

# *SKYWARD: EMPLOYEE ACCESS*

PRESENTED BY HUMAN RESOURCES  
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# *WHAT INFORMATION IS AVAILABLE IN SKYWARD?*

- Hourly Wage and Salary Information
- Check History (paycheck stubs and year to date information)
- Check Estimator
- Leave Balances (sick, personal, vacation)
- Personal Information (address, phone number)
- Personnel Information (pay “lane”, step, professional development, certification)



# WHERE DO I FIND THIS INFORMATION?

- You can view your hourly wage information by using the following path:
  - Employee Information>Assignments> Select Assignment and click downward arrow to expand current assignment, review information in the payroll information box and you will see your Hourly Rate of pay, Daily Rate and Per Pay Period Amount.

The screenshot displays a web application interface for viewing assignment and payroll information. On the left is a navigation menu with categories: Personnel, Payroll, Time Off Status, and Insurance. The 'Personnel' section is expanded to show 'Assignments'. The main content area is titled 'Assignment Information' and shows the 'Assignment Year' as '2024-2025'. Below this, there are 'Views' and 'Filters' dropdowns. A table lists assignments, with the first row selected: '1 CLASSIFIED EXEMPT BASE'. Below the table are expandable sections for 'Position Information', 'Assignment Information', 'Term Information', and 'Salary Information'. The 'Payroll Information' section is expanded, showing a box with the following details:

Pay Code: BASE EXEMPT	Frequency: M
Supervisor: DEBI L CHRISTENSEN	Contract Signed:
Pay Start: 09/01/2024	Pay Stop: 08/31/2025
Contract: [REDACTED]	% Per Pay Period: [REDACTED]
Daily Rate: [REDACTED]	Hourly Rate: [REDACTED]
Hours Per Year: 2,080	Minutes Per Year: 0

# WHERE DO I FIND THIS INFORMATION?

## PAYSTUBS & CHECK HISTORY

- You can view your check history by using the following path:
  - Employee Information>Payroll> Select Checks to see your check history.
  - You will click “show check” on the right to view your whole check.

The screenshot shows a web application interface with a top navigation bar containing 'Employee Information' and 'Time Off' tabs. Below this is a 'Personal Information' header with a star icon. A left-hand navigation menu lists various categories: Demographic, Employee Info, Address, Personnel, Personnel Info, Lane/Step History, Prof Development, Assignments, Certifications, 1095-C, 1095-B, Payroll, and Checks. The 'Checks' menu item is highlighted in a dark blue bar. On the right side, there is a section for 'Employee: MORTENSON' and a 'Checks' table. The table has a 'Views:' dropdown set to 'Check Date' and a list of check entries with dates from 10/31/2024 down to 03/30/2024. A mouse cursor is hovering over the entry for 05/28/2024.

	Check Date ▼
1	▶ 10/31/2024
2	▶ 09/30/2024
3	▶ 09/30/2024
4	▶ 08/30/2024
5	▶ 07/31/2024
6	▶ 05/28/2024
7	▶ 05/31/2024
8	▶ 04/30/2024
9	▶ 03/30/2024

# CHECK ESTIMATOR FEATURE\*

- You can get a check estimate by using the following path:
  - Employee Information>Payroll> Check Estimator

*\*Please note this is an estimator feature only and is not guaranteed as accurate when payroll processes monthly due to a variety of reasons.*

The screenshot shows a web-based HR system interface. At the top, there are navigation tabs for 'Employee Information' and 'Time Off'. Below these is a main navigation bar with 'Personal Information' highlighted and a star icon. A left-hand navigation menu lists various options: 'Demographic', 'Employee Info', 'Address', 'Personnel', 'Personnel Info', 'Plane/Step History', 'Prof Development', 'Assignments', 'Certifications', '1095-C', '1095-B', 'Payroll', 'Checks', and 'Check Estimator' (which is highlighted in a dark purple bar). The main content area on the right shows 'Employee: MORTENSON' and a section titled 'Check Estimator' with a sub-section 'Check Estimator: Sele'. Below this is a 'Tax Information' section with fields for '\* Tax State:', '\* Federal Marital Status:', and '\* State Marital Status:'. At the bottom right, there is a 'System Maximums' section with a checkbox for 'Ignore Pay Maximums'.



Home Employee Information **Time Off**

My Time Off Status ☆

Views: General1 Filters: \*Skyward Det

	Time Off Code ▲	Prior Year Remaining
1	▶ Not on Stub	
2	▶ Other Paid Leave	
3	▶ Sick Leave	
4	▶ Vacation	

# LEAVE BALANCES:

- You can view your leave balances by using the following path:
  - Time Off>My Status

Using this feature you can view your total allocated hours, hours used and hours remaining/available\* for use.

*Hours listed as Other are Personal Leave Hours Available for use. Hours listed as Not on Stub are other types of non-deducted leaves such as jury duty, bereavement and district-initiated leave hours.*

*\*Current leave taken is not processed (and subtracted from your available hours) until payroll is processed the following month.*



# PERSONAL INFORMATION:

- You can view your personal information by using the following path:
  - Employee Information>Personal Information

Using this feature, you can view your phone number, email and address.



# PERSONAL JOB INFORMATION:

- You can view your own job information by using the following path:
  - Employee Information>Personnel Information

Using this feature, you can view your hire date, position “lane” and pay step information (for classified employees), professional development including clock hours and credits for salary placement (for certificated employees), assignment, and certification information.

The screenshot displays the Skyward Employee Information interface. At the top, there are navigation tabs for Home, Employee Information (selected), and Time Off. Below this is a breadcrumb trail for Personal Information. A left-hand navigation menu includes sections for Demographic, Personnel, and Assignments (which is highlighted). The main content area shows the 'Assignments' section for a specific employee, with the 'Assignment Year' set to 2024-2025. It includes a 'Views' dropdown set to 'General' and a 'Filters' field containing '\*Skyward'. A table below lists two positions: 1. CLASSIFIED and 2. SUPPLEMENTAL. A speaker icon is visible in the bottom right corner of the interface.

	Position ▲
1	▶ CLASSIFIED
2	▶ SUPPLEMENTAL



Happy Exploring!

Please feel free to reach out to the Human Resources Department if you have any questions.

