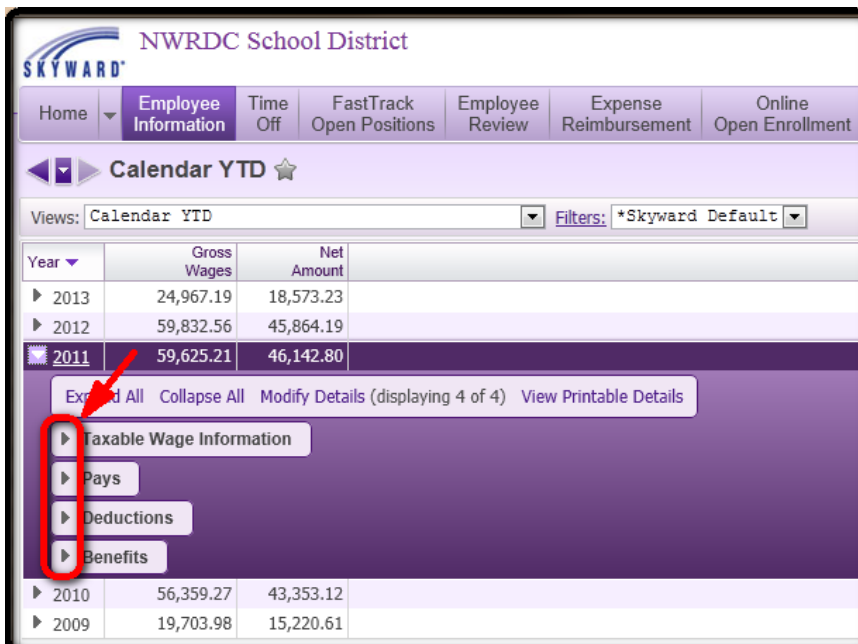
SKYWARD

Home Employee Information Time Off FastTrack Open Positions Employee Review Expense Reimbursement Online Open Enrollment

Calendar YTD

Views: Calendar YTD Filters: *Skyward Default

| Year | Gross Wages | Net Amount |
|--------|-------------|------------|
| ▶ 2013 | 24,967.19 | 18,573.23 |
| ▶ 2012 | 59,832.56 | 45,864.19 |
| ▶ 2011 | 59,625.21 | 46,142.80 |
| ▶ 2010 | 56,359.27 | 43,353.12 |
| ▶ 2009 | 19,703.98 | 15,220.61 |



NWRDC School District

SKYWARD

Home Employee Information Time Off FastTrack Open Positions Employee Review Expense Reimbursement Online Open Enrollment

Calendar YTD

Views: Calendar YTD Filters: *Skyward Default

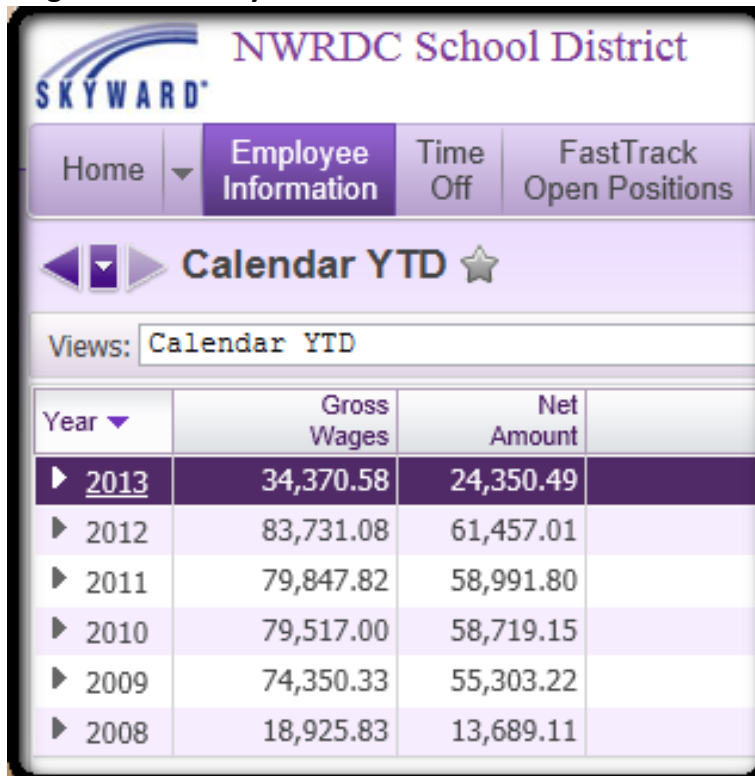
| Year | Gross Wages | Net Amount |
|--------|-------------|------------|
| ▶ 2013 | 24,967.19 | 18,573.23 |
| ▶ 2012 | 59,832.56 | 45,864.19 |
| ▶ 2011 | 59,625.21 | 46,142.80 |
| ▶ 2010 | 56,359.27 | 43,353.12 |
| ▶ 2009 | 19,703.98 | 15,220.61 |

Expand All Collapse All Modify Details (displaying 4 of 4) View Printable Details

- ▶ Taxable Wage Information
- ▶ Pays
- ▶ Deductions
- ▶ Benefits

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

Original Order is by Year



NWRDC School District

SKYWARD®

Home Employee Information Time Off FastTrack Open Positions

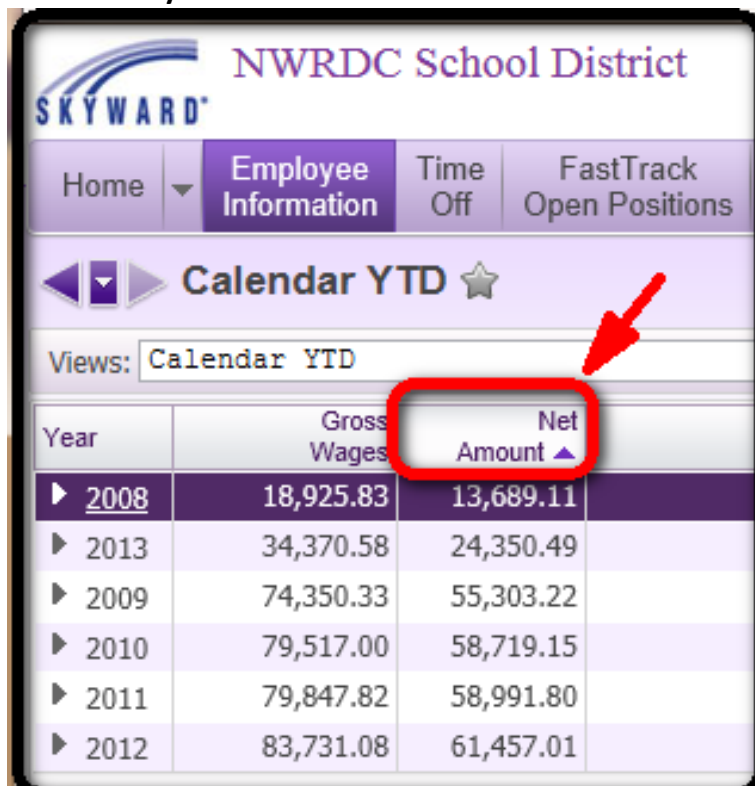
Calendar YTD ☆

Views: Calendar YTD

| 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 |

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

Re-Sorted by Net Amount



NWRDC School District

SKYWARD®

Home Employee Information Time Off FastTrack Open Positions

Calendar YTD ☆

Views: Calendar YTD

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

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

The default number of records displayed is 20

The screenshot shows the 'Professional Development' browse screen. On the left is a navigation menu with categories: Employee Info, Address, Personnel, Payroll, Insurance, AP Payments, and Food Service. The 'Personnel' category is expanded, showing sub-items like Personnel Info, Lane/Step History, Prof Development (highlighted), Assignments, and Certifications. The main area displays a table with columns: Type, Institution, and Description. The table lists various degrees and credits from WSU and WWU. At the bottom, a red box highlights a pull-down menu set to '20' and a status indicator that says '20 records displayed'.

| Type | Institution | Description |
|--------|-------------|-----------------|
| Degree | WSU | Bachelor of Art |
| Degree | CITY UNIV | Masters |
| Credit | WWU | THEORY IN ED |
| Credit | WWU | SUPERVSN IN |
| Credit | WWU | SEM IN PUBLIC |
| Credit | WWU | SCHOOL PERSON |
| Credit | WWU | SCHOOL LAW |
| Credit | WWU | PROFSNL ISSU |
| Credit | WWU | PLAN FOR CUR |
| Credit | WWU | FIELD EXP: AD |
| Credit | WWU | FIELD EXP: AD |
| Credit | WWU | FIELD EXP: AD |
| Credit | WWU | EDUCTNL LDRS |
| Credit | WWU | DEVELOP STAG |

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

This screenshot is similar to the first one, but the pull-down menu at the bottom is open, showing a list of options: 20, 10, 20, 50, 100, 200, 500, 1000, and 2000. The '50' option is highlighted in blue. The rest of the screen, including the navigation menu and the table of records, is identical to the previous image.

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

Employee Info
Address

Personnel
Personnel Info
Lane/Step History
Prof Development
Assignments
Certifications
Payroll

Professional Development

Views: General Filters: *Skyward Default

| 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 |

Create Chart

Chart Data
Chart Title: Professional Growth
Column to Graph: [Dropdown]
How to Process Data: Count Occurrences of Data
Chart Type: Bar 3D

Chart Labels (optional)
Chart Subtitle:
Label for Y (Left) Axis:
Label for X (Bottom) Axis:
Data Label 1:
Data Label 2:

Advanced Settings (optional)
Number of Grid Lines: 4
Chart Width x Height: 600 x 450 (Max: 800 x 600)
Y-Axis Range: to
Display Data Values: Horizontally
Display Data Labels: Slanted
Data Color List: 6f538d,32a5ce,95b437,888888,CC3388,4e

Preview (not actual data)

Professional Growth

Save
Save And Display Chart
Back

browse - Microsoft Excel

| Type | Institution | Description | Started | Completed | Attempted | Earned |
|--------|-------------|------------------------------|---------|------------|-----------|--------|
| Degree | WSU | Bachelor of Arts | | 12/17/1988 | 0 | 0 |
| Degree | CITY UNIV | Masters | | 03/15/1997 | 0 | 0 |
| Credit | WWU | THEORY IN EDUC ADMIN | | 12/15/2006 | 4 | 4 |
| Credit | WWU | SUPERVSN IN PUBLIC SCHOOLS | | 08/15/2007 | 4 | 4 |
| Credit | WWU | SEM IN PUBLIC SCHOOL FINANCE | | 08/15/2007 | 4 | 4 |
| Credit | WWU | SCHOOL PERSONNEL ADMIN | | 06/15/2007 | 4 | 4 |
| Credit | WWU | SCHOOL LAW | | 08/15/2007 | 4 | 4 |

Print Browse Data

Print This Screen

Page Title: Professional Growth

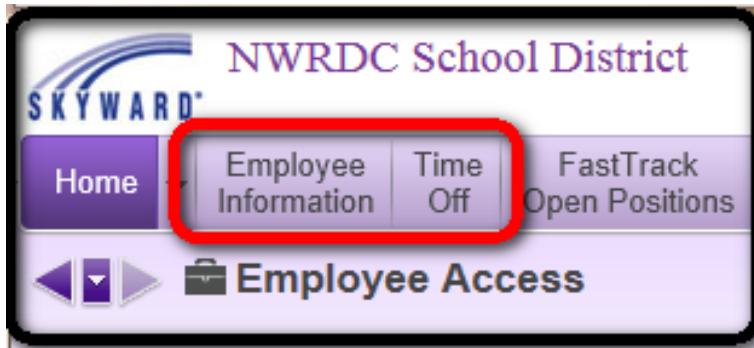
| Type | Institution | Description | Started | Completed | Attempted | Earned |
|--------|-------------|------------------------------|---------|------------|-----------|--------|
| Hide | Hide | Hide | Hide | Hide | Hide | Hide |
| Type | Institution | Description | Started | Completed | Attempted | 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 |
| Credit | WWU | SCHOOL LAW | | 08/15/2007 | 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

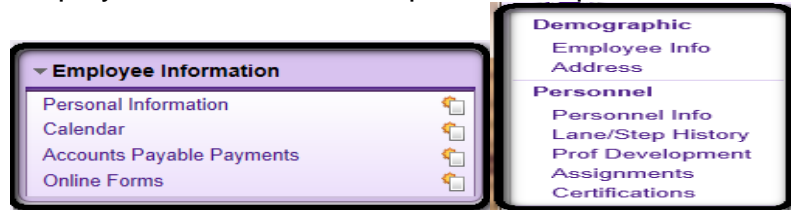
- My Status
- My Requests



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

| 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 | 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 | 09/15/2007 | | 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 |
| Credit | WWU | SCHOOL LAW | 08/15/2007 | | 4.0000 | 4.0000 |
| Credit | WWU | PROFSNL ISSUES IN COUNSELING | 09/15/2004 | | 2.0000 | 2.0000 |
| Credit | WWU | PLAN FOR CURR ADMIN | 03/15/2008 | | 4.0000 | 4.0000 |
| Credit | WWU | FIELD EXP: ADMIN PRINCIPAL | 12/15/2007 | | 4.0000 | 4.0000 |

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

| Position | Assignment | Group | Building |
|--------------|------------|---------------------|-----------|
| CERTIFICATED | TEACHER | BASE | WEST VIEW |
| CERTIFICATED | TEACHER | EXTENDED DAYS | WEST VIEW |
| CERTIFICATED | TEACHER | PLC DAYS | WEST VIEW |
| CERTIFICATED | TEACHER | PROF RESPONSIBILITY | WEST VIEW |
| CERTIFICATED | TEACHER | SUPPL | WEST VIEW |

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

| Current | Certification Type | Certification # | Endorsement | State | Issue Date | Expiration Date | Institution |
|---------|----------------------|-----------------|------------------|-------|------------|-----------------|-------------|
| | OSPI Certificate Nun | 352746B | | WA | | | |
| * | CONT COUNSELOR | 352746B | School Counselor | WA | 03/11/2005 | 06/30/2015 | |

Calendar:

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

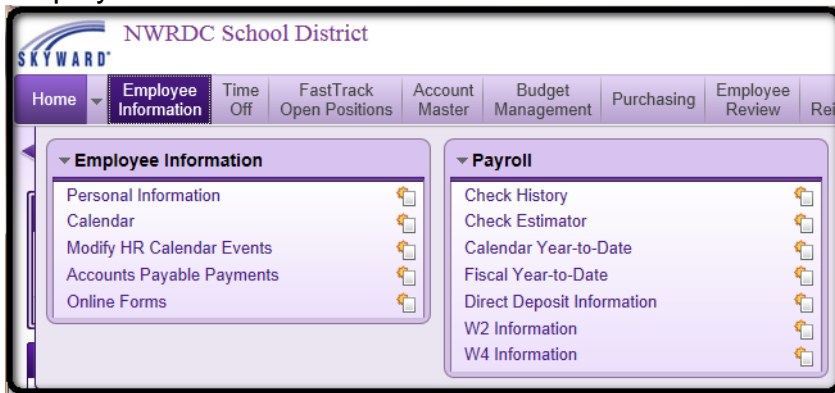
Accounts Payable Payments:

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

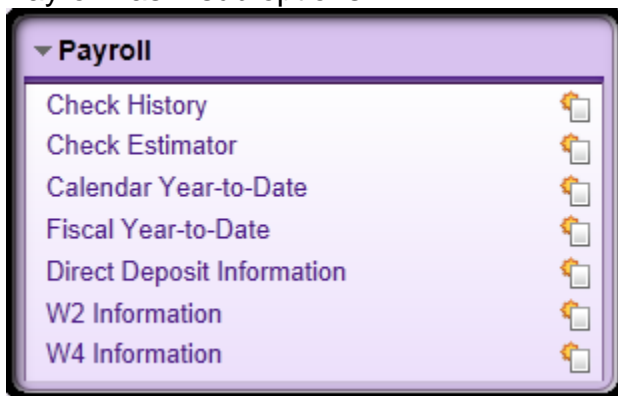
Employee Online Forms:

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

The screenshot shows the 'Check History' screen in the Skyward web interface. The screen displays a table of payroll information by pay date. The table has columns for Check Date, Check Number, Gross Wages, Net Amount, and a status indicator (R). The data is sorted by Check Date in descending order. There are also buttons for 'Show Check' and 'Show Check with YTD Amts' on the right side of the table.

| Check Date | Check Number | Gross Wages | Net Amount | Status |
|------------|--------------|-------------|------------|--------|
| 03/31/2011 | 900009663 | 6,277.86 | 4,621.16 | R |
| 02/28/2011 | 900009269 | 6,552.48 | 4,871.20 | R |
| 01/31/2011 | 900008872 | 6,415.66 | 4,785.02 | R |
| 12/30/2010 | 900008483 | 6,165.52 | 4,514.72 | R |
| 11/30/2010 | 900008073 | 8,438.00 | 6,234.88 | R |
| 10/29/2010 | 900007664 | 6,201.50 | 4,539.07 | R |
| 09/30/2010 | 900007282 | 8,523.50 | 6,146.55 | R |
| 08/31/2010 | 900006933 | 5,912.89 | 4,400.17 | R |
| 07/29/2010 | 900006588 | 6,667.22 | 4,934.50 | R |
| 06/30/2010 | 900006226 | 6,719.68 | 4,998.04 | R |
| 05/28/2010 | 900005835 | 6,308.84 | 4,687.22 | R |
| 04/30/2010 | 900005449 | 5,961.50 | 4,427.79 | R |
| 03/31/2010 | 900005075 | 5,985.84 | 4,444.84 | R |
| 02/26/2010 | 900004717 | 5,961.50 | 4,428.29 | R |
| 01/29/2010 | 900004365 | 6,671.01 | 4,963.08 | R |
| 12/30/2009 | 900004016 | 5,985.84 | 4,463.88 | R |
| 11/30/2009 | 900003664 | 8,234.51 | 6,113.11 | R |

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

NWRDC School District

Home | Employee Information | Time Off | FastTrack | Account Master | Budget Management | Purchasing | Employee Review | Expense Reimbursement | Online Enrollment

Check Estimator

Check Estimator: Select Pays, Adjust Rates, and Factors for

*** Altering this information will only affect your estimated check. ***
*** It will not affect your actual check or W4 Information ***

Tax Information

* Tax State: **WA** * Federal Exemptions: **0**
 * Federal Marital Status: **Married** * State Exemptions: **0**
 * State Marital Status: **Married**

System Maximums

☐ Ignore Pay Maximums * These options do not affect deductions and benefits linked to tables. (e.g. FICA, Medicare)
☐ Ignore Deduction Maximums
☐ Ignore Benefit Maximums

Process Options

☐ Print Employer/Employee Information
☐ Print Employee Social Security Number

Select Pays

| Select | Pay Description | Rate | Factor/Hours |
|-------------------------------------|------------------|------------|--------------|
| <input checked="" type="checkbox"/> | Assessment Count | \$ 107.12 | 1 |
| <input checked="" type="checkbox"/> | CERT BASE | \$ 5246.25 | 1 |
| <input checked="" type="checkbox"/> | ENHANCEMENT | \$ 1200.00 | 1 |
| <input checked="" type="checkbox"/> | Extra Hours | \$ 49.96 | 8 |
| <input checked="" type="checkbox"/> | LONGEVITY | \$ 156.25 | 1 |
| <input checked="" type="checkbox"/> | RESPONSIBILITY | \$ 748.70 | 1 |
| <input checked="" type="checkbox"/> | SUBSTITUTE | \$ 0.00 | 0 |

Check Estimator - Adjust Deductions and Benefits

Check Estimator: Adjust Deductions/Benefits for each Pay for

*** Altering this information will only affect your estimated check. ***
 *** It will not affect your actual check or W4 Information ***

BASE

Pay Description: BASE Rate: 5013.08 Factor/Hours: 1

| Deductions | | | Benefits | | |
|-------------------------------------|--------------------|-----------|-------------------------------------|--------------------|-----------|
| Select | Description | Amount | Select | Description | Amount |
| <input checked="" type="checkbox"/> | BERRA DURS-FULL | \$ 78.30 | <input checked="" type="checkbox"/> | DENTAL - CERT | \$ 106.40 |
| <input checked="" type="checkbox"/> | DENTAL - Cert | \$ 0.00 | <input checked="" type="checkbox"/> | FICA - 6.2000% | TABLE |
| <input checked="" type="checkbox"/> | Fed Inc Tax | TABLE | <input checked="" type="checkbox"/> | HCA - Oct-Aug | \$ 65.17 |
| <input checked="" type="checkbox"/> | FICA - 6.2000% | TABLE | <input checked="" type="checkbox"/> | HCA Sept. Only | \$ 65.17 |
| <input checked="" type="checkbox"/> | LTD/LIFE - CERT | \$ 0.00 | <input checked="" type="checkbox"/> | LTD/LIFE-CERTS | \$ 15.10 |
| <input checked="" type="checkbox"/> | Medicare - 1.4500% | TABLE | <input checked="" type="checkbox"/> | Medicare - 1.4500% | TABLE |
| <input checked="" type="checkbox"/> | REGENC HIOP-125 | \$ 316.69 | <input checked="" type="checkbox"/> | REGENC HIOP-125 | \$ 687.06 |
| <input checked="" type="checkbox"/> | TRS Plan 3 | \$ 499.05 | <input checked="" type="checkbox"/> | SICK COMP ABSEN | \$ 0.4000 |
| <input checked="" type="checkbox"/> | VISION - CERTS | \$ 0.00 | <input checked="" type="checkbox"/> | TRS Plan 3 | \$ 535.65 |
| <input checked="" type="checkbox"/> | Workers' Comp | \$ 1.34 | <input checked="" type="checkbox"/> | Unemployment 00 | TABLE |
| | | | <input checked="" type="checkbox"/> | VISION CERTS | \$ 19.75 |
| | | | <input checked="" type="checkbox"/> | Workers' Comp | \$ 2.81 |

EXTRA/HRS

Pay Description: EXTRA/HRS Rate: 44.56 Factor/Hours: 22.5

| Deductions | | | Benefits | | |
|-------------------------------------|--------------------|-----------|-------------------------------------|--------------------|-----------|
| Select | Description | Amount | Select | Description | Amount |
| <input checked="" type="checkbox"/> | Fed Inc Tax | TABLE | <input checked="" type="checkbox"/> | FICA - 6.2000% | TABLE |
| <input checked="" type="checkbox"/> | FICA - 6.2000% | TABLE | <input checked="" type="checkbox"/> | Medicare - 1.4500% | TABLE |
| <input checked="" type="checkbox"/> | Medicare - 1.4500% | TABLE | <input checked="" type="checkbox"/> | TRS Plan 3 | \$ 535.65 |
| <input checked="" type="checkbox"/> | TRS Plan 3 | \$ 499.05 | <input checked="" type="checkbox"/> | Unemployment 00 | TABLE |
| <input checked="" type="checkbox"/> | Workers' Comp | \$ 1.34 | <input checked="" type="checkbox"/> | Workers' Comp | \$ 2.81 |

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

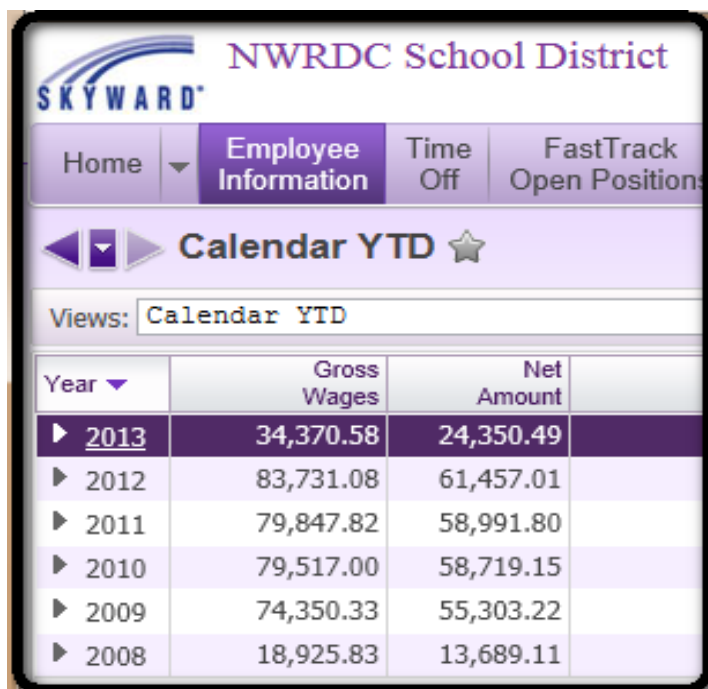
| Description | Amount | Tax Sheltered | | |
|-----------------|-----------------|---------------|----|-----|
| | | Fed | St | F/M |
| BERRA DURS-FULL | 78.30 | | | |
| DENTAL - Cert | 0.00 | | | |
| Fed Inc Tax | 993.20 | | | |
| FICA | 392.91 | | | |
| LTD/LIFE - CERT | 0.00 | | | |
| Medicare | 91.89 | | | |
| 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:

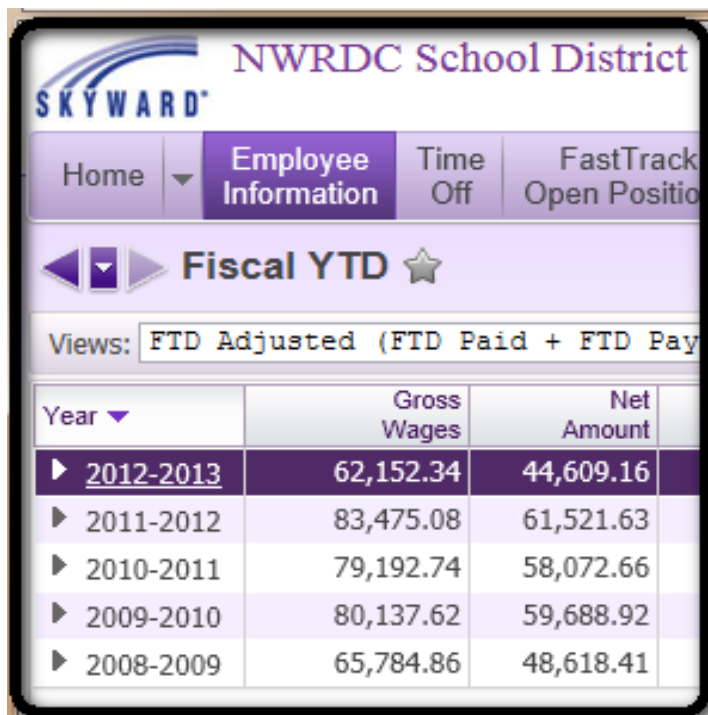
- For each Calendar Year will display your total YTD Gross Wages, YTD Net Amount
- Displays of the detailed information for the selected Calendar Year is also available



| Year ▼ | Gross Wages | Net Amount |
|---------------|-------------|------------|
| ▶ <u>2013</u> | 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 |
|--------------------|-------------|------------|
| ▶ <u>2012-2013</u> | 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

NWRDC School District

Home | **Employee Information** | Time Off | FastTrack Open Positions | Account Master | Budget Management | Purchasing | Employee Review | Re...

W2 Information

Views: W2 Information | Filters: *Skyward Default

| Year | Federal Wages | Federal Tax | Social Security Wages | Social Security Tax | Medicare Wages | Medicare Tax | State Tax 1 |
|-------------|------------------|-----------------|-----------------------|---------------------|------------------|-----------------|-------------|
| 2012 | 76,128.29 | 8,933.07 | 82,408.15 | 3,461.16 | 82,408.15 | 1,194.90 | WA |
| 2011 | 72,563.25 | 8,075.81 | 78,551.82 | 3,299.16 | 78,551.82 | 1,139.01 | WA |
| 2010 | 72,911.29 | 7,152.13 | 78,875.00 | 4,890.25 | 78,875.00 | 1,143.68 | WA |
| 2009 | 68,369.14 | 6,440.81 | 73,945.36 | 4,584.62 | 73,945.36 | 1,072.19 | WA |

Expand All | Collapse All | View Printable Details

Wage and Tax Amounts

| | |
|----------------------------------|-------------------------------|
| Federal Wages: 72,911.29 | Federal Tax: 7,152.13 |
| Social Security Wages: 78,875.00 | Social Security Tax: 4,890.25 |
| Medicare Wages: 78,875.00 | Medicare Tax: 1,143.68 |
| State Wages 1(WA): | State Tax 1(WA): |
| State Wages 2(): | State Tax 2(): |

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

NWRDC School District

Home | **Employee Information** | Time Off | FastTrack Open Positions | Account Master | Budget Management | Purchasing

W4 Information

Views: W4 Information | Filters: *Skyward Default

| Tax State | Federal Marital Status | State Marital Status | Federal Allowances | State Allowances |
|-----------|------------------------|----------------------|--------------------|------------------|
| WA | Married | Married | 0 | 0 |

W4 Information - 05.13.06.00.06-10.2 - Windows Internet Expl...

https://www2.tlapreview.wa-k12.net/scripts/cgiip.exe/WSservice=wnw583270/e...

W4 Information

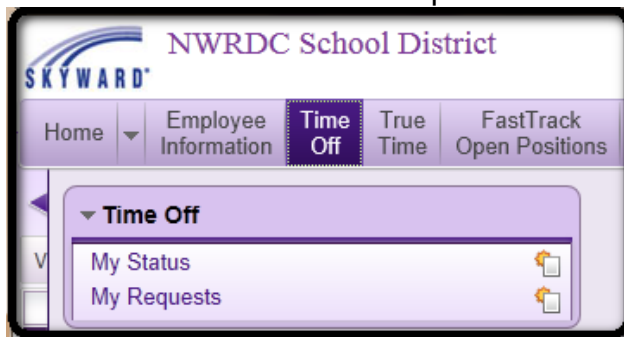
W4 Information for AIMEE Adams

| | |
|-------------------------|---------|
| Tax State: | WA |
| Federal Marital Status: | Married |
| State Marital Status: | Married |
| Federal Allowances: | 0 |
| State Allowances: | 0 |

Print | Back

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

NWRDC School District Skyward portal. The 'My Time Off Status' page is displayed with a summary table. The table has columns: Time Off Code, Prior Year Remaining, Allocated, Used, Remaining, Approved, Waiting, Available, and Unpaid. The data rows are:

| 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 | |

The 'My Time Off Status' page is shown with detailed transactions. It includes a section for 'Current Year (Includes all dates)' with a 'Pending Requests' section (no requests available) and a 'Time Off Transactions (up to today's date)' section. The transactions table has columns: Date, Description/Reason, Allocated, Used, Remaining, Unpaid, and A. The data rows are:

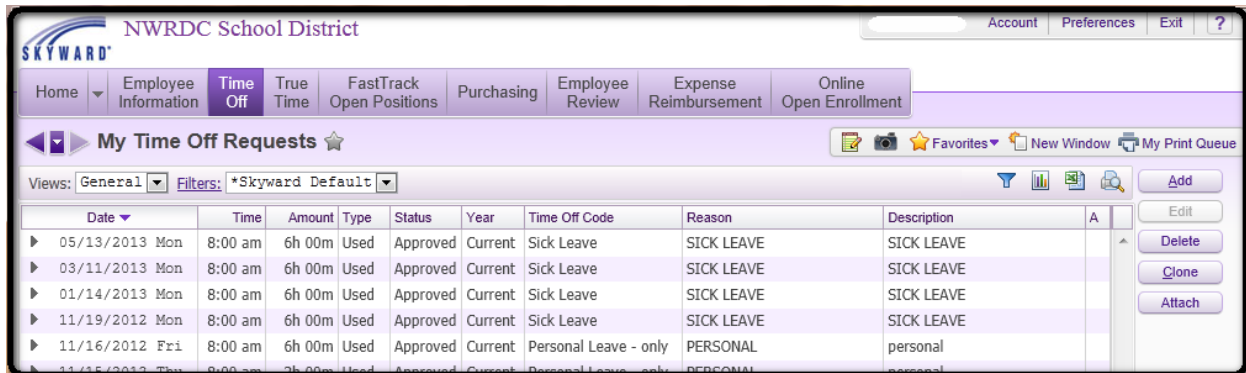
| Date | Description/Reason | Allocated | Used | Remaining | Unpaid | A |
|----------------|---------------------------|-----------|--------|-----------|--------|---|
| 05/13/2013 Mon | SICK LEAVE / SICK LEAVE | | 6h 00m | 81h 15m | | |
| 03/11/2013 Mon | SICK LEAVE / SICK LEAVE | | 6h 00m | 87h 15m | | |
| 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 | | |

Below the transactions table, there is a 'More Time Off Transactions' link. At the bottom of the page, a summary row is shown:

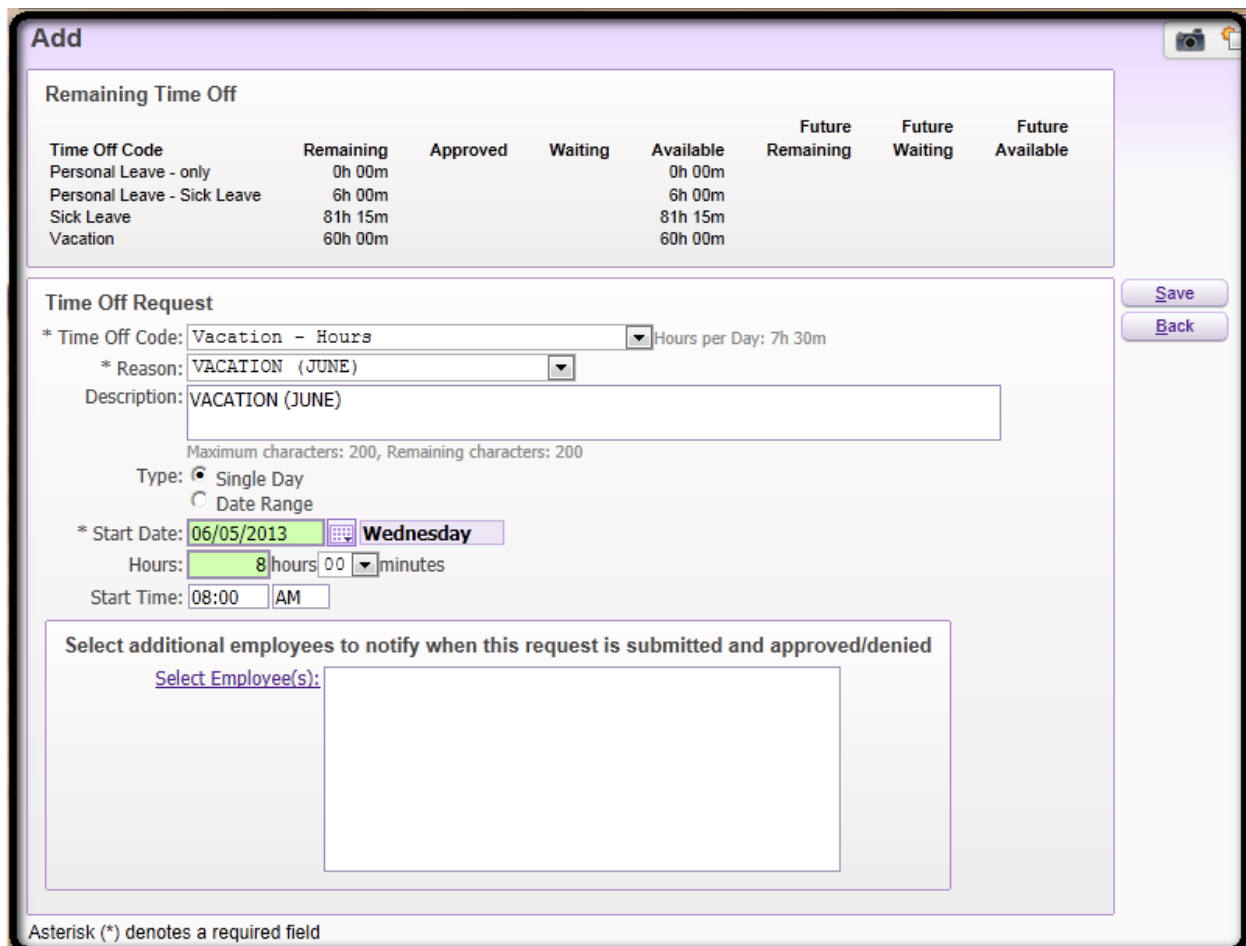
| Time Off Code | Prior Year Remaining | Allocated | Used | Remaining | Approved | Waiting | Available | Unpaid |
|---------------|----------------------|-----------|---------|-----------|----------|---------|-----------|--------|
| Vacation | | 60h 00m | 60h 00m | | | | 60h 00m | |

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



| Date | Time | Amount | Type | Status | Year | Time Off Code | Reason | Description |
|----------------|---------|--------|------|----------|---------|-----------------------|------------|-------------|
| 05/13/2013 Mon | 8:00 am | 6h 00m | Used | Approved | Current | Sick Leave | SICK LEAVE | SICK LEAVE |
| 03/11/2013 Mon | 8:00 am | 6h 00m | Used | Approved | Current | Sick Leave | SICK LEAVE | SICK LEAVE |
| 01/14/2013 Mon | 8:00 am | 6h 00m | Used | Approved | Current | Sick Leave | SICK LEAVE | SICK LEAVE |
| 11/19/2012 Mon | 8:00 am | 6h 00m | Used | Approved | Current | Sick Leave | SICK LEAVE | SICK LEAVE |
| 11/16/2012 Fri | 8:00 am | 6h 00m | Used | Approved | Current | Personal Leave - only | PERSONAL | personal |



Remaining Time Off

| Time Off Code | Remaining | Approved | Waiting | Available | Future Remaining | Future Waiting | Future Available |
|-----------------------------|-----------|----------|---------|-----------|------------------|----------------|------------------|
| Personal Leave - only | 0h 00m | | | 0h 00m | | | |
| Personal Leave - Sick Leave | 6h 00m | | | 6h 00m | | | |
| Sick Leave | 81h 15m | | | 81h 15m | | | |
| Vacation | 60h 00m | | | 60h 00m | | | |

Time Off Request

* Time Off Code: Hours per Day: 7h 30m

* Reason:

Description:

Maximum characters: 200, Remaining characters: 200

Type: ☒ Single Day ☐ Date Range

* Start Date:

Hours: hours minutes

Start Time:

Select additional employees to notify when this request is submitted and approved/denied

[Select Employee\(s\):](#)

Asterisk (*) denotes a required field