

# **Employee Access User Guide**



**Lake Worth Independent School District**

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# INTRODUCTION

**What is 'Employee Access'?** Employee Access is a program in Skyward that:

1. Allows employees to monitor their district records regarding employee contact information, monthly and yearly pay documentation, federal withholding information and leave status through Employee Information
2. Allows employees to request absences through Time Off
3. Allows non-exempt employees to clock in / out through True Time

Access to the website is through a district provided username and password. Access can be obtained from either district computers or from home using a link on the [www.LWISD.org](http://www.LWISD.org) website.

**PLEASE NOTE: Skyward Employee Access and Skyward Student are not the same, are not connected, and do not share user names and passwords.**

## GETTING STARTED

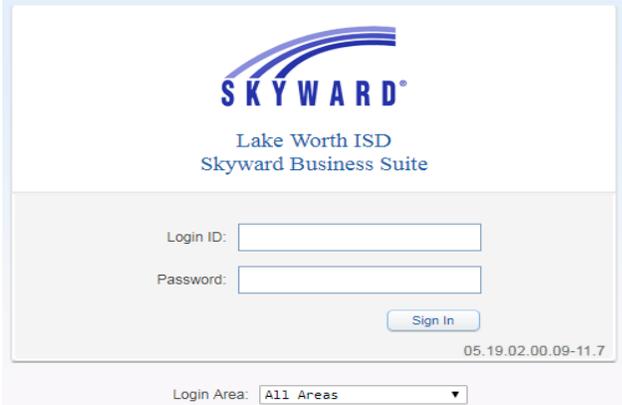
To access Skyward Employee Access you will need a username and password. These are provided by LWISD Benefits & Payroll Department. If you have forgotten or lost your username and password, please enter a work order in Eduphoria to obtain a replacement [instructions at the end of this guide].

**CONNECT AT WORK / HOME.** Go to the District Internet Site [www.lwisd.org](http://www.lwisd.org) EMPLOYEES and select 'Skyward Employee Access' from the drop down list

Next you will need to log into the site.

1. Type in your Login ID and Password as provided by the Benefits & Payroll Office. Then click on the LOGIN button

Note: If you do not remember your Login ID and / or Password, enter a work order in Eduphoria.



2. It is recommended to add this login page to your internet favorites for easier access to Employee Access in the future.

## CHANGING YOUR INITIAL PASSWORD

**Be sure to change your password!** When you first log in you will be asked to change your password. Please use a password that is unique. If people can guess your password, they can view your salary information.

1. Type in your new password, confirm the new password and click the Submit button.
2. You will see a message confirming your account has been successfully updated...click 'OK'



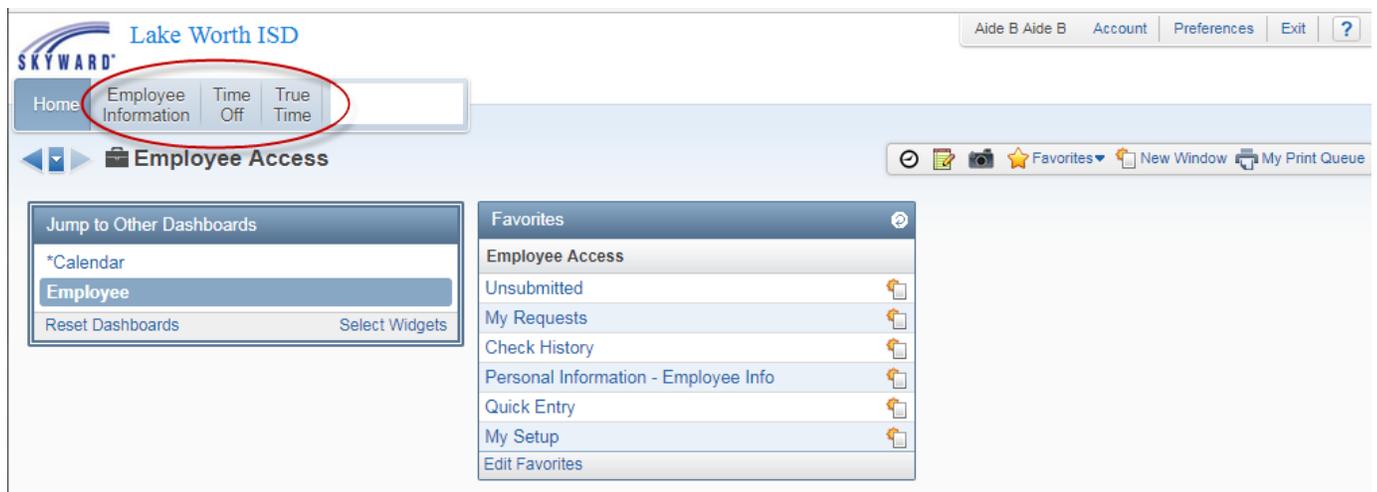
**Expired Password**  
Your password has expired. Please enter a new password.

Name: **AIDE B, AIDE B**  
Login: **training**  
New Password:   
Confirm New Password:

Minimum Password Length:   
Number of Passwords Before Reuse:

## NAVIGATING EMPLOYEE ACCESS

Once you have signed in, you will see a screen similar to the one below. If you use Skyward for other job responsibilities, you may see other tabs as well.



The screenshot shows the Skyward Employee Access dashboard for Lake Worth ISD. The top navigation bar includes 'Home', 'Employee Information', 'Time Off', and 'True Time', with 'Employee Information', 'Time Off', and 'True Time' circled in red. The main content area features a 'Jump to Other Dashboards' section with 'Employee' selected, and a 'Favorites' sidebar with items like 'Employee Access', 'Unsubmitted', 'My Requests', 'Check History', 'Personal Information - Employee Info', 'Quick Entry', 'My Setup', and 'Edit Favorites'. The top right corner shows user information 'Aide B Aide B' and links for 'Account', 'Preferences', 'Exit', and a help icon.

Depending upon your employee category, you may see three options in Employee Access:  
1) Employee Information 2) Time Off and 3) True Time.

The User Guide will describe these three options in the following pages.

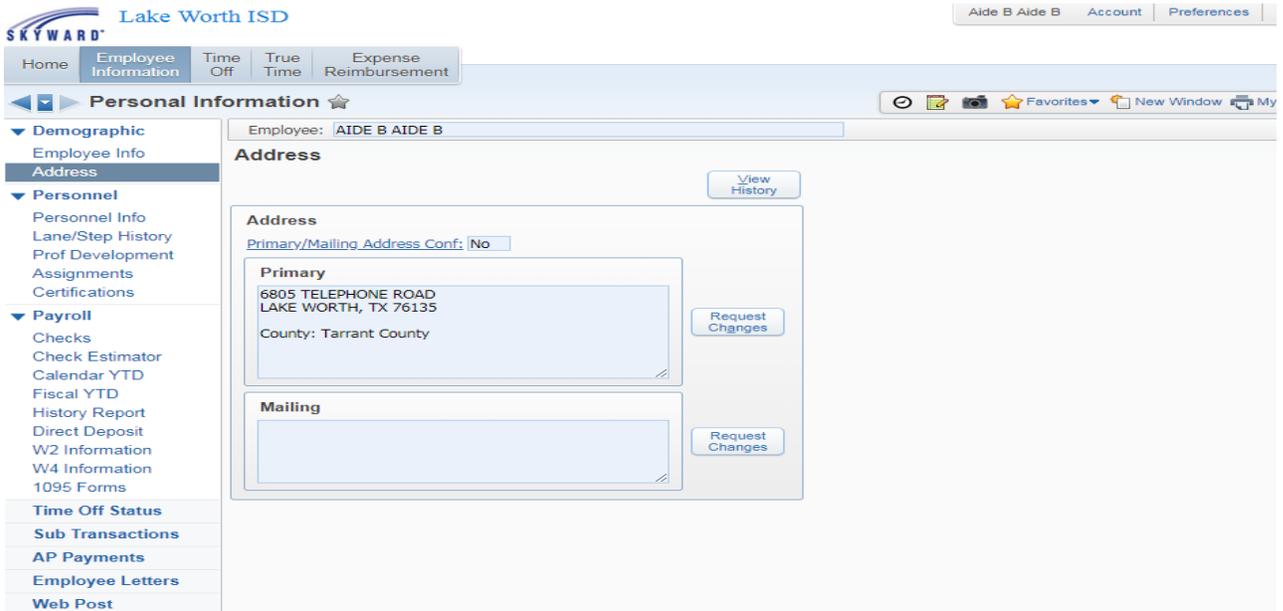
# EMPLOYEE INFORMATION

When you click on the 'Employee Information' button, you will see the following screen:



You will see several options under 'Employee Information' and 'Payroll.' Please note there are several ways to obtain the same information. For example, if you select 'Personal Information', this option will also allow you to see payroll information as well.

If you click on the 'Personal Information' option, you will see the following screen:



On this page, you can view:

**Demographic** – you can view your information that is currently recorded in Skyward, such as name, phone, race and ethnicity, and address (Important note: if you notice any inaccuracies, you can request changes by clicking the request changes button) ==>



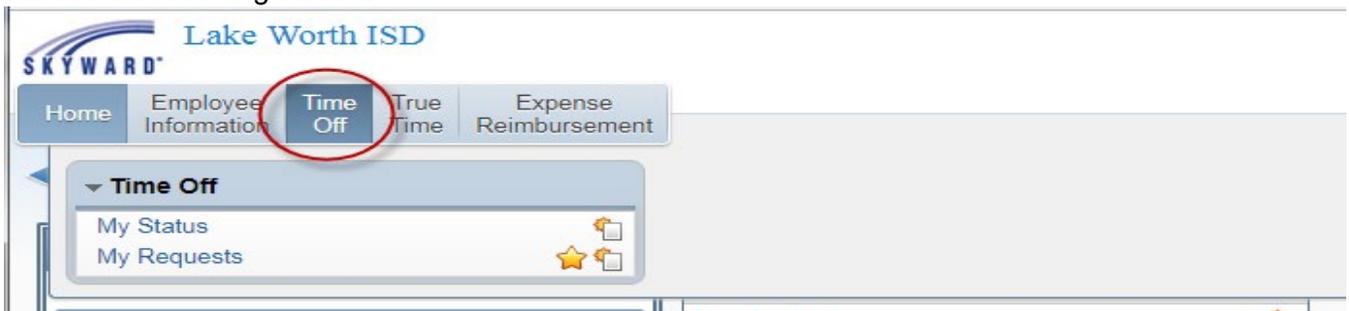
**Personnel** – you can view your information currently recorded in Skyward, such as employee type, degrees earned and at what institution, and certifications (Important note: if you notice any inaccuracies, email your corrections to Human Resources).

**Payroll** – you can view payroll information, such as:

- **Check Information** – this will allow you to view your checks and print them off as needed
- **Check Estimator** - Use this process to calculate your net pay if you changed W4 information. This is for estimating only. Your W4 information is not changed with the Payroll Department. (Note: If you want to change your W4 information, a new form must be submitted to the Payroll Department. See the LWISD website under Business Services / Documents, Forms, & Links / Payroll & Duty Related forms area for the W4 form or contact payroll for assistance).
- **Calendar YTD (Year to Date)** – View the totals of your pay checks for the calendar year (starting in January) by clicking the Show Calendar YTD Button. This view is a printable copy of your pay details for the calendar year.
- **Fiscal YTD (Year to Date)** – View the totals of your pay checks for your fiscal year by clicking the Show Fiscal YTD Button. This view is a printable copy of your pay details for the fiscal year. You can also view the details by clicking the plus button by the record.
- **Direct Deposit Information** – View your direct deposit information (Note: If you want to change your direct deposit information, a new form must be submitted in person and with ID at the Benefits & Payroll Office in the Administration building. In addition, you must submit a voided check with this form).
- **W2 Information** – View your W2 information by clicking the Show W2 Info Button. This is a printable copy of your W2 information.
- **W4 Information** – View your W4 information by clicking the Show W4 Info Button. This is a printable copy of your W4 information. Note: If you want to change your W4 information, a new form must be submitted to the Payroll Department. See the LWISD website under Business Services / Documents, Forms, & Links / Payroll & Duty Related forms area for the W4 form or contact payroll for assistance).

## TIME OFF

When you click on the 'Time Off' button (the second button option in Employee Access), you will see the following screen:



\* **Note:** If you have Supervisor access, you will also see 'My Approvals' and 'My Employees' as options under Time Off. Please see the Employee Access Guide for Supervisors for further instructions.

**My Status** – this option will allow you to view the leave availability for you in Skyward. If you are a new hire, please allow several weeks for this information to be set up, especially if we are waiting on service records from another district.

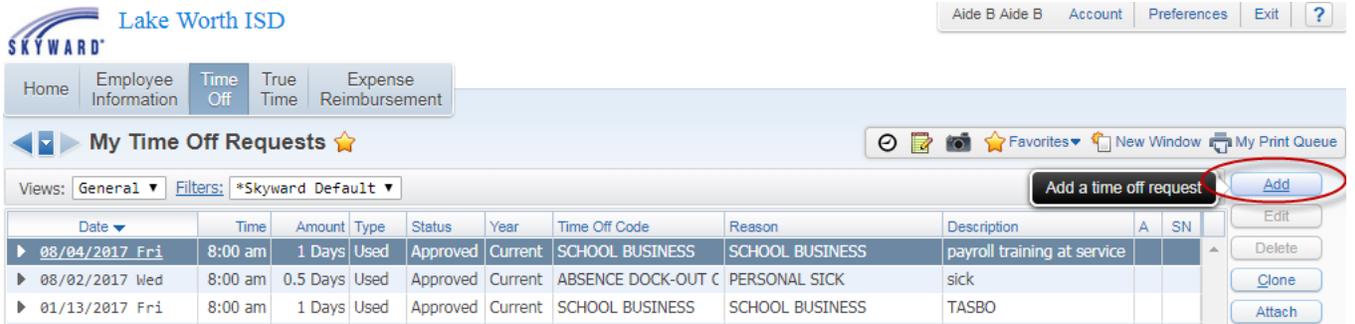
**My Requests** – this option will allow you to view the time off you have taken in the past as well as make a request for time off

HOW TO REQUEST TIME OFF

**Step 1:** Click on 'My Requests' under the Time Off area



**Step 2:** Click on the 'Add' button



**Step 3:** Complete the following information

**Add**

Time Off Code	Remaining	Approved	Waiting	Available	Future Remaining	Future Waiting	Future Available
ABSENCE DOCK-OUT OF LEAVE	0 Days			0 Days			
LOCAL PERS LEAVE	10.5 Days			10.5 Days			
SCHOOL BUSINESS	-1 Days			-1 Days			
STATE PERS LEAVE	18 Days			18 Days			

**Time Off Request**

\* Time Off Code: STATE PERS LEAVE - Days Hours per Day: 8h 00m

\* Reason: PERSONAL BUSINESS

Description: for training purposes only

Type:  Single Day  Date Range

\* Start Date: 09/04/2019 Wednesday

Days: 1.0000

Start Time: 08:00 AM

Sub Needed

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

Select Employee(s):

Here you can select other employees you would like to be notified of your time off. Click **Select Employee(s)** and choose from the list.

**Annotations:**

- Enter Time Off Code
- Enter the reason for time off
- Enter the description with limited detail
- Select type [preferred method is to enter single days]
- Enter start date
- Enter # of days only select 0.50 or 1.00 days]
- The start time defaults to 8 am, you only need to change this if you are taking 1/2 day in the afternoon.
- If a sub is needed check the box [if you need a sub and do not see taht box contact mcoulombe@lwisd.org]

Asterisk (\*) denotes a required field

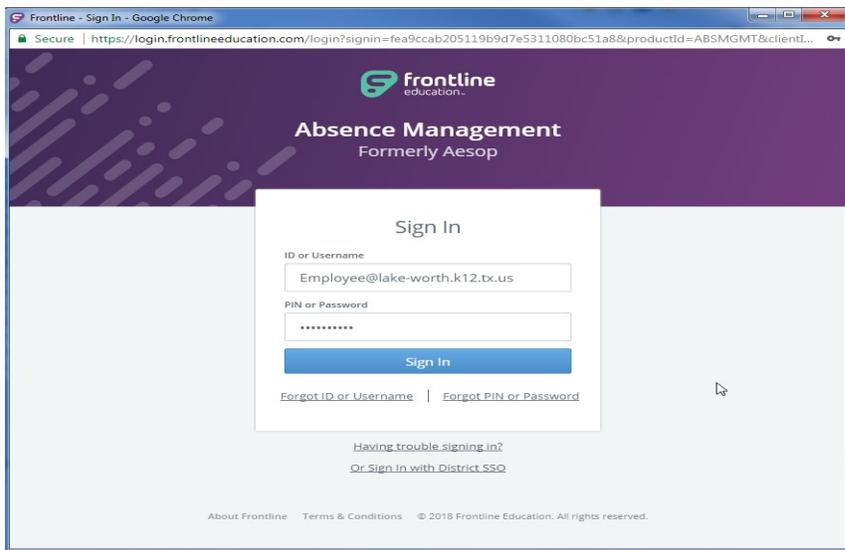
Once you've completed this information, click on the 'Save' button

(right hand side of page)...this will record your request for time off.

## WHAT IF A SUBSTITUTE IS NEEDED?

If a substitute is needed for an absence, you would check the box 'sub needed' box in the page above. This will automatically record your request for time off and send you to the automated substitute finder (called 'AESOP') internet site to log in to find a substitute for your absence.

## AESOP



## AESOP LOGIN

If you require a substitute for your absence, you will use AESOP to find a substitute (if you are unsure if a substitute is necessary, please check with your campus/department leadership and secretary). For Login assistance or password reset, contact Human Resources

## MODIFY OR DELETE REQUEST

If the time off request is still pending, you can edit or delete the entry using the buttons under Pending

My Time Off Status

Views: General Filters: \*Skyward Default

Time Off Code	Prior Year Remaining	Allocated	Used	Remaining	Approved	Waiting	Available
ABSENCE DOCK-OUT OF LEAVE				0 Days			0 Days
JURY DUTY/SUBPOENA TO APPEAR				0 Days		1 Days	-1 Days

Current Year (Includes all dates)

Pending Requests Add a Time Off Request

Date	Sts	Description/Reason	Allocated	Used	Available	Unpaid	A
ECD 08/2021 Mon	W	JURY DUTY/SUBPOENA TO APP		1 Days	-1 Days		

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

There are no Approved Time Off Transactions available.

LOCAL PERS LEAVE		19.5 Days	7.5 Days	12 Days			12 Days
MILITARY LEAVE				0 Days			0 Days
NON-DUTY DAY		28 Days	23 Days	5 Days	2 Days		3 Days
SCHOOL BUSINESS		80.5 Days	80.5 Days	0 Days			0 Days
STATE PERS LEAVE		40 Days	4.5 Days	35.5 Days			35.5 Days

## HOW DO I DELETE TIME OFF REQUEST?

- If an employee requests a day off and the request has not been approved, the employee may delete the request.
- To change or cancel an approved request, email [shmiller@lwsd.org](mailto:shmiller@lwsd.org), [dtalbot@lwsd.org](mailto:dtalbot@lwsd.org), and/or [mcastillo@lwsd.org](mailto:mcastillo@lwsd.org) AND CC your campus principal and secretary.
- This keeps all parties updated on changes. Payroll/Benefits will reply all when it is deleted so the Secretary can verify in Frontline.

## I DON'T HAVE ANY TIME OFF AVAILABLE

You will still enter a time off request under the code of Dock [ABSENCE DOCK- OUT OF LEAVE].

### Time Off Request

\* Time Off Code: ABSENCE DOCK-OUT OF LEAVE - Days Hours per Day: 8h 00m

\* Reason: PERSONAL BUSINESS Detail...

Description:

Maximum characters: 200, Remaining characters: 200

- This is still done if you are on FML or TDL.
  - FML= Family Medical Leave under the Family Medical Leave Act
  - TDL= Temporary Disability Leave

## COMP TIME [Paraprofessionals only]

- Comp Time can be used in hourly increments up to 8 hours per day as needed
- Comp time will only be available if it has been earned prior to the week you are submitting
- Comp Time should be used first before State or Local leave if possible.
- Comp Time Accrual limit is 30 hours

## I HAVE JURY DUTY; HOW DO I ENTER THIS?

- You can enter a time off request under the code of jury duty and submit proof to your supervisor of jury summons. DO NOT SEND TO PAYROLL.

- A copy of the certificate of service or check for payment of service which shows your name and dates of service must be submitted to the Benefits Specialist.
  - **FAILURE TO PROVIDE DOCUMENTATION WILL RESULT IN USE OF YOUR PERSONAL LEAVE OR A DOCK DAY ENTERED.**
- Do not use your paid time off (unless you don't provide the required documentation for proof of service)

## **MILITARY LEAVE**

- Used when required to report for active military duties or reserve duty when it occurs during your regular scheduled workdays.
- Submission of your orders showing your name, date(s) and other information must be submitted as proof of attendance to payroll
- Limited to 15 per [October - September] per year
- After use of 15 days in year, personal time off or absence dock must be entered.

## **BEREAVEMENT LEAVE**

- Employees are allowed 5 (five) days of bereavement leave for an immediate family member [3 district paid days, 2 personal or unpaid days].
- Employees enter absences using personal time off codes: State Leave, Local Leave, Non-Duty Day, or Vacation days (if applicable).
- Appropriate documentation must be provided for all paid bereavement leave to establish the relationship between the employee and the deceased and be sent to the payroll office.
- Once documentation has been obtained, the payroll office will transfer up to three days to School Business "bereavement" and refund those days to the employee's leave balance.
- Immediate Family. For purposes of leave other than family and medical leave, immediate family is defined as the following:
  - Spouse
  - Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands in loco parentis.
  - Parent, stepparent, parent-in-law, or other individual who stands in loco parentis to the employee.
  - Sibling, stepsibling, and sibling-in-law
  - Grandparent and grandchild
  - Any person residing in the employee's household at the time of illness or death

## **SCHOOL BUSINESS**

- Used when you are attending training or activity such as athletic event away from your home campus.
- Used when you are working but a substitute will be brought in to fulfill your regular day activities.
- Description **must** include what the training is or the activity you are attending. These will be audited each semester.
- When used for special reasons such as Bereavement Leave- Payroll will enter the absence once documentation is received.

## STATE PERSONAL

- Used for personal time off requests.
- Accrued as 5.0 days at the start of your work calendar each year.
- Prorated according to the number of days worked from assigned calendar
- Travels with the employee if they leave district (service record).

## LOCAL LEAVE

- Used for personal time off requests
- Accrued as 5.0 days at the start of your work calendar each year.
- Prorated according to the number of days worked from assigned calendar
- Used to join the sick leave bank

## SPECIAL NOTES ABOUT TIME OFF

- Reason codes should match up with the time off code (school business should not be used with jury duty or personal sick should not be used with military leave).
- Descriptions may be used to help provide additional information about time off request (i.e. Dr. appt. for myself and child); explicit details are not required.
- Exempt staff [teachers/professionals] MUST enter 1.00=Full Day or 0.50=Half Day
- Paraprofessionals & Auxiliary- may enter hourly increments unless requesting a sub, then it is 4 hours or 8 hours
- Absences should be entered ahead of time whenever possible. If not able to do it ahead of time, they must be entered before the end of the day on your first day back to work!
- If you are an employee who requires a substitute, you will enter your absence in Skyward first and it will redirect you to Aesop/Frontline to complete a sub request.

## MY SCHOOL BUSINESS AND JURY DUTY CODES HAVE A NEGATIVE BALANCE

- Certain codes such as school business and jury duty will be a running total and always be negative, you will not be docked, and you will not have to pay them back!

## NON-DISCRETIONARY LEAVE

- Generally, if absences are for medical reasons and more than 5 days, it is reviewed for FMLA eligibility.
- Return to work notices must be provided to Payroll/Benefits at least 1 Business Day prior to return to work date.
- Non-discretionary leave requires a medical release to return to work if out more than 3 days in a row.
  - If **restrictions/limitations** are on the release, the district will need to evaluate the information and determine if you can return to work
  - If no restrictions/limitations, employee can return to work on date indicated.

## DISCRETIONARY LEAVE

- When an employee is absent for an event which can be planned ahead of time.
- It is usually limited to 3 days without requiring approval from Superintendent or may become an absence dock.
- Discretionary Leave - employee must complete an extended leave form and it must be approved by the Superintendent prior to the first day off.
- The Extended Leave Form should be signed by your supervisor and sent to Payroll. Payroll will determine the need for the Superintendent's signature and obtain it if needed.

# TRUE TIME

*True Time is used by the district to document non-exempt employee work time to assist in meeting federal standards and guidelines.*

**Who uses True Time?** 'Non-exempt' employees

**What is a non-exempt employee?** Examples of non-exempt employees include Secretaries, Clerks, Teacher Aides, Food Service Workers, Maintenance Workers, Custodians, Bus Drivers / Monitors, Mechanics, IP / Help Desk Technicians.

**Is True Time tied to an employee's pay?** Yes. If you are an annualized pay employee [Paraprofessionals, Child Nutrition, Bus Drivers], True time will affect your extra duty pay [under and over time]. If you are a true hour employee [Operations] True Time will calculate your semi-monthly pay according to the semi-monthly payroll calendar.

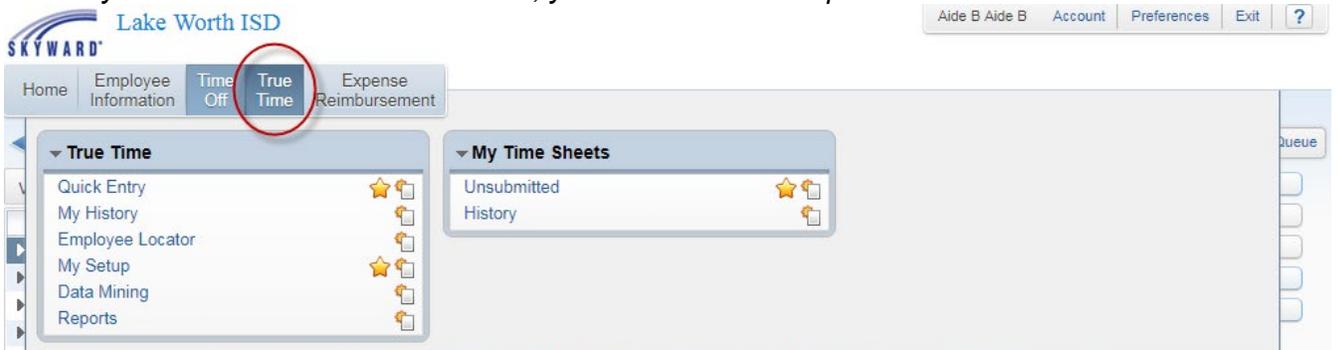
**If I am a Teacher or Administrator, do I use True Time?** No, exempt employees do not use True Time. Please check with your campus / department administrator regarding any check-in and check-out procedures.

For non-exempt employees using True Time, there are two methods of entering your work time:

- Entering time into a time clock system – please contact your campus / department secretary on how to use the time clock system
- Employee Access - entering your weekly work time using your computer through True Time (see steps below)
- Skyward App- you can use the Skyward app to clock in ONLY if you are connected to the LWISD Wi-Fi

## CLOCKING IN / OUT USING TRUE TIME:

*When you click on the True Time button, you will see several options.*



Please see the following instructions for the use of some of these buttons.

**Quick Entry:** This option will allow you to clock in and out for the day as well as edit your times. You will see information similar to the following, depending upon the availability of these options.

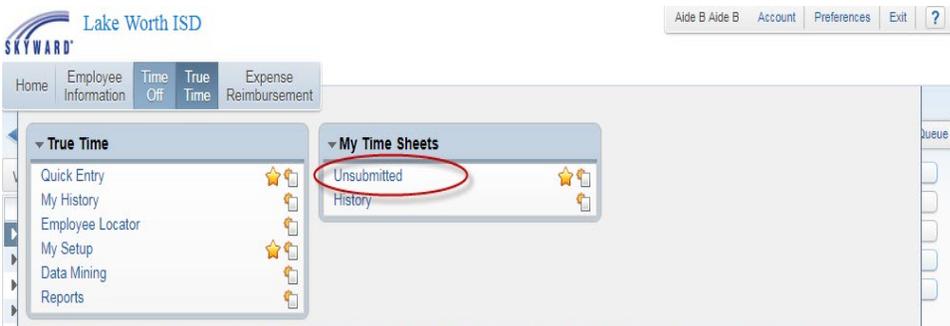
## SUBMITTING WEEKLY TIME SHEETS

- *What do I do with weekly timesheets?*
  - ✓ Time sheets must be submitted by noon on Monday for the previous work week
  - ✓ Once you clock out for the day each Friday, you will then need to review your timesheet for accuracy and submit it to your supervisor no later than noon the following Monday.
  - ✓ **Be aware that all Time Off must be entered and approved before you submit your time sheet for approval.**
- *How do I submit my timesheets using my computer through True Time?*

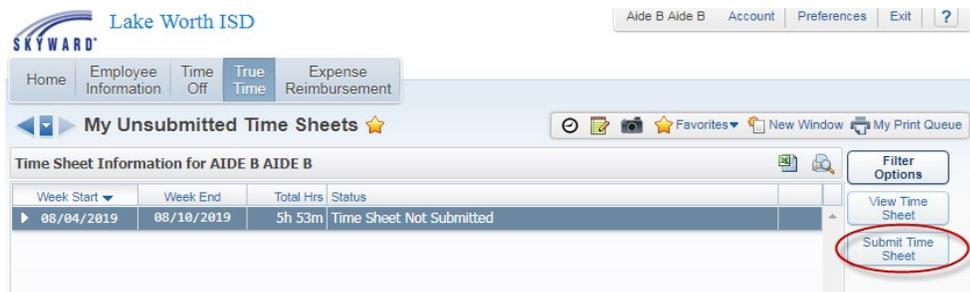
Take the following steps:

How to submit weekly time sheets via True Time on the computer:

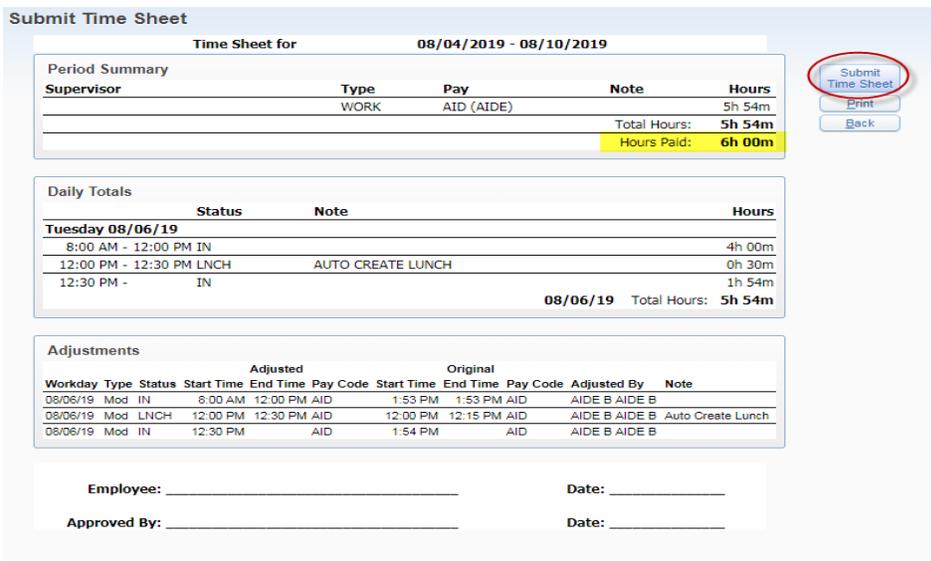
Click on the 'unsubmitted' button in True Time



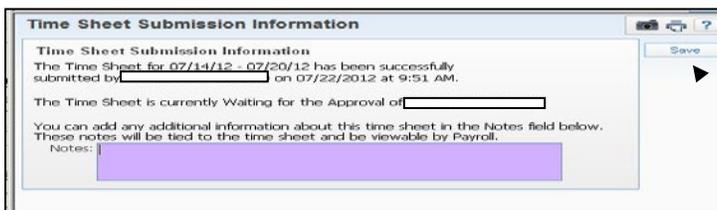
Click on Submit Time Sheet



Review time sheet for accuracy and to ensure any Time Off you have taken is populated.



If you have Extra Hours Skyward will convert it to Comp time. If you are short less than 1 hours and do not have comp time to use your next paycheck will be docked.

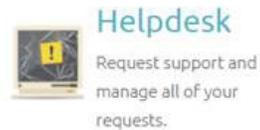


Click 'Save' to complete the submission process of your weekly time sheet...this will submit your time sheet to your supervisor for approval

## SKYWARD EMPLOYEE ACCESS PASSWORD RESET INSTRUCTIONS

Because Skyward contains personal information, we are asking employees who need to have their passwords reset to enter a work order in Eduphoria. It is a security measure to help protect this information. Below is the pathway and instructions on how to submit this request.

[www.lwisd.org](http://www.lwisd.org) – Employee – Eduphoria



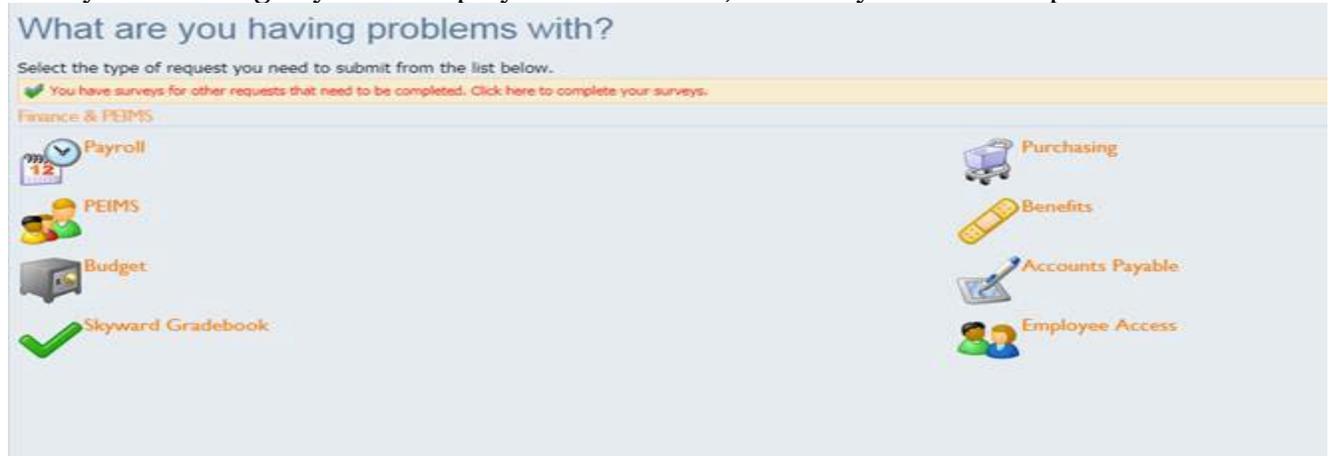
Once logged in, click on Help Desk

- Click "Create New Request" which is in the lower left hand corner of the screen

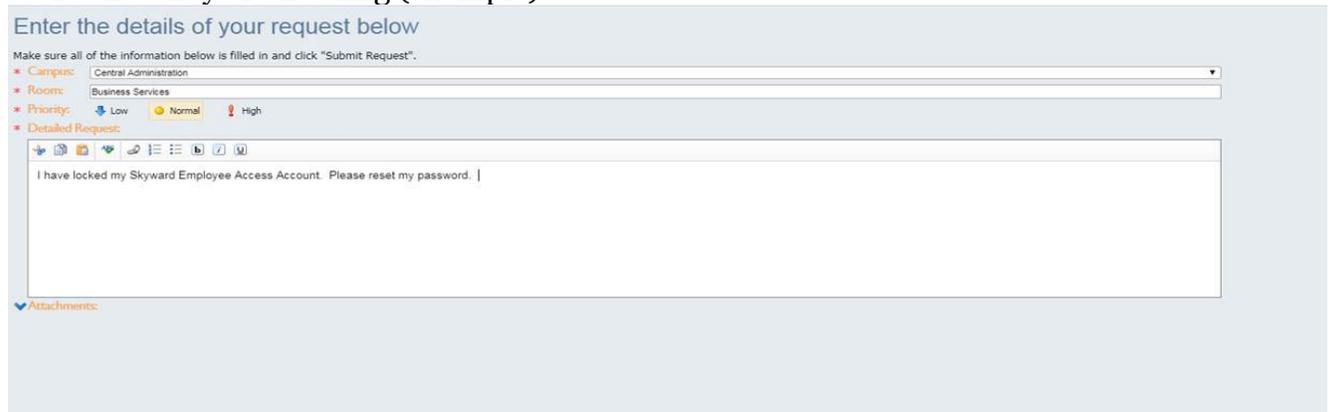


Click Finance & PEIMS

If they are needing Skyward Employee Access reset, then they select that option:



Complete the request noting that they need to have their password reset or whatever assistance they are needing (example):



Password reset information will be sent as soon as possible in a response through Eduphoria.

## **OTHER HELPFUL INFORMATION**

Your privacy and identity is important to us so some things must be handled in our office in person or through our electronic Employee Records system.

### **CHANGING YOUR NAME**

Name changes must be done in person at the LWISD Benefits & Payroll Office located in the Administration Building or you can request an electronic form via email.

To change your name with Lake Worth ISD in person, you must bring the following items with you after you have update your information with the DMV and Social Security Office:

1. Original Social Security card [we will accept the receipt copy from the SSN office if your card has not arrived]
  2. Updated Driver' License [we will accept the DMV issued paper copy]
- We will make copies in the office and ask you to complete a Name change form, updated W-4 form and if needed, updated direct deposit form.

The whole process will take no more than 15 minutes.

Once the documentation is complete the Benefits & Payroll Office will email the change out to HR, Technology, PEIMS, and other necessary staff. Those offices will contact you with updated email, name badge, logins etc.

### **CHANGING YOUR DIRECT DEPOSIT INFORMATION**

Direct Deposit changes must be made in person or you can request an electronic form via email. Bring a voided check or a bank verification form with you along with your ID.

We will ask you to complete the Authorization Agreement for Direct Deposit

The deadline to have the information updated on the monthly payroll is the 10<sup>th</sup> of each month. The deadline to have the information updated on the semi-monthly payroll is the 1st of each month.