- 1) Visit Cheney Public Schools homepage: <u>www.cheneysd.org</u>.
- 2) Click on the <u>Skyward</u> button in the upper right hand corner of the homepage.



3) Enter your Login. If you have never logged in or do not have/remember your Login ID please click the Forgot Password link. An email will be sent to your district email account with your Login ID and a create/change password link. (If you continue to have difficulty logging in, contact the Technology Department, 509-559-4900.)

S K Y W A R D°
Cheney School District No. 360
Login ID:
Sign In
 05.13.10.00.07-10.2
Login Area: Employee Access

4) Below is a screenshot of the Employee Access dashboard.

Skyward School District			Gloria Justinianoscr Account Preference	es Exit ?
Home Employee Time FastTrack Information Off Open Positions				
Employee Access			📴 📷 🚖 Favorites 🔻 怕 New Window 🛛	My Print Queue
Jump to Other Dashboards	My Print Queue	0	Recent Programs	0
*Calendar	Job	Status	Employee Access Home	1
WESPac	No items available.			
Reset Dashboards Select Widgets	District News	0		
Favorites 🥹	No news to display			
No favorites available.				

5) Click Employee Information to display a selection window.

SK	Skyward School District				Gloria Justinianoscr	Account	Preferences	Exit
H	ome Employee Time FastTrack Information Off Open Positions							
<	- Employee Information		- Payroll					
ſ	Personal Information	(Check History	1				
	Calendar		Check Estimator					
	Accounts Payable Payments		Calendar Year-to-Date	1				
	Online Forms		Fiscal Year-to-Date	(1)				
		_	Direct Deposit Information	1				
ų			W2 Information	(1)				
			W4 Information	1				

6) Selecting Check History will display as shown below.

Skyward. Sky	ward School	District		Gloria Justinianoscr Account Preferences	Exit ?
Home Employe	e Time F on Off Ope	astTrack n Positions			
Check	History 😭			📑 📾 🖕 Favorites 🔻 愉 New Window 🖷	My Print Queue
Views: Check Dat	e Seq - Check	Detail Inform	nation	💽 Filters: *Skyward Default 🗨 🛛 🛐 💩	Show
Check Date 🔫	Check Number	Gross Wages	Net C Amount T		Show
▶ 09/30/2013	<u>900000332</u>	2,409.65	2,063.69 R	<u>^</u>	Check with
08/30/2013	900000324	2,147.74	1,868.23 R		TID Amis
• 07/31/2013	900000317	1,434.39	1,252.79 R		
▶ 06/28/2013	90000310	1,410.81	1,230.89 R		
▶ 05/31/2013	90000303	1,552.74	1,348.08 R		

7) Choosing a particular check and clicking on Show Check on the right hand side of the screen will display your paystub as shown below.

heck Information f	or Gloria Justini	anoscr							Print
Employer Informat	ion			Emp	ployee I	nformation			Васк
Name: EMD 4 Slov	unrd Teat Sabaal	District							
Address: 36 Scrambl	ward Test School	District			Name: Glo	oria Justiniai	noscr		
Scramble, 1	VV 55555			Add	Sci	ramble, WV	55555		
Charle Datail Infor									
Check Detail mon	nauon								
Check Date: 09/30/2 Check Number: 900000 Check Type: Regula	1013 Gross Way 1332 Net Amo ar	ges: 2,409.65 unt: 2,063.69							
Taxable Wage Info	ormation								
		Federal	State	FICA	Medic	are			
	Gross Wages:	2,409.65	2,409.65	2,409.65	2,409	.65			
Minus Deductions th	at Decrease Tax:	120.49							
Plus	axable Benefits:	0.000.40	0.400.05	0.400.05	0.000				
Taxab	le Gross Wages:	2,289.16	2,409.65	2,409.65	2,409	.65			
Pays									
Description	Rate F	actor/Hours	Amount	Retire Ho	ours	WC Hours	Work Hours	Period End	
CUSTODIAL 1	12.08	57.00	688.56	5	7.00	55.31	57.00	09/30/2013	
EXTRA TIME 613	12.08	6.50	78.52		6.50	6.31	6.50	09/30/2013	
EXTRA TIME 614	13.13	16.50	216.65	1	6.50	16.01	16.50	09/30/2013	
FOOD SERVICE 1	837.02	1.00	837.02	9	7.80	94.84	97.75	09/30/2013	
PARA ED 1	588.90	1.00	588.90	7	4.80	72.53	74.75	09/30/2013	
		Total:	2,409.65	25	2.60	245.00	252.50		
Deductions				Ben	nefits				
	D	ecrease Tax						Taxable	
Description	Amount Fee	St F/M		Desc	ription		Amount Fed	St F/M	
DENTAL-WEA/APA				DENT	AL-WEA/	PA	106.40		
Fed Inc Tax	29.75			FICA			149 40		
FICA	149.40			HCA	UTH.WAS	HING	64.40		
	145.40			NEDH	CAL MEA	ADA	424.90		
Hadioara	24.04			MEDI	CAL-WEA	ArA	424.00		
CEDS Dian 2	120.40	,		eene	C Dian 0		.74 24		
URION WEATADA	120.43			SER3	Dian 2				
Warkara' Comp	11.20			SERS	Dian 2		20.0 22		
workers comp	Total: 245.00			SERS		0.0	200.33		
	Total: 345.96			Unem	ipioyment	DA	10.05		
				VISIO	N-WEA/A	r A	10.25		
				vvork	ers comp		1/5.99		

8) Selecting W2 Information will display as shown below.

SI	YWARD'	1										
ł	Home 👻 I	Employee nformation	Time Expense Off Reimbursement									
	V2 Information 😭											
٧	iews: W2 I	nformation	Filters: *Skyward Defau	ilt 🗸					🍸 🔟 🖉		View W2 Form	
	Year 🔻	Form	Date Created	Federal Wages	Federal Tax	Social Security Wages	Social Security Tax	Medicare Wages	Medicare State Tax 1		How is my W2 calculated?	
1	▶ <u>2023</u>	W-2	01/08/2024 10:23 am	58,298.08	5,449.03	63,384.31	3,929.83	63,384.31	919.04 WA	^		

9) Selecting <u>Time Off</u> will display as shown below.

Skyward Schoo	ol District		Gloria Justinianoscr	Account	Preferences
me Employee Time Information Off Op	FastTrack ven Positions				
→ Time Off					
My Status	\$				

10) Selecting <u>My Status</u> will display as shown below.

Skyward	l School Di	strict									Gloria Ju	ustinianoscr Acco	unt Preferences Exit ?
Home Employee Information	ime Fastî Off Open Po	Frack ositions											
My Time Of	ff Status 😭											🖌 🏫 Favorites 🔻 🎙	New Window 🖶 My Print Queue
Views: General 💌 Filters: *Skyward Default 💌											🖬 🗎 🔍		
Time Off Code 🔺	Prior Year Remaining	Allocated	Used	Remaining	Approved	Waiting	Available	Unpaid	Future Remaining	Future Waiting	Future Available	Current Year Ending	Anniversary Date
Sick Leave		127h 30m	18h 00m	109h 30m			109h 30m						· · · · · · · · · · · · · · · · · · ·

11) Selecting <u>Sick Leave</u> (or desired leave category) will display as shown below.

Skyward	i School D	istrict									Gloria Jus	tinianoscr Accoun	Preferences	Exit ?
Home Employee Information	Time Fast Off Open F	Track Positions												
◄ ■ My Time Of	ff Status 🦸	i i									2	숨 Favorites 🔻 怕 I	New Window 👼 M	/ Print Queue
Views: General 💌 Fit	ers: *Skyward	i Default 💌											ill B	9 💩
Time Off Code 🔺	Prior Year Remaining	Allocated	Used	Remaining	Approved	Waiting	Availat	le Unpai	Future Remaining	Future Waiting	Future Available	Current Year Ending	Anniversary Date	
🔽 Sick Leave		127h 30m	18h 00m	109h 30m			109h 30	m					l .	^
← Current Year (li ← Pending The	ncludes all dat Requests re are no Pend	ies) ing Requests av	railable.	0.077										
 Infection Date 09/0 08/3 02/0 02/0 02/0 01/1 09/0 	1/2013 Sun 0/2013 Fri 7/2013 Thu B/2013 Wed 4/2013 Mon 1/2012 Sat	Description/Rea Scrambled Te / Si Scrambled Te / PE Scrambled Te / Si Scrambled Te / Si Scrambled Te / Si	ISON ISON CK LEAVE ERSONAL L CK LEAVE CK LEAVE CK LEAVE CK LEAVE	AI (located U 62h 30m 7h 1h 7h 65h 00m	Ised Rema 109 30m 471 00m 54 00m 56 30m 571 65	lining Ur h 30m h 00m h 30m h 30m h 30m h 30m h 00m	paid						



Click on Calendar then Calendar Options.

Employee Time

<<<	etc Ac Calendar Start Date: 00/22/2025	Calefual Child Date. 00/14/2024 Delau	August 2023				
Sunday	Monday	Tuesday	Wednesday	Thursd	ау	Friday	Saturday
		🦋 Set Calendar Display Options - 05.	23.02.00.12 - Google Chrome		- 0	×	
		i www2.nerdc.wa-k12.net/scri	pts/cgiip.exe/WService=wcheneys71/hcld	redit002.w?hFromSkyport=no8	isPopup=true		
6	7	Set Calendar Display Op	tions		1 S C	2	
		Calendar Display Options			Save		
		Display Calendar Events			Back		
13	14	Display Calendar Events Details 8	Selow Calendar				
		Display My Employees Time Off	Diractly to Ma				
		All Employees Under Me	Len actury to the				
20		Display Time Off of Employees I Display Time Off Names using La	Oversee ist Name/First Initial instead of default First Nam	e/Last Initial			26
20		Display Selected Employee Mana	gement Calendar			(0:00)	20
		Display Employee Manageme *2023-2024 Primary Payroll	nt Calendar Details Below Calendar	wract school year is chosen			
		180 DAYS Paras, SSAS, Interp	etc AC (CLASSIFIED / PARAPROS / NESTHOOD NO	(DDLE) ¥			
27	28	Calendar Description (Position /	Assignment / Building)				
	Non Work (0:00)						
		TH Colored a Lawrence			-lesder		
		EPI Calendar Legend	- Non Scheduled Day	d Day Day Not Included in (alendar		
			Calendar Events				
			Date Type Description				
			Employee Management Ca	lendar			
		Date H	Employee Management Ca ours Note Memo	lendar Holi	day		
		Date H	Employee Management Ca ours Note Memo 8:00 PLD PLD Day - Work Day	lendar Holi	day		

Click on Display Selected Employee Management Calendar and Display Employee Management Calendar Details Below Calendar.

Cheney School District No. 36 Account Pre Home Employee Time Exper ◀ ☑ ▶ Calendar ☆ 🔯 📾 🙀 Favorites 🕶 🐑 New Window 🥽 Calendar Information Currently Being Displayed Calendar Options Hine Calendar Events Time Off Requests EM Calendar: 180 DAYS Paras, SSAS, Interp etc AC Calendar Start Date dar End Date: 06/14/2024 Default H 8/22/2023 August 2023 >>> Sunda 22 PLD(8:00) 23 Principals(8:00) 24 Non Work(0:00) 25 New Week (0.00 28 Non Work (0:00) 29 1st Day(8:00) 31 30 EM Calendar Legend: 👘 - Scheduled Day 👘 - Non Scheduled Day 💼 - Day Not Included in Calendar Calendar Events Date Type D Employee Mana nent Calenda Date Hours Note Holiday 8:00 PLD 8:00 Principals 0:00 Non Work 0:00 Non Work PLD Day - Work Day Principals - Work Day Non Work Day Non Work Day 08/22/2023 08/24/202 08/28/2023 0:00 Non Work 8:00 1st Day Non Work Day First Day of School 08/29/2023

Choose the correct school year and calendar options.

It will display as shown below.

13) Select Lane/Step History to see your step.

Cheney	School District	No. 360						
Home The Employee Information	Time Expen Off Reimburs	se						
◄ ■ ► Personal I	nformation 😭							
▼ Demographic	Employee: Em	ployee Name						
Employee Info Address	Lane/Step Hi	story	u1+ v]				л	
▼ Personnel	Tune A	Placement	Bissement Code	Effective Date	Matrix	1 202	Stan	Cradita
Personnel Info	1 CONTRACT	Your Job Placement Name	Class 21	09/01/2023	PR 23-24	PR01	2.00	0.00
Lane/Step History Prof Development								

14) Select Assignments to see your hourly wage. All of your contracts will show up.

Employee Access - Employee Tab

Demographic 🔶	Employee			
Employee Info Address	Employee:			
Personnel	Assignments			
Personnel Info	Assignment Information			
Lane/Step History	Assignment Year: 2023-20	024	~	
Prof Development				
Assignments	Assignments			۲.
Certifications	Position 🔺	Assignment	Group	Building
1095-C	1 CLASSIFIED	PARAPROS		WESTWOO A
1095-B	2 CLASSIFIED	PARAPROS		WESTWOO
Payroll	3 CLASSIFIED	PARAPROS		WESTWOO
Chocks				

Click on the 🕨 to bring up more information.



Click on the 🕨 for Payroll Information.

15) View your degree by clicking on Professional Development.

Employee Access - Employee Tab



It will display as shown below.

Employe	ee:				
Professi Views:	Professional Development Views: General Filters: *Skyward Default Image: Skyward Default Image: Skyward Default 				
Туре	 Institution 	Description	Started	Compl	
1 Degre	ee Eastern Wa Univ	Bachelor of Science		03/24/	
	Employe Employe Profess Views: Type • 1 Degree	Employee Employee: Professional Development Views: General V Filters: *Skywa Type Institution 1 Degree Eastern Wa Univ	Employee Employee: Professional Development Views: General V Filters: *Skyward Default V Type Institution Description 1 Degree Eastern Wa Univ Bachelor of Science	Employee Employee: Professional Development Views: General V Filters: *Skyward Default V Type V Institution Description Started 1 Degree Eastern Wa Univ Bachelor of Science	

16) Instructions for Finding Your Staff In Touch ID

1. Log into your Skyward Employee Access

	//	
SK	YWARD [°]	
Cheney Se	chool District No. 3	360
Login ID:		
Password:		

2. Make sure to click on Employee Access after logging in



3. Click on Employee Information



4. Under Employee Information; Click on Personal Information



5. From the long column on the left, click on Custom Forms and then Click on Name ID



6. Your Employee's Name ID is your InTouch username (and your key pad number for nutrition services)

Use your Name ID as an	identifier for logging into InTouch.
Employee's Name:	
Employee's Name ID:	

7. Your password for InTouch is your last name with correct capitalization.

Please remember that you must log in to InTouch with your employee credentials to access your staff account. Staff accounts cannot be accessed using family access credentials.

Make a Payment Here: https://wa-cheney.intouchreceipting.com/signin



QR Code for Payments

If you are having troubles logging into InTouch please reach out for assistance.

Jennifer Cantrell jcantrell@cheneysd.org 509-559-4595

17) Instructions on How Staff Members Can Make an Online Nutrition Services Payment Make a Payment Here: https://wa-cheney.intouchreceipting.com/signin

Welcome to the InTouch Payment log in screen. If you have an account, please log in using your login credentials.

Welcome to InTouch Receiptin	g - Cheney Sch	ool District's Online Payment Portal
Welcome to Our	Online Payment Site	- No Transaction Fees!
Food 5	Service, ASB fees, Test fees, Fine	s, Donations, etc.
DONATIONS Click here to make a donation. If you can't find a group you wish to donate the NUTRITION SERVICES Please remember to fill out a Benefits Application through Nutrition Service Waiver Program are non-refundable. If your student was directly certified three	o; please wait until our board es along with the Parental C ough Nutrition Services, you	approves current year fundraisers and they will be made available after approval. onsent Survey prior to paying fees. Fees paid prior to becoming active in the Fe still must fill out the Parental Consent Survey to opt in to the Fee Waiver Program.
User Name	User Name	
Password	Password	
	Sign In	

As a staff member you MUST login into your staff InTouch account to make a payment to your staff food service account. You CANNOT see your food service account if you log in to your family account.



Your username is your keypad ID sent to you by Nutrition Services.

Your Password is your last name with the first initial capitalized.

1. Once logged in, you will see a screen like this. Click on your name.

Sheney Public Schools	Cheney School District No. 360
Your Family	Sign Out Contact Us Checkout 🛒
	Who are you shopping for?
	Your Name Here

- 2. Here you can see your Nutrition Services balance. Please keep in mind that Skyward speaks with InTouch overnight. Your balance might not show same day charges.
- 3. You can also make a payment from this screen. First enter the amount you want to pay and then click "Buy"

Cheney Public Schools		Cheney School District No. 360
Your Family	Your Name Here	Sign Out Contact Us Checkout Search Enter amount you wish to pay here
	Balance is current as of 6 AM each day. Featured School Lunch Program	0.00 Buy

4. The total next to the checkout will change, in the top right corner. Click on "Checkout"

Cheney School District No. 360					
Sign Out	Contact Us	Contraction Checkout			
olgi oʻut	0011101 03				

5. This is your cart. You can make changes to your purchase here. Or you can Click "Checkout"

Public Schools		Cheney School District No. 360			
Your Family		Sign Out Contact Us (\$20.00) Checkout	Ħ.		
Your Cart					
Customer	Item	Price			
	School Lunch Program	\$20.00 Ren	nove		
		Subtotal \$20.00			
		Tax (0.00%) \$0.00			
		Processing Fee \$0.00			
		Total \$20.00			
Continue Shopping			cout		

- 6. Enter your payment information
- 7. Click the box next to "I'm not a robot"
- 8. Click "Pay now"

Your Family		Sign Out Contact Us S2	0.00 Checkout 🛒
Payment			
irst Name	Summary		
	Customer	Item	Price
ast Name	Jennifer Cantrell	School Lunch Program	\$20.0
		Subtotal	\$20.0
lling Street		Tax (0.00%)	\$0.0
lling Zie Code		Processing Fee	\$0.0
		Total	\$20.0
ard Info			
redit Card #			
piration Check box			
ard Security Code			
I'm not a robot			
Privacy - Terms			
Pay Now			

Keep a copy of your receipt for your records, just in case there are any errors in the communication between Skyward and InTouch.

If you do not have a Nutrition Services account, your money will not transfer from InTouch to Skyward properly. Please make sure you have an account prior to making a payment. All new staff are notified via district email with their account information. Contact Nutrition Services at 509-559-4595