

→ 2024 - 25

EMPLOYEE PAYROLL GUIDE BOOK





1 Important Reminders / Dates

PAGE 03



2 General Payroll Information

- Time Entry Work Rules

PAGE 04



3 2023-24 Calendars

- Payroll Calendar
- Work Calendars
- Student & Family Calendar

PAGE 06



4 Skyward Employee Access

- What can I do in Skyward and how do I log in?
- How do I access my paycheck stubs?
- How do I enter time off requests?

PAGE 17



5 TalentEd Employee Records

- What can I do in TalentEd and how do I log in?

PAGE 21

INTRODUCTION

The purpose of this guide is to provide you with the necessary information regarding your pay through the Verona Area School District (VASD).

QUESTIONS?

Contact the HR HELP DESK at:
payrollbenefits@verona.k12.wi.us
or call (608) 845-4390.



Employee Payroll Guide

CONTENTS

Section 1

IMPORTANT REMINDERS



Other Important Reminders:

- **Employee Mailing Address Changes:** Changes to your mailing address can be initiated by employees through Skyward's Employee Access module. Please make sure address changes (if needed) are completed promptly and especially by January 1st so that your W2 is mailed to the correct address!
- **Direct Deposit Email Notifications:** Review your paycheck stubs every bi-weekly Friday pay day for accuracy through Skyward Employee Access
- **Work-related Injury Reporting:** Work injuries should be reported as soon as possible (within 24 hours). Call 855-684-6877 to report your injury.

Due Date(s)	Task(s)	Employee Group(s)
Sept 1 - Sept 30, 2024	Open Enrollment: Short-Term Disability	Certified (VAEA) and Hourly (VESPA)
Oct 15, 2024	TalentEd Annual Mandatory Trainings	All VASD Employees
Oct 15 - Nov 15, 2024	Open Enrollment: Health/Dental/Vision/Flex	All Benefit Eligible VASD Employees
Nov 15, 2024	Last Day EE Wellness Affidavit Forms Due	All VASD Employees
Jan 15, 2025	Retirement Notification Deadline	Administrators
Jan 31, 2025	W-2s Available Electronically or Mailed	All VASD employees
March 1, 2025	Retirement Notification Deadline	Teachers
March 15, 2025	Retirement Notification Deadline	10-Month, CTS or Hourly Support
May 24, 2025	Personal Leave Day Deadline	10/11-Month School Year Employees
June 16, 2025	Contracts Due	Teachers
July 1, 2025	Health & Dental Premiums Change	All VASD employees
90-Day Notice	Retirement Notification Deadline	11/12-Month, CTS or Hourly Support

Section 2

GENERAL PAYROLL INFORMATION

HOURLY STAFF

(VESPA/CTS-H)

Payroll Frequency: Hourly staff are paid two weeks in arrears on a bi-weekly basis through direct deposit. For example, work performed during the pay period of 9/1/2024 - 9/14/2024 will be paid on 9/27/2024. See the 2024-25 Bi-Weekly Payroll Calendar for reference.

CERTIFIED & SALARIED STAFF

(ADMIN/CTS-S/TEACHER UNIT)

Payroll Frequency: Certified and salaried staff are paid in real-time on a bi-weekly basis through direct deposit. The contracted amount on each paycheck stub is calculated by dividing the total contract amount for the fiscal year (7/1-6/30) by the number of paychecks in that fiscal year. Teachers may elect to receive 22 or 26 paychecks. Twelve-Month Staff receive 26 paychecks.

ELECTRONIC TIMESHEETS

Pay periods begin on Sunday and end on Saturday with hourly electronic timesheets being turned into the Supervisor at the end of the work week (or by noon the following Monday) via Skyward / Badge Readers.

GOOGLE FORM TIMESHEETS

Google Form Timesheets are due to the HR & Payroll Office no later than noon on Wednesdays after the pay period worked. Google Form Timesheets turned in after that deadline, will be delayed and added to the next payroll.

Note: Certified and Salaried Staff do not need to submit timesheets for "regular hours" worked.



Section 2

TIME ENTRY WORK RULES

Verona Area School District Time Entry Work Rules

First Put in Place August 27, 2007

Revised July 1, 2022

1. All hourly employees will have an account set up by payroll in a VASD time clock. New hourly employees must make an appointment to meet with HR to be trained to use the VASD time clock.
2. All hourly employees must sign in to the Skyward timeclock system upon reporting to work. Any one of the following log in options provide appropriate identification and are acceptable: A) Employee Identification Number log-in; B) HID proximity card entry; or C) fingerprint. It is the responsibility of each employee to keep their log in information private so others cannot use their credentials. Once logged in, employees are responsible for any information they provide, update or remove.
3. Start and stop times must be recorded on a daily basis to reflect actual hours worked for the day; not merely your assigned hours of work.
4. Each employee must record their own time worked. Entering the Employee ID or using the proximity card reader of another employee (e.g. "buddy punching") to clock in or out is not permitted.
5. Time must be submitted to your supervisor for review and approval at the end of each work week. By submitting your time worked through the VASD network, you are attesting to the accuracy of the information submitted and the submission will serve as your electronic signature.
6. If you are asked to work additional hours beyond your normal shift, select the option of "Additional Hours Approved by Supervisor" on the timeclock. You must obtain prior approval from your supervisor to work additional hours beyond your scheduled shift.
7. If employees are taking an unpaid, duty free lunch in lieu of combining their two 15-minute break(s) into a paid lunch, they must record two separate start and stop times.
Example: Record 8:30 to 12:30 and 1:00 to 3:30 for a 30-minute duty free lunch.
Employees who combine their two paid breaks for a 30 minute "paid" lunch do not need to punch out. This break is interruptible, however, so employees should not leave the building if they select this schedule option.
8. Hourly pay for salaried employees outside of their normal scheduled roles/responsibilities, must be submitted within one week of the work being performed. Google Form Timesheets are to be utilized and will be approved by both the employee and the administrator.
9. Hourly employees may not work through their rest breaks to shorten their day. For example, an 8 hour per day employee could work from 8 am to 4 pm and combine their two (2) 15 minute breaks for a paid lunch. However, they cannot skip those breaks and leave at 3:30 pm.
10. Employees are responsible for logging out of all systems and for exercising the necessary precautions when using publicly accessible computers.

Special Notes:

- a. Employees whose normal work schedule includes night shift differential need only clock in and out; the system automatically applies the night shift differential.
- b. Employees designated to work with "Hard to Serve" (HTS) Special Education students will be allowed to use the computer to adjust their hours worked for HTS periods.
- c. Employees with dual positions will clock in/out using Employee Access/True Time via the computer.

Section 3

2024-25 PAYROLL CALENDAR

		Payroll Period		Paycheck Date	
Summer		1	06/09/24	06/22/24	07/05/24
		2	06/23/24	07/06/24	07/19/24
		3	07/07/24	07/20/24	08/02/24
		4	07/21/24	08/03/24	08/16/24
Teachers (22 or 26 Paychecks)	10 Month Employees Calendar	5	08/04/24	08/17/24	8/30/2024 *
		6	08/18/24	08/31/24	09/13/24
		7	09/01/24	09/14/24	09/27/24
		8	09/15/24	09/28/24	10/11/24
		9	09/29/24	10/12/24	10/25/24
		10	10/13/24	10/26/24	11/08/24
		11	10/27/24	11/09/24	11/22/24
		12	11/10/24	11/23/24	12/06/24
		13	11/24/24	12/07/24	12/20/24
		14	12/08/24	12/21/24	1/3/2025 *
	12 Month Employees Calendar	15	12/22/24	01/04/25	01/17/25
		16	01/05/25	01/18/25	01/31/25
		17	01/19/25	02/01/25	02/14/25
		18	02/02/25	02/15/25	02/28/25
		19	02/16/25	03/01/25	03/14/25
		20	03/02/25	03/15/25	03/28/25
		21	03/16/25	03/29/25	04/11/25
		22	03/30/25	04/12/25	04/25/25
		23	04/13/25	04/26/25	05/09/25
		24	04/27/25	05/10/25	05/23/25
		25	05/11/25	05/24/25	06/06/25
		26	05/25/25	06/07/25	06/20/25
Summer		23	06/08/25	06/21/25	07/03/25
		24	06/22/25	07/05/25	07/18/25
		25	07/06/25	07/19/25	08/01/25
		26	07/20/25	08/02/25	08/15/25

* = pay period with no benefit deductions (due to 3 payrolls in that month)

Section 3

VASD WORK CALENDARS



The Verona Area School District's calendars are created by our calendar committee, which consists of representatives from the following groups: teachers, district administrators, principals, support staff, and union leaders. The committee submits their recommendations to the board for final approval.

Work Calendars:

- Teacher
- 12-Month Hourly and Confidential, Technical & Supervisory(CTS)
- 11-Month Hourly
- 10-Month Hourly
- CTS-H 10-11 Month Hourly
- CTS-S 10-Month Salaried
- Administrator 12 Month(260 Day)
- Administrator 11 Month(240 Day)
- Administrator 10 Month(220 Day)



2024-25 SCHOOL YEAR

TEACHER WORK CALENDAR

JULY

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

AUGUST

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

SEPTEMBER

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

OCTOBER

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17-P	18
21	22	23	24	25
28	29	30	31	

NOVEMBER

M	T	W	T	F
				1-Q
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

DECEMBER

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

JANUARY

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17-Q
20	21	22	23	24
27	28	29	30	31

FEBRUARY

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

MARCH

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21-Q
24	25	26	27	28
31				

APRIL

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

MAY

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

JUNE

M	T	W	T	F
2	3	4	5	6
9	10-Q	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

Color Codes

- Beginning / End of School Year
- Q End of Quarter
- P Parent Conferences
- New Teacher Orientation
- Back to School Days
- All Staff Professional Development / No School for Students
- Staff Wellness / No School for Students / Potential Snow Day Makeup
- Retirement Notice Due Date
- Paid Holiday
- Unpaid Break
- Comp. Days
- Personal Day Deadline

Other Considerations

Religious holidays

Employees may use their allocated time off for religious holidays that fall during the calendared work days. Employees should talk to their supervisor and submit the applicable time off as soon as possible.

Employee should avoid scheduling events/activities on religious holidays which may fall on school days. Per Board Policy, these include but are not limited to Eid Al-Fitr (First day after Ramadan ends), Rosh Hashanah, Birth of Baha'u 'llah, Ash Wednesday, Good Friday, Eid Al-Adha, Yom Kippur, Naw Ruz Baha'i New Year



2024-25 SCHOOL YEAR

12-MONTH HOURLY AND CTS WORK CALENDAR

JULY

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

AUGUST

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

SEPTEMBER

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

OCTOBER

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17-P	18
21	22	23	24	25
28	29	30	31	

NOVEMBER

M	T	W	T	F
				1-Q
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

DECEMBER

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

JANUARY

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17-Q
20	21	22	23	24
27	28	29	30	31

FEBRUARY

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

MARCH

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21-Q
24	25	26	27	28
31				

APRIL

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

MAY

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

JUNE

M	T	W	T	F
2	3	4	5	6
9	10-Q	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

Color Codes

- Beginning / End of School Year
- Q End of Quarter
- P Parent Conferences
- New Hourly Orientation
- Back to School Days
- All Staff Professional Development / No School for Students
- Staff Wellness / No School for Students / Potential Snow Day Makeup
- Retirement Notice Due Date
- Paid Holiday
- Unpaid Break
- District Closed - must use paid time off on this date (recommend using floating holiday)
- Comp. Days
- Personal Day Deadline

Other Considerations

Religious holidays
 Employees may use their allocated time off for religious holidays that fall during the calendared work days. Employees should talk to their supervisor and submit the applicable time off as soon as possible.

Employee should avoid scheduling events/activities on religious holidays which may fall on school days. Per Board Policy, these include but are not limited to Eid Al-Fitr (First day after Ramadan ends), Rosh Hashanah, Birth of Baha'u 'Ilah, Ash Wednesday, Good Friday, Eid Al-Adha, Yom Kippur, Naw Ruz Baha'i New Year



2024-25 SCHOOL YEAR

11-MONTH HOURLY WORK CALENDAR

JULY

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

AUGUST

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

SEPTEMBER

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

OCTOBER

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17-P	18
21	22	23	24	25
28	29	30	31	

NOVEMBER

M	T	W	T	F
				1-Q
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

DECEMBER

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

JANUARY

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17-Q
20	21	22	23	24
27	28	29	30	31

FEBRUARY

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

MARCH

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21-Q
24	25	26	27	28
31				

APRIL

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

MAY

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

JUNE

M	T	W	T	F
2	3	4	5	6
9	10-Q	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

Color Codes

- Beginning / End of School Year
- Q End of Quarter
- P Parent Conferences
- Beginning / End of Assignment
- New Hourly Orientation
- Back to School Days
- All Staff Professional Development / No School for Students
- Staff Wellness / No School for Students / Potential Snow Day Makeup
- Retirement Notice Due Date
- Paid Holiday
- Unpaid Break
- District Closed - must use paid time off to be paid
- Comp. Days
- Personal Day Deadline

Other Considerations

Religious holidays

Employees may use their allocated time off for religious holidays that fall during the calendared work days. Employees should talk to their supervisor and submit the applicable time off as soon as possible.

Employee should avoid scheduling events/activities on religious holidays which may fall on school days. Per Board Policy, these include but are not limited to Eid Al-Fitr (First day after Ramadan ends), Rosh Hashanah, Birth of Baha'u 'Ilah, Ash Wednesday, Good Friday, Eid Al-Adha, Yom Kippur, Naw Ruz Baha'i New Year



2024-25 SCHOOL YEAR

10-MONTH HOURLY WORK CALENDAR

JULY

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

AUGUST

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

SEPTEMBER

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

OCTOBER

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17-P	18
21	22	23	24	25
28	29	30	31	

NOVEMBER

M	T	W	T	F
				1-Q
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

DECEMBER

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

JANUARY

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17-Q
20	21	22	23	24
27	28	29	30	31

FEBRUARY

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

MARCH

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21-Q
24	25	26	27	28
31				

APRIL

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

MAY

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

JUNE

M	T	W	T	F
2	3	4	5	6
9	10-Q	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

Color Codes

- Beginning / End of School Year
- Q End of Quarter
- P Parent Conferences
- New Hourly Orientation
- Back to School Days
- All Staff Professional Development / No School for Students
- Staff Wellness / No School for Students / Potential Snow Day Makeup
- Retirement Notice Due Date
- Paid Holiday
- Unpaid Break
- Comp. Days
- Personal Day Deadline

Other Considerations

Religious holidays

Employees may use their allocated time off for religious holidays that fall during the calendared work days. Employees should talk to their supervisor and submit the applicable time off as soon as possible.

Employee should avoid scheduling events/activities on religious holidays which may fall on school days. Per Board Policy, these include but are not limited to Eid Al-Fitr (First day after Ramadan ends), Rosh Hashanah, Birth of Baha'u 'llah, Ash Wednesday, Good Friday, Eid Al-Adha, Yom Kippur, Naw Ruz Baha'i New Year



2024-25 SCHOOL YEAR

10 & 11-MONTH CTS-H WORK CALENDAR

JULY

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

AUGUST

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

SEPTEMBER

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

OCTOBER

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17-P	18
21	22	23	24	25
28	29	30	31	

NOVEMBER

M	T	W	T	F
				1-Q
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

DECEMBER

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

JANUARY

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17-Q
20	21	22	23	24
27	28	29	30	31

FEBRUARY

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

MARCH

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21-Q
24	25	26	27	28
31				

APRIL

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

MAY

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

JUNE

M	T	W	T	F
2	3	4	5	6
9	10-Q	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

Color Codes

- Beginning / End of School Year
- Q End of Quarter
- P Parent Conferences
- New Hourly Orientation
- Back to School Days
- All Staff Professional Development / No School for Students
- Staff Wellness / No School for Students / Potential Snow Day Makeup
- Retirement Notice Due Date
- Paid Holiday
- Unpaid Break
- Comp. Days
- Personal Day Deadline

Other Considerations

Religious holidays

Employees may use their allocated time off for religious holidays that fall during the calendared work days. Employees should talk to their supervisor and submit the applicable time off as soon as possible.

Employee should avoid scheduling events/activities on religious holidays which may fall on school days. Per Board Policy, these include but are not limited to Eid Al-Fitr (First day after Ramadan ends), Rosh Hashanah, Birth of Baha'u 'llah, Ash Wednesday, Good Friday, Eid Al-Adha, Yom Kippur, Naw Ruz Baha'i New Year



2024-25 SCHOOL YEAR

10-MONTH CTS-S WORK CALENDAR

JULY

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

AUGUST

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

SEPTEMBER

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

OCTOBER

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17-P	18
21	22	23	24	25
28	29	30	31	

NOVEMBER

M	T	W	T	F
				1-Q
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

DECEMBER

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

JANUARY

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17-Q
20	21	22	23	24
27	28	29	30	31

FEBRUARY

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

MARCH

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21-Q
24	25	26	27	28
31				

APRIL

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

MAY

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

JUNE

M	T	W	T	F
2	3	4	5	6
9	10-Q	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

Color Codes

- Beginning / End of School Year
- Q End of Quarter
- P Parent Conferences
- New Hourly Orientation
- Back to School Days
- All Staff Professional Development / No School for Students
- Staff Wellness / No School for Students / Potential Snow Day Makeup
- Retirement Notice Due Date
- Paid Holiday
- Unpaid Break
- District Closed - must use paid time off on this date (recommend using floating holiday)
- Comp. Days
- Personal Day Deadline

Other Considerations

Religious holidays

Employees may use their allocated time off for religious holidays that fall during the calendared work days. Employees should talk to their supervisor and submit the applicable time off as soon as possible.

Employee should avoid scheduling events/activities on religious holidays which may fall on school days. Per Board Policy, these include but are not limited to Eid Al-Fitr (First day after Ramadan ends), Rosh Hashanah, Birth of Baha'u 'llah, Ash Wednesday, Good Friday, Eid Al-Adha, Yom Kippur, Naw Ruz Baha'i New Year



2024-25 SCHOOL YEAR

12-MONTH ADMINISTRATOR WORK CALENDAR

JULY

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

AUGUST

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

SEPTEMBER

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

OCTOBER

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17-P	18
21	22	23	24	25
28	29	30	31	

NOVEMBER

M	T	W	T	F
				1-Q
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

DECEMBER

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

JANUARY

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17-Q
20	21	22	23	24
27	28	29	30	31

FEBRUARY

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

MARCH

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21-Q
24	25	26	27	28
31				

APRIL

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

MAY

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

JUNE

M	T	W	T	F
2	3	4	5	6
9	10-Q	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

Color Codes

- Beginning / End of School Year
- Q End of Quarter
- P Parent Conferences
- New Hourly Orientation
- Back to School Days
- All Staff Professional Development / No School for Students
- Staff Wellness / No School for Students / Potential Snow Day Makeup
- Retirement Notice Due Date
- Paid Holiday
- Unpaid Break
- District Closed - must use paid time off on this date (recommend using floating holiday)
- Comp. Days
- Personal Day Deadline

Other Considerations

Religious holidays

Employees may use their allocated time off for religious holidays that fall during the calendared work days. Employees should talk to their supervisor and submit the applicable time off as soon as possible.

Employee should avoid scheduling events/activities on religious holidays which may fall on school days. Per Board Policy, these include but are not limited to Eid Al-Fitr (First day after Ramadan ends), Rosh Hashanah, Birth of Baha'u 'llah, Ash Wednesday, Good Friday, Eid Al-Adha, Yom Kippur, Naw Ruz Baha'i New Year



2024-25 SCHOOL YEAR

240-DAY ADMINISTRATOR WORK CALENDAR

JULY

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

AUGUST

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

SEPTEMBER

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

OCTOBER

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17-P	18
21	22	23	24	25
28	29	30	31	

NOVEMBER

M	T	W	T	F
				1-Q
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

DECEMBER

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

JANUARY

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17-Q
20	21	22	23	24
27	28	29	30	31

FEBRUARY

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

MARCH

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21-Q
24	25	26	27	28
31				

APRIL

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

MAY

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

JUNE

M	T	W	T	F
2	3	4	5	6
9	10-Q	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

Color Codes

- Beginning / End of School Year
- Q End of Quarter
- P Parent Conferences
- New Hourly Orientation
- Back to School Days
- All Staff Professional Development / No School for Students
- Staff Wellness / No School for Students / Potential Snow Day Makeup
- Retirement Notice Due Date
- Paid Holiday
- Unpaid Break
- District Closed - must use paid time off on this date (recommend using floating holiday)
- Comp. Days
- Personal Day Deadline

Other Considerations

Religious holidays
 Employees may use their allocated time off for religious holidays that fall during the calendared work days. Employees should talk to their supervisor and submit the applicable time off as soon as possible.

Employee should avoid scheduling events/activities on religious holidays which may fall on school days. Per Board Policy, these include but are not limited to Eid Al-Fitr (First day after Ramadan ends), Rosh Hashanah, Birth of Baha'u 'llah, Ash Wednesday, Good Friday, Eid Al-Adha, Yom Kippur, Naw Ruz Baha'i New Year



2024-25 SCHOOL YEAR

220-DAY ADMINISTRATOR WORK CALENDAR

JULY

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

AUGUST

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

SEPTEMBER

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

OCTOBER

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17-P	18
21	22	23	24	25
28	29	30	31	

NOVEMBER

M	T	W	T	F
				1-Q
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

DECEMBER

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

JANUARY

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17-Q
20	21	22	23	24
27	28	29	30	31

FEBRUARY

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

MARCH

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21-Q
24	25	26	27	28
31				

APRIL

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

MAY

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

JUNE

M	T	W	T	F
2	3	4	5	6
9	10-Q	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

Color Codes

- Beginning / End of School Year
- Q End of Quarter
- P Parent Conferences
- New Hourly Orientation
- Back to School Days
- All Staff Professional Development / No School for Students
- Staff Wellness / No School for Students / Potential Snow Day Makeup
- Retirement Notice Due Date
- Paid Holiday
- Unpaid Break
- District Closed - must use paid time off on this date (recommend using floating holiday)
- Comp. Days
- Personal Day Deadline

Other Considerations

- Religious holidays**
- Employees may use their allocated time off for religious holidays that fall during the calendared work days. Employees should talk to their supervisor and submit the applicable time off as soon as possible.
- Employee should avoid scheduling events/activities on religious holidays which may fall on school days. Per Board Policy, these include but are not limited to Eid Al-Fitr (First day after Ramadan ends), Rosh Hashanah, Birth of Baha'u 'llah, Ash Wednesday, Good Friday, Eid Al-Adha, Yom Kippur, Naw Ruz Baha'i New Year

STUDENT & FAMILY CALENDARS



**Verona Area
School District**

VASD 2024-25 SCHOOL YEAR STUDENT AND FAMILY CALENDAR

SEPTEMBER 2024

SU	MO	TU	WE	TH	FR	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER 2024

SU	MO	TU	WE	TH	FR	SA
	1	2	3	4	5	
	6	7	8	9	10	11
	12	13	14	15	16	17
	18	19	20	21	22	23
	24	25	26	27	28	29
	30	31				

NOVEMBER 2024

SU	MO	TU	WE	TH	FR	SA
					1	2
	3	4	5	6	7	8
	9	10	11	12	13	14
	15	16	17	18	19	20
	21	22	23	24	25	26
	27	28	29	30		

DECEMBER 2024

SU	MO	TU	WE	TH	FR	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JANUARY 2025

SU	MO	TU	WE	TH	FR	SA
		1	2	3	4	
	5	6	7	8	9	10
	11	12	13	14	15	16
	17	18	19	20	21	22
	23	24	25	26	27	28
	29	30	31			

FEBRUARY 2025

SU	MO	TU	WE	TH	FR	SA
						1
	2	3	4	5	6	7
	8	9	10	11	12	13
	14	15	16	17	18	19
	20	21	22	23	24	25
	26	27	28	29	30	31

MARCH 2025

SU	MO	TU	WE	TH	FR	SA
						1
	2	3	4	5	6	7
	8	9	10	11	12	13
	14	15	16	17	18	19
	20	21	22	23	24	25
	26	27	28	29	30	31

APRIL 2025

SU	MO	TU	WE	TH	FR	SA
		1	2	3	4	5
	6	7	8	9	10	11
	12	13	14	15	16	17
	18	19	20	21	22	23
	24	25	26	27	28	29
	30					

MAY 2025

SU	MO	TU	WE	TH	FR	SA
					1	2
	3	4	5	6	7	8
	9	10	11	12	13	14
	15	16	17	18	19	20
	21	22	23	24	25	26
	27	28	29	30	31	

JUNE 2025

SU	MO	TU	WE	TH	FR	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DATES TO REMEMBER

- Sep 3 - First day of school for K-5, 6, 9
- Sep 4 - School for all students K-12 (18-21-year-olds)
- Sep 30 - No School / Educator Professional Development Day
- October - Parent/Teacher Conferences (exact dates TBD by each school)
- Oct 17 - No School
- Oct 18 - No School
- Nov 1 - End of 1st Quarter
- Nov 27-29 - No School
- Dec 23-Jan 1 - No School
- Jan 20 - No School
- Jan 17 - End of 2nd Quarter
- Feb 17 - No School / Snow Day Make-up Day*
- March/April - Parent/Teacher Conferences (exact dates TBD by each school)
- Mar 21 - End of 3rd Quarter
- Mar 24-28 - No School
- May 26 - No School
- June 10 - End of 4th Quarter
- June 10 - Last Day of School

*There will be no school unless VASD has had to cancel two days of school due to disruptive events prior to February 17 2025.

This calendar allows for two days of school cancellation.



VASD 2024-25 SCHOOL YEAR

2024-25 LATE START SCHEDULES

- K-12 starts late every Monday.
- The Tuesday-Friday schedule is not affected by late start schedules.

SCHOOL START AND END TIMES

LATE START MONDAYS DISTRICTWIDE K-12

SCHOOL	START TIME	RELEASE TIME
COUNTRY VIEW	9:20	2:25
GLACIER EDGE	↑	↑
NEW CENTURY		
STONER PRAIRIE		
SUGAR CREEK	↑	↑
VERONA AREA INTERNATIONAL		
BADGER RIDGE	10:00	3:32
CORE KNOWLEDGE (K-8)	↑	↑
SAVANNA OAKS		
VERONA AREA HIGH SCHOOL	10:15	3:50

TUESDAY-FRIDAY DISTRICTWIDE K-12

SCHOOL	START TIME	RELEASE TIME	SCHOOL	START TIME	RELEASE TIME
COUNTRY VIEW	7:30	↑	BADGER RIDGE	↑	3:32
GLACIER EDGE	↑		CORE KNOWLEDGE (K-8)		
NEW CENTURY		2:25	SAVANNA OAKS		
STONER PRAIRIE		↑	SCHOOL	START TIME	RELEASE TIME
SUGAR CREEK	8:15		VERONA AREA HIGH SCHOOL	8:30	3:50
VERONA AREA INTERNATIONAL	↑	VERONA AREA HIGH SCHOOL	8:30	3:50	

Section 4

SKYWARD EMPLOYEE ACCESS

What can I do in Skyward?

Skyward is a school-based Finance, HR and Payroll software system for K-12 with an Employee Portal. All VASD Employees have access to Skyward's Employee Access portal to view your personal information at any time.

- **View Payroll Information**
 - Check History / Pay Check Stubs
 - Check Estimator
 - Calendar and Fiscal YTD Wages
 - Direct Deposit Information
 - W2 and W4 Information

- **View Employee Personal Information**
 - Name, Address, Phone, Email

- **Time Off**
 - View Time Off Balances and Time Off Requests
 - Submit Time Off Requests (i.e. General Leave, Personal Days, Vacation, etc)

- **True Time**
 - View Electronic Timesheet History and Unsubmitted Timesheets
 - Quick Entry Badge In/Out (for select employee groups)

Section 4

SKYWARD EMPLOYEE ACCESS

How do I log into Skyward?

Skyward can be accessed via the Staff Intranet Landing Page under Employee Links (and then bookmarked for easy future access)!

At the login screen, click on the box titled [Login Using Google](#) for single-sign on.

Staff Intranet

> [Staff Intranet Landing Page](#)

Site Shortcuts

- > [Business/Finance Forms](#)
- > [Coaches Corner](#)
- > [Copy Center](#)
- > [Curriculum, Instruction & Assessment](#)
- > [Educator Effectiveness](#)
- > [Frequently Used Links](#)
- > [Fundraising in the District](#)
- > [Human Resources](#)
- > [Mentoring](#)

EMPLOYEE LINKS

[Xello](#)
[eduClimber](#)
[Grade Change Form](#)
[TalentEd Employee Records \(formerly FileBound\)](#)
[Frontline \(Educator Effectiveness/Professional Development\)](#)
[Frontline \(formerly Aesop\) Sub Placement](#)
[New High School Tours/Presentations Indemnification Form](#)
[PowerSchool Admin](#)
[PowerSchool Substitute](#)
[PowerSchool Teacher](#)
[Skyward Employee Access](#)
[TeachScape \(Educator Effectiveness Observer System\)](#)

INSTRUCTION & ASSESSMENT

[@ Your Library](#)
[Canvas](#)
[Canvas - for out of District participants](#)
[Clever - Single-Sign On & Rostering](#)
[Discovery Streaming](#)
[LMC - Destiny](#)
[MAP Teacher & Proctor Login](#)
[STAR - Renaissance Learning](#)

Section 4

SKYWARD EMPLOYEE ACCESS

How do I access my paycheck stub?

- Log into Skyward



The image shows the login page for the Skyward Production Database. 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 the text "Verona Area School District" and "SKYWARD Production Database". The main content area is a light gray box containing two input fields: "Login ID:" and "Password:". Below these fields is a blue "Sign In" button.

- Click on the Employee Information tab at the top
- Click on the Payroll section
- Click on Check History



- Click to highlight the preferred payroll date to view
- Click on the [Show Check](#) box or [Show Check with YTD Amt's](#) box (if you would like to see your year-to-date amounts) located on the right-hand side of your computer screen

Section 4

SKYWARD EMPLOYEE ACCESS

How do I enter time off requests?

- Log into Skyward
- Click on the Time Off tab at the top



- Click on My Requests
 - Tip: clicking on My Status will show your time off balances
- After clicking on My Requests, all past time off requests will display. To add a new time off request, click on the "Add" button in the top right corner.
 - Choose the correct "Time Off Code"
 - Choose the correct "Reason"
 - **note: if the reason has an asterisk (*), an explanation must be noted in the description field**
 - Complete the remaining fields. Reminder: a full day of leave for a 1.0 Teacher is 7.5 hours.
 - If you need a sub, check the "Sub Needed" box.
 - Click the "Save" button on the right side of the screen.
- You will receive an email from Skyward regarding supervisor approval or denial of time off request.

*** If you need a substitute for your absence, you will be linked automatically to the AESOP/Frontline sub placement login screen once you save your Skyward time off entry. ***

TALENTED EMPLOYEE RECORDS

What can I do in TalentEd?

TalentEd Employee Records is a confidential and electronic system that stores and maintains all personnel records and mandatory trainings. You have access to TalentEd to access your personnel files from anywhere at anytime.

- Complete New Hire Onboarding
 - Mandatory Trainings
 - Benefit Enrollments

- Employee Name Change Requests

- Request Payroll Changes
 - Fill out a new W4 (Federal) or WT-4 (State) Tax Forms
 - Change Direct Deposit Options
 - Add/Change 403b/457 Salary Reduction Agreements

- View Personnel Files
 - Benefit Forms
 - Contracts and Agreements
 - Payroll-Related Information
 - Performance Evaluations
 - etc...



700 N. MAIN STREET, VERONA, WI 53593

608-845-4300

VERONA.K12.WI.US

PAYROLLBENEFITS@VERONA.K12.WI.US