## **HOW TO NAVIGATE THE SKYWARD SYSTEM**

TO LOG ON TO THE SKYWARD BUSINESS SUITE VISIT <u>WWW.UMASD.ORG</u> AND CLICK ON STAFF RESOURCES TO FIND THE SKYWARD BUSINESS SUITE LINK.

YOUR UPPER MERION USERNAME/PASSWORD ARE THE SAME LOG IN.



### SCREENSHOT VIEW OF YOUR SKYWARD DESKTOP HOMEPAGE

Home Employee Time Information Off	s			🔽 📷 🏫 Favorites 🕶 🐔 New Wind	dow 🖶 My Print Queue
Jump to Other Dashboards		Favorites	0	My Print Queue	0
Employee		No favorites available.		Job	Status
Reset Dashboards	Select Widgets	District News	0	No items available.	
Recent Programs	Θ	No news to display			
Employee Access Home	1				
My Requests	<b>S</b>				
Personal Information	<b>\$</b>				

### **TO ENTER AN ABSENCE:**

#### **STEP ONE:**

- A. CLICK TIME OFF TAB, CLICK MY REQUESTS TO ENTER AN ABSENCE; OR
- B. CLICK TIME OFF TAB, CLICK MY STATUS TO REVIEW BALANCES AVAILABLE, ABSENCES PREVIOUSLY ENTERING, OR AN ABSENCE WITH APPROVALS PENDING.

S K Y	WARD Employee Time	4			
	Information Off				
	▼ Time Off				eue
v	My Status	<u>•</u>			D
	My Requests	<u></u>			D
The	ere are no records to display; check y	our niter settings.		A	2
				Clone	
				Attach	
-					_

**STEP TWO:** TO ENTER AN ABSENCE, CLICK ON TIME OFF TAB, CLICK MY REQUEST, AND CLICK ADD BUTTON (ON RIGHT SIDE OF SCREEN).

My Time On Requests	술			📝 📾 😭 Favorit	tes 🔻 🐒 New Window 🦷	My Queur	
Views: General V Filters: *Skyward Default V							
Date 🗸 Time Amou	int Status Year	Time Off Code	Reason	Description	A SN	Edit	
There are no records to display; check your fi	filter settings.					Delete	
					~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	Clone	
						Attach	

**STEP THREE:** 

- A. <u>TIME OFF CODE</u>: SELECT TIME OFF REASON (I.E., SICK, PERSONAL, BEREAVEMENT, JURY DUTY, ETC.);
- **B. <u>REASON</u>: SELECTION ENTERED WILL APPEAR HERE;**
- C. <u>DESCRIPTION</u>: ENTER DESCRIPTION OF ABSENCE ENTERED (I.E., DOCTORS APPOINTMENT, FUNERAL OF BROTHER, ETC.);
- D. <u>START DATE</u>: ENTER START DATE OF ABSENCE FOR THE DATE ABSENCE BEGINS;
- E. <u>DAYS FIELD</u>: ENTER 1.0 FOR FULL DAY ABSENCE OR 0.5 FOR HALF DAY ABSENCES. MAY ALSO ENTER MULTIPLE ABSENCES (I.E., 3.0 FOR THREE DAYS, ETC.) ALL ABSENCES MUST BE ENTERED IN FULL DAY OR HALF DAY INCREMENTS <u>ONLY</u>;
- F. START TIME: ENTER START TIME OF ABSENCE;
- G. <u>SUB NEEDED FIELD</u> CHECK ONLY IF A SUBSTITUTE IS NEEDED. THIS FIELD APPLIES ONLY TO UMAEA MEMBERS, INSTRUCTIONAL AIDES, SECRETARIES AND HEALTHROOM ASSISTANTS CURRENTLY USING AESOP.

<u>PLEASE NOTE</u>: IF A SUBSTITUTE IS <u>NOT</u> REQUIRED – CLICK SAVE NOW. ABSENCE IS NOW RECORDED AND BEGIN THE APPROVAL PROCESS.

lemaining Time Off									
Time Off Code	Domaining	Approved	Waiting	Available	Future	Future	Future		
EREAVEMENT DAYS	n Dave	Approved	waiting	Available 0 Days	Remaining	waiting	Available		
EXTRA PERSONAL DAY	'S 0 Davs			0 Days					
JURY DUTY	0 Days			0 Days					
MEETING/WORKSHOP	0 Days			0 Days					
PERSONAL DAYS	3 Days			3 Days					
SICK	15 Days			15 Days					
Time Off Code:	DUTY - Days		t i Datail	✓ Hours per	Day: 7h 00m			Back	
* Reason: JURY	DOLA		✓ Detail.						
Description:									
Maxim	um characters: 200.	Remaining charac	ters: 200						
* Start Date: 11/2	5/2015 <b>v</b>	/ednesday							
Days:	0.0000								
Start Time: 07:30	AM								

# IF A SUBSTITUTE IS REQUIRED - YOU WILL NOW BE RE-DIRECTED TO THE AESOP SYSTEM.

**STEP FOUR:** LOG ONTO AESOP (WHICH WILL APPEAR) TO COMPLETE THE REQUEST. ONCE COMPLETED, YOUR ABSENCE IS RECORDED AND WILL BEGIN THE APPROVAL PROCESS.



## **TO VIEW PAYSTUBS**:

### **STEP ONE: CLICK ON EMPLOYEE INFORMATION TAB**

Home Employee Time Information Off	3		(	📴 🔞 😭 Favorites 🕶 🏠 New W	indow المعادمة My Print Queue
Jump to Other Dashboards		Favorites	0	My Print Queue	0
Employee		No favorites available.		Job	Status
Reset Dashboards	Select Widgets	District News	0	No items available.	
Recent Programs	0	No news to display			
Employee Access Home	<b>1</b>				
Check History	<b>*</b>				
Direct Deposit Information	<b>1</b>				
W2 Information	<b>1</b>				
Calendar	<b>1</b>				
Online Forms	<b>1</b>				
My Status	<b>1</b>				
Personal Information	<b>*</b>				

### **STEP TWO: CLICK CHECK HISTORY UNDER PAYROLL TAB**

Home Employee Time Information Off			
- Employee Information		- Payroll	Queue
Personal Information Calendar Accounts Payable Payments Online Forms		Check History Calendar Year-to-Date Direct Deposit Information W2 Information W4 Information	
Check History	<u> </u>		
Direct Deposit Information	<u>_</u>		
W2 Information	<b>(</b>		
Calendar	<b>(</b>		
Online Forms	<b>°</b>		
My Status	<b>1</b>		
Personal Information	<b>C</b>		

### **STEP THREE**: CLICK ON DESIRED CHECK AND CLICK SHOW CHECK / SHOW CHECK WITH YTD AMTS (YEAR TO DATE AMOUNTS) TAB TO VIEW.

Home Employe	Time Off History 😭	4				Favorites	<ul> <li>New Windo</li> </ul>		
Views: Check Date	Seq - Check Det	tail Informati	ion	Filters:	*Skyward Default 🔻		7 🔟 🕙	æ	Show Check
Check Date 🔫	Check Number	Gross Wages	Net C Amount T						Show
11/20/2015	900050107	1,684.34	1,007.55 R	1				1	YTD Amts
▶ 11/06/2015	900049426	1,684.34	1,007.55 R						
▶ 10/23/2015	900048747	1,684.34	1,007.55 R						
10/09/2015	900048074	1,684.34	1,007.55 R						
▶ 09/25/2015	900047394	1,684.34	1,083.96 R						
▶ 09/11/2015	900046745	1,684.34	1,083.96 R						
▶ 08/28/2015	900046172	1,684.34	1,083.96 R						
▶ 08/14/2015	900045718	1,684.34	1,083.96 R						