

PR COMPENSATION CONCERN WORKSHEETS

Complete the [PR Compensation Concern Worksheet](#) using the steps outlined below. Submit your compensation concern worksheet by **September 5th** for September payroll adjustments. Forms received after that date will be corrected on the October payroll. If you need further assistance with task widgets or completing the form, please contact Sarah Partain, spartain@ems-isd.net.

Eagle Mountain Saginaw ISD

Grover Cleveland Account Preferences Exit ?

Home Employee Information Time Off FastTrack Open Positions

Employee Access

Jump to Other Dashboards

- *Calendar
- Skyward User
- Employee
- Reset Dashboards
- Select Widgets

Task Manager (1)

Date	Task Summary	Subject
Mon Aug 09 2:34pm	TRANSFER: APPROVAL	BETANCOURT

District Information

Eagle Mountain Saginaw I S D

1200 OLD DECATUR RD
FORT WORTH TX 76179

Task Processes

- PR COMPENSATION CONCERN WORKSHEET**
- SUBMIT RESIGNATION/RETIREMENT FORM

My Time Off Status

Time Off Code	Remaining	Approved	Waiting	Available
COMP HRS	0h 00m			0h 00m
JURY DUTY	0 Days			0 Days
PERSONAL LEAVE-STATE	5 Days			5 Days
SICK LEAVE-LOCAL	7 Days			7 Days
VACATION	0 Days			0 Days
VACATION ACCUMULATED	0 Days			0 Days
xDOCK	0 Days			0 Days

Add Time Off Request

In the *Task Processes* window click the [PR Compensation Concern Worksheet](#) hyperlink.

If you do not have access to the *Task Processes* window [click here](#) to add it to your home page.

PR COMPENSATION CONCERN WORKSHEETS

Click the **Open** button.

TM Process: PR COMPENSATION CONCERN WORKSHEET



Employee:

IF YOU HAVE QUESTIONS REGARDING YOUR ANNUAL SALARY AND/OR BENEFIT DEDUCTIONS, PLEASE COMPLETE THE COMPENSATION CONCERN WORKSHEET.

1. General

PLEASE COMPLETE THE COMPENSATION CONCERN WORKSHEET TO SUBMIT A QUESTION OR CONCERN RELATED TO YOUR SALARY, STIPENDS, CHECK HISTORY, OR BENEFIT DEDUCTIONS. CLICK THE "OPEN" BUTTON BELOW TO GET STARTED.

Custom Forms

Custom Profile	COMPENSATION CONCERN WORKSHEET	COMPENSATION CONCERN WORKSHEET	Open
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COMPENSATION CONCERN FORM

- General**
- Notes
- Attachments
- Close Process

Step 1 of 4

Next

Process History

Save and Finish Later

Reassign Task

PR COMPENSATION CONCERN WORKSHEETS

Complete the following fields on the form:

- Position with EMS ISD
- Contact phone numbers
- Description of concern

COMPENSATION CONCERN WORKSHEET				  	
Name: CLEVELAND, GROVER S. Employee Type: TUTOR Building Code: 999				Save	
				Save and Print	
				Back	
 EAGLE MOUNTAIN SAGINAW ISD <i>Fostering a Culture of Excellence</i>		EMS ISD Compensation Concern Worksheet			
Name: GROVER S CLEVELAND		Position: Teacher			
Phone (W): (817) 517-2385		Phone (H):		Phone (C):	
Description of Concern:					
My matrix step should be step 5. All service records have been received by HR.					
Payroll & HR Office Use Only Below This Line					
Disposition/Resolution:					
Reviewed By:		Area of Concern (Required):			
Date Completed and Employee Notified:					
Compensation Concern Worksheet					
Revised 08/13/2021					

Once complete, click **Save** to save and close the form. Click **Save and Print** to save and print the form.

PR COMPENSATION CONCERN WORKSHEETS

Click the **Next** button.

TM Process: PR COMPENSATION CONCERN WORKSHEET



Employee:

IF YOU HAVE QUESTIONS REGARDING YOUR ANNUAL SALARY AND/OR BENEFIT DEDUCTIONS, PLEASE COMPLETE THE COMPENSATION CONCERN WORKSHEET.

1. General

PLEASE COMPLETE THE COMPENSATION CONCERN WORKSHEET TO SUBMIT A QUESTION OR CONCERN RELATED TO YOUR SALARY, STIPENDS, CHECK HISTORY, OR BENEFIT DEDUCTIONS. CLICK THE "OPEN" BUTTON BELOW TO GET STARTED.

Custom Forms

Custom Profile	COMPENSATION CONCERN WORKSHEET	COMPENSATION CONCERN WORKSHEET	Open
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COMPENSATION CONCERN FORM

- General**
- Notes
- Attachments
- Close Process

Step 1 of 4

Process History

Click the **Next** button.

You may enter a note by clicking the **Add** button. Notes are optional.

You may enter a note by clicking the **Add** button. Notes are optional.

PR COMPENSATION CONCERN WORKSHEETS

Click the **Next** button.

TM Process: PR COMPENSATION CONCERN WORKSHEET



Employee:

IF YOU HAVE QUESTIONS REGARDING YOUR ANNUAL SALARY AND/OR BENEFIT DEDUCTIONS, PLEASE COMPLETE THE COMPENSATION CONCERN WORKSHEET.

3. Attachments

Description ▲	Step	Inputted File	Date Modified	
There are no records to display; check your filter settings.				

0 records displayed

Add

Edit

Delete

COMPENSATION CONCERN FORM

- General
- Notes
- Attachments**
- Close Process

Step 3 of 4

Previous

Next

Process History

Save and Finish Later

Reassign Task

You may add an attachment by clicking the **Add** button. Attachments are optional.

PR COMPENSATION CONCERN WORKSHEETS

Click "Submit Compensation Concern" button to submit your form and have it reviewed. You will receive a confirmation email once you submit your form.

TM Process: PR COMPENSATION CONCERN WORKSHEET



Employee: CLEVEGRO000 CLEVELAND, GROVER S

IF YOU HAVE QUESTIONS REGARDING YOUR ANNUAL SALARY AND/OR BENEFIT DEDUCTIONS, PLEASE COMPLETE THE COMPENSATION CONCERN WORKSHEET.

4. Choose Next Task

Select the Next Task

Select the button below to create the Next Task:

SUBMIT COMPENSATION CONCERN
(BRUBAKER, HEATHER MASON)

COMPENSATION CONCERN FORM

- General
- Notes
- Attachments
- Choose Next Task

Step 4 of 4

Previous

Process History

Save and Finish Later

Reassign Task

PR COMPENSATION CONCERN WORKSHEETS

Instructions for turning on task widgets

**Eagle Mountain Saginaw ISD**

Grover ClevelandAccountPreferencesExit?

HomeEmployee InformationTime OffFastTrack Open Positions

Employee Access

Favorites New Window My Print Queue

Jump to Other Dashboards

*Calendar

Skyward User

Employee

Reset Dashboards

Select Widgets

Task Manager (4)

Date	Task Summary	Su
Mon Aug 09 2:34pm	TRANSFER: APPROVAL	BE
Fri Aug 27 3:02pm	COMPENSATION CONCERN FORM	
Fri Aug 27 3:08pm	COMPENSATION CONCERN FORM	
Fri Aug 27 3:56pm	COMPENSATION CONCERN FORM	

District Information

Eagle Mountain Saginaw I S D
1200 OLD DECATUR RD
FORT WORTH TX 76179

Task Processes

PR COMPENSATION CONCERN WORKSHEET
 SUBMIT RESIGNATION/RETIREMENT FORM

My Time Off Status

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VACATION	0 Days			0 Days
VACATION ACCUMULATED	0 Days			0 Days
xDOCK	0 Days			0 Days

Add Time Off Request

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Turn on *Task Widgets*.

Click the *Select Widgets* hyperlink.

PR COMPENSATION CONCERN WORKSHEETS

The screenshot shows the 'Dashboard Maintenance' window with two tabs: 'Skyward User' and 'Employee'. The 'Employee' tab is active. On the right side of the window, there is a vertical toolbar with buttons: 'Save' (yellow), 'Add Dashboard', 'Rename Selected Dashboard', 'Delete Selected Dashboard', 'Reset Selected Dashboard', 'Uncheck All Items', and 'Back'. The main area is divided into two sections: 'Everyone's Widgets' and 'Employee Widgets'. In 'Everyone's Widgets', 'Calendar Events' is checked. In 'Employee Widgets', 'My Time Off Status' and 'Task Processes' are checked. 'Task Manager' is also checked and highlighted with a yellow background. A legend at the bottom indicates that a star icon means 'Indicates a widget that is suggested by the district.'.

Widget	Selected	District Suggested
Calendar Events	☒	
Last Five Logins	☐	
Skyward Twitter Feed	☐	
District Information	☒	Yes
RSS Feeds	☐	
Web Favorites	☐	
AP Payments	☐	
Favorites	☐	
My Time Off Status	☒	Yes
Recent Programs	☐	Yes
Task Processes	☒	
District News	☐	Yes
My Print Queue	☐	Yes
Notifications	☐	
Task Manager	☒	

★ Indicates a widget that is suggested by the district.

Select *Task Manager* – this displays tasks that are pending action by you.

Select *Task Processes* – starting point for a task.

Click the **Save** button.

[Click here](#) to return to the beginning of the instructions.