→ 2025-26

EMPLOYEE PAYROLL GUIDE BOOK

Verona Area School District
"Every Student MUST Be Successful!"

PAYROLL

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)
Oct 15, 2025	TalentEd Annual Mandatory Trainings	All VASD Employees
Oct 15 - Nov 15, 2025	Open Enrollment: Health/Dental/Vision/Flex	All Benefit Eligible VASD Employees
Nov 15, 2025	Last Day EE Wellness Affidavit Forms Due	All VASD Employees
Jan 15, 2026	Retirement Notification Deadline	Administrators
Jan 31, 2026	W-2s Available Electronically or Mailed	All VASD employees
March 1, 2026	Retirement Notification Deadline	Teachers
March 15, 2026	Retirement Notification Deadline	10-Month, CTS or Hourly Support
May 24, 2026	Personal Leave Day Deadline	10/11-Month School Year Employees
June 15, 2026	Contracts Due	Teachers
July 1, 2026	Health Premiums Change	All VASD employees
90-Day Notice	Retirement Notification Deadline	11/12-Month, CTS or Hourly Support

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 8/31/2025 - 9/13/2025 will be paid on 9/26/2025. See the 2025-26 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.

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.

2025-26 PAYROLL CALENDAR

Teachers (22 or 26 Paychecks)	10 Month Employees (22 Paychecks)	12 Month Employees (26 Paychecks)		Payroll Period		Paycheck Date
Summer			1	6/8/2025	6/21/2025	7/3/2025**
			2	6/22/2025	7/5/2025	7/18/2025
			3	7/6/2025	7/19/2025	8/1/2025
			4	7/20/2025	8/2/2025	8/15/2025
1	1		5	8/3/2025	8/16/2025	8/29/2025*
2	2		6	8/17/2025	8/30/2025	9/12/2025
3	3		7	8/31/2025	9/13/2025	9/26/2025
4	4		8	9/14/2025	9/27/2025	10/10/2025
5	5		9	9/28/2025	10/11/2025	10/24/2025
6	6		10	10/12/2025	10/25/2025	11/7/2025
7	7		11	10/26/2025	11/8/2025	11/21/2025
8	8		12	11/9/2025	11/22/2025	12/5/2025
9	9		13	11/23/2025	12/6/2025	12/19/2025
10	10		14	12/7/2025	12/20/2025	1/2/2026*
11	11		15	12/21/2025	1/3/2026	1/16/2026
12	12		16	1/4/2026	1/17/2026	1/30/2026
13	13		17	1/18/2026	1/31/2026	2/13/2026
14	14		18	2/1/2026	2/14/2026	2/27/2026
15	15		19	2/15/2026	2/28/2026	3/13/2026
16	16		20	3/1/2026	3/14/2026	3/27/2026
17	17		21	3/15/2026	3/28/2026	4/10/2026
18	18		22	3/29/2026	4/11/2026	4/24/2026
19	19		23	4/12/2026	4/25/2026	5/8/2026
20	20		24	4/26/2026	5/9/2026	5/22/2026
21	21		25	5/10/2026	5/23/2026	6/5/2026
22	22		26	5/24/2026	6/6/2026	6/18/2026**
23	Summer			6/7/2026	6/20/2026	7/3/2026
24				6/21/2026	7/4/2026	7/17/2026
25				7/5/2026	7/18/2026	7/31/2026
26				7/19/2026	8/1/2026	8/14/2026

* = pay period with no benefit deductions

** = pay date lands on a Thursday due to Federal Reserve holiday

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)
- Substitute
- Exclusive Substitute

2025-26 SCHOOL YEAR

TEACHER WORK CALENDAR

JULY

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	31	

AUGUST

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

*new teacher days (green) and welcome back (blue)

SEPTEMBER

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			

*Staff PD day (orange) / no asynchronous learning

OCTOBER

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

NOVEMBER

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

DECEMBER

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		

JANUARY

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

FEBRUARY

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

*Snow day makeup (pink)

MARCH

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			

APRIL

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

MAY

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

JUNE

M	T	W	T	F
1	2	3	4	5
8	9	10	11-Q	12
15	16	17	18	19
22	23	24	25	26
29	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
	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 'Ilah, Ash Wednesday, Good Friday, Eid Al-Adha, Yom Kippur, Naw Ruz Baha'i New Year

2025-26 SCHOOL YEAR

12-MONTH HOURLY AND CTS WORK CALENDAR

JULY
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	31	

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

*new teacher days (green) and welcome back (blue)

SEPTEMBER
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			

*Staff PD day (orange) / no asynchronous learning

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

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

DECEMBER
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		

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

FEBRUARY
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

*Snow day makeup (pink)

MARCH
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			

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

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

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

Color Codes

	Beginning / End of School Year
Q	End of Quarter
P	Parent Conferences
	Back to School Days
	All Staff Professional Development / No School for Students
	Staff Wellness / No School for Students
	Paid Holiday
	Unpaid Break

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

Verona Area School District

2025-26 SCHOOL YEAR
11-MONTH HOURLY WORK CALENDAR

JULY
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	31	

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

*new teacher days (green) and welcome back (blue)

SEPTEMBER
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			

*Staff PD day (orange) / no asynchronous learning

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

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

DECEMBER
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		

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

FEBRUARY
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

*Snow day makeup (pink)

MARCH
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			

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

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

JUNE
M	T	W	T	F
1	2	3	4	5
8	9	10	11-Q	12
15	16	17	18	19
22	23	24	25	26
29	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
- Retirement Notice Due Date
- Paid Holiday
- Unpaid Break

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

2025-26 SCHOOL YEAR

10-MONTH HOURLY WORK CALENDAR

Verona Area School District

JULY

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	31	

AUGUST

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

*new teacher days (green) and welcome back (blue)

SEPTEMBER

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			

*Staff PD day (orange) / no asynchronous learning

OCTOBER

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

NOVEMBER

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

DECEMBER

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		

JANUARY

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

FEBRUARY

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

*Snow day makeup (pink)

MARCH

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			

APRIL

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

MAY

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

JUNE

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

Color Codes

□	Beginning / End of School Year
Q	End of Quarter
P	Parent Conferences
■ (green)	New Hourly Orientation
■ (blue)	Back to School Days
■ (orange)	All Staff Professional Development / No School for Students
■ (pink)	Staff Wellness / No School for Students
■ (cream)	Retirement Notice Due Date
■ (purple)	Paid Holiday
■ (light purple)	Unpaid Break

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

2025-26 SCHOOL YEAR

10 & 11-MONTH CTS-H WORK CALENDAR

Verona Area School District

JULY

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	31	

AUGUST

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

*new teacher days (green) and welcome back (blue)

SEPTEMBER

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			

*Staff PD day (orange) / no asynchronous learning

OCTOBER

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

NOVEMBER

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

DECEMBER

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		

JANUARY

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

FEBRUARY

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

*Snow day makeup (pink)

MARCH

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			

APRIL

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

MAY

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

JUNE

M	T	W	T	F
1	2	3	4	5
8	9	10	11-Q	12
15	16	17	18	19
22	23	24	25	26
29	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
- Retirement Notice Due Date
- Paid Holiday
- Unpaid Break
- 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

2025-26 SCHOOL YEAR
10-MONTH CTS-S WORK CALENDAR

Verona Area School District

JULY
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	31	

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

*new teacher days (green) and welcome back (blue)

SEPTEMBER
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			

*Staff PD day (orange) / no asynchronous learning

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

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

DECEMBER
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		

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

FEBRUARY
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

*Snow day makeup (pink)

MARCH
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			

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

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

JUNE
M	T	W	T	F
1	2	3	4	5
8	9	10	11-Q	12
15	16	17	18	19
22	23	24	25	26
29	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
	Retirement Notice Due Date
	Paid Holiday
	Unpaid Break

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

Verona Area School District

2025-26 SCHOOL YEAR
12-MONTH ADMINISTRATOR WORK CALENDAR

JULY
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	31	

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

*new teacher days (green) and welcome back (blue)

SEPTEMBER
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			

*Staff PD day (orange) / no asynchronous learning

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

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

DECEMBER
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		

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

FEBRUARY
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

*Snow day makeup (pink)

MARCH
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			

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

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

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

Color Codes
- ▢ Beginning / End of School Year
- Q End of Quarter
- P Parent Conferences
- ■ Back to School Days
- ■ All Staff Professional Development / No School for Students
- ■ Staff Wellness / No School for Students
- ■ Retirement Notice Due Date
- ■ Paid Holiday
- ■ Unpaid Break

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

2025-26 SCHOOL YEAR

240-DAY ADMINISTRATOR WORK CALENDAR

Verona Area School District

JULY
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	31	

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

*new teacher days (green) and welcome back (blue)

SEPTEMBER
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			

*Staff PD day (orange) / no asynchronous learning

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

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

DECEMBER
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		

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

FEBRUARY
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

*Snow day makeup (pink)

MARCH
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			

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

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

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

Color Codes

☐	Beginning / End of School Year
Q	End of Quarter
P	Parent Conferences
◼	Back to School Days
◼	All Staff Professional Development / No School for Students
◼	Staff Wellness / No School for Students
◼	Retirement Notice Due Date
◼	Paid Holiday
◼	Unpaid Break

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

2025-26 SCHOOL YEAR

Verona Area School District

220-DAY ADMINISTRATOR WORK CALENDAR

JULY
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	31	

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

*new teacher days (green) and welcome back (blue)

SEPTEMBER
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			

*Staff PD day (orange) / no asynchronous learning

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

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

DECEMBER
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		

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

FEBRUARY
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

*Snow day makeup (pink)

MARCH
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			

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

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

JUNE
M	T	W	T	F
1	2	3	4	5
8	9	10	11-Q	12
15	16	17	18	19
22	23	24	25	26
29	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
- 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 'Ilah, Ash Wednesday, Good Friday, Eid Al-Adha, Yom Kippur, Naw Ruz Baha'i New Year

2025-26 SCHOOL YEAR

SUBSTITUTE WORK CALENDAR

JULY

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	31	

AUGUST

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

*welcome back (blue)

SEPTEMBER

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			

OCTOBER

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

NOVEMBER

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

DECEMBER

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		

JANUARY

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

FEBRUARY

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

MARCH

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			

APRIL

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

MAY

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

JUNE

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

Voluntary - Welcome Back Week

2025-26 SCHOOL YEAR

EXCLUSIVE SUBSTITUTE WORK CALENDAR

Verona Area School District

JULY

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	31	

AUGUST

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

*welcome back (blue)

SEPTEMBER

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			

OCTOBER

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

NOVEMBER

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

DECEMBER

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		

JANUARY

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

FEBRUARY

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

MARCH

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			

APRIL

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

MAY

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

JUNE

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

- Voluntary - Welcome Back Week
- Paid wellness day

STUDENT & FAMILY CALENDARS

Verona Area School District

VASD 2025-26 SCHOOL YEAR
STUDENT AND FAMILY CALENDAR

SEPTEMBER 2025

OCTOBER 2025

NOVEMBER 2025

DECEMBER 2025

JANUARY 2026

FEBRUARY 2026

MARCH 2026

APRIL 2026

MAY 2026

JUNE 2026

Legend:
- Beginning/End of School Year
- K-12 Late Start
- End of Quarter
- No School
- No School - Educator PD Day

DATES TO REMEMBER

- Sep 1 - No School
- Sep 2 - First day of school for K-5, 6, 9
- Sep 3 - School for all students K-12 (18-21-year-olds)
- October - Parent/Teacher Conferences (exact dates TBD by each school)
- Oct 23-24 - No School
- Nov 7 - End of 1st Quarter
- Nov 26-28 - No School
- Dec 22-Jan 2 - No School
- Jan 19 - No School
- Jan 23 - End of 2nd Quarter
- Feb 2 - No School / PD Day
- Feb 16 - No School
- March/April - Parent/Teacher Conferences (exact dates TBD by each school)
- Mar 23-27 - No School
- Apr 3 - End of 3rd Quarter
- May 25 - No School
- Jun 11 - End of 4th Quarter / Last Day of School

This calendar allows for two days of school cancellation.

Verona Area School District

VASD 2025-26 SCHOOL YEAR

2025-26 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 GLACIER EDGE NEW CENTURY STONER PRAIRIE SUGAR CREEK VERONA AREA INTERNATIONAL	9:20	2:25
BADGER RIDGE CORE KNOWLEDGE (K-8) SAVANNA OAKS	10:00	3:32
VERONA AREA HIGH SCHOOL	10:15	3:50

TUESDAY-FRIDAY DISTRICTWIDE K-12

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

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)

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

SKYWARD EMPLOYEE ACCESS

How do I access my paycheck stub?

- Log into Skyward

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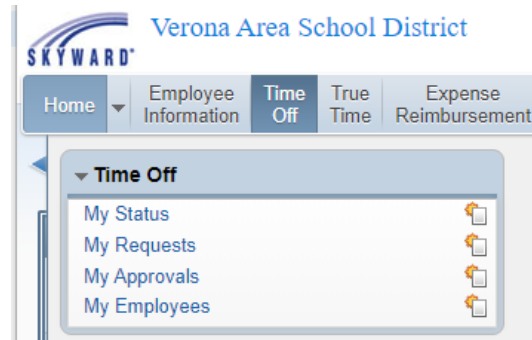

- Click to highlight the preferred payroll date to view
- Click on the Show Check box or Show Check with YTD Amts box (if you would like to see your year-to-date amounts) located on the right-hand side of your computer screen

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 and 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. ***

VERONA AREA SCHOOL DISTRICT
ABSENCE APPROVAL GUIDELINES

Below staff will find an overview of the procedures and definitions of paid general leave time off reasons available through the school district. The district recognizes that time off is needed and supported when it falls within the guidelines below. Any time off outside of the guidelines below (including unpaid time off) must be brought to the Human Resources Department for review. Time off will be reviewed and audited throughout the year. Any misuse of time off will be addressed through performance conversations.

Procedures

- All employees must use Skyward/Employee Access to report all absences. It is the responsibility of each employee to keep their login information private so others cannot use their access. Once logged in, employees are responsible for any information they provide, update or remove.
- Planned absences must be requested through Skyward/Employee Access/Time Off and approved by your supervisor as soon as the absence is planned and **at least 72 hours** prior to the requested start of the absence using the following process:
  - Log in to Skyward Employee Access using Google Single Sign On.
  - Select the "Time Off" tab on Employee Access then the "My Requests" option, then the "Add" link on the right side of the screen.
  - Enter the requested time off. Note, that a full-day absence for full-time teachers is considered to be 7.5 hours of leave time.
  - Please note that unpaid leave is considered on an exception basis for a "once in a lifetime" event.
  - Employees whose position requires a substitute must use Frontline Absence Management to secure a substitute by checking the "Sub Needed" box on the Skyward time off request screen. When the time off request is saved, the employee's Frontline login screen should open, and a substitute request can be entered.
  - Please check with your supervisor on other site-based reporting expectations, including if there are others who you should notify of your absence.
- Unplanned absences must be recorded on Skyward Employee Access as soon as the absence is known and (except in case of emergency) **at least two (2) hours** prior to the start of the employee's work day.
  - Employees who report an absence within two (2) hours of their start time or must leave work for illness/emergency during the work day must notify their supervisor after recording their absence in Skyward. Please check with your supervisor on other site-based reporting expectations.
  - Employees whose position requires a substitute must use Frontline Absence Management to secure a substitute by checking the "Sub Needed" box on the Skyward time off request screen. When the time off request is saved, the employee's Frontline login screen should open, and a substitute request can be entered.
  - Please check with your supervisor on other site-based reporting expectations, including if there are others who you should notify of your absence.

Absence Types and Information

Time off requests listed below can be taken in increments of time, not just full days and half days.

REASON	EXPLANATION REQUIRED	COMMENTS
PERSONAL DAYS		
Personal Day (see Employee Handbook)		- See employee handbook for the number of members per building that may use this leave on any one day - No personal days shall be taken on the day before or after an unpaid break or holiday except as approved by the building administrator/supervisor after consultation with Human Resources - In no instances may personal days be scheduled on work days designated as professional development days on an employee's work day calendar - Only one (1) personal leave day may be used after April 30th for any school-year (10/11 month employee) - Personal leave days must be used prior to May 24th for any school-year (10/11 month employee) - The employee's supervisor must be notified, approval given, and the absence entered into Skyward and AESOP/Frontline (if the position requires a sub) at least three (3) days prior to the planned absence. Employees should not make financial commitments for days off associated with personal days until after approval is given

REASON	EXPLANATION REQUIRED	COMMENTS
GENERAL LEAVE REASONS		
Academic Conference (general leave)		General leave is deducted from the employee's leave bank
Adverse Weather/School Emergency		May only be used for days officially called by the district
Doctor/Dentist		- Time off is limited to the time of the appointment and travel time. Any additional time off needs to follow the other general leave guidelines. Full-day absences will require further documentation to confirm the need for a full day. - No approval for pets that are ill or need to go to the vet
Emergency- Immediate Family	Yes	One occurrence allowed per year
Family Wedding	Yes	- Need location of wedding - Up to one (1) day for a family wedding or where the employee is member of the wedding party; up to two (2) days if outside of Dane County
Field Trip		Work-related (not for own child unless in employee's class)
Floating Holiday		Must be used within the contract year. Available to hourly, CTS, and administrators only.
Funeral/Bereavement of Relative/Friend		Any time beyond 5 days should be reviewed by HR in the event other leave reasons might be more appropriate (FMLA for example)
Graduation of Family Member	Yes	- Need location of graduation - Up to one (1) day; up to two (2) days if outside of Dane County
Illness of Employee (self)		Consecutive time off in excess of 5 days may require FMLA certification and paperwork. Please contact HR for more information.
Illness of Immediate Family Member		- No approval for pets that are ill - Consecutive time off in excess of 5 days may require FMLA certification and paperwork. Please contact HR for more information.
Jury Duty		Supporting documentation must be forwarded to Payroll/Benefits Office

REASON	EXPLANATION REQUIRED	COMMENTS
Legal Involvement	Yes	• Examples of Explanation: court, divorce, house closing, child support. • Time off is limited to the time of the appointment and travel time. Any additional time off needs to follow the other general leave guidelines. Full-day absences will require further documentation to confirm the need for a full day.
Low Utilization Incentive		• Employees who use 3 or fewer general leave days in any given year shall be allowed to utilize one (1) day the following school year from their general leave allocation, subject to usage restrictions for personal days.
Meeting		• Work-related/on-site, no leave time deducted
Mental Health/Personal Wellness Day (see Employee Handbook)		• To be used to relieve work stress or renew vitality, not to be used as a vacation or other VASD leave reason. • Cannot be taken the day before/after a vacation period/holiday • Cannot be scheduled days/week(s) in advance
Military Service Proceedings	Yes	• Includes graduation, call to active duty, and induction to service • Up to one (1) day; up to two (2) days if outside of Dane County
Religious Holiday	Yes	• Must be an official religious holiday; religious services are not covered
School Visit w/Child (PK-12 only)	Yes	• Age of child required, leave only available for PK-12 children • College moving and child sporting events not eligible
Testing		• Work-related, no leave time deducted
Workshop/Conference (sent by VASD)		• No leave time deducted

Questions

Time off questions should be sent to your supervisor and/or the HR Helpdesk (payrollbenefits@verona.k12.wi.us)

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...