



SKYWARD EMPLOYEE USER GUIDE



AVON COMMUNITY
SCHOOL
CORPORATION

Please refer to this guide for instructions on commonly used areas in our HR/Payroll system:

Personal Information **Pg 1**

- Accessing and Updating

Payroll Information **Pg 2**

- Accessing and Updating

Time Off **Pg 3**

- How to request and track time used.

Time Clocks & True Time **Pg 5**

- Time clock rules and operation.

Emergency Contacts **Pg 8**

- How to Add
-

Skyward – Personal & Payroll Info

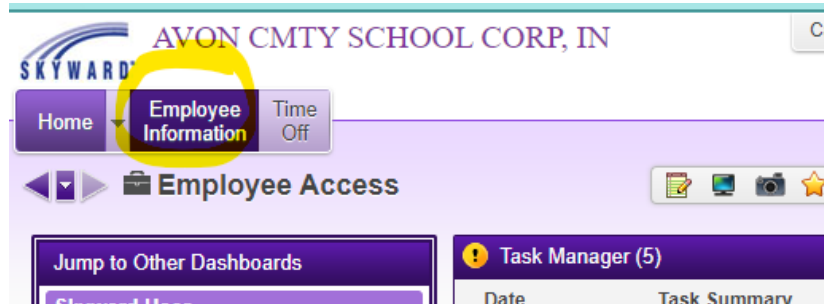
Log into Skyward – Click the Link: [Login - Powered by Skyward \(avon-schools.org\)](https://skyward.avon-schools.org/scripts/wsisa.dll/WService=wsFin/seplog01.w)

or copy/paste full link into web browser:

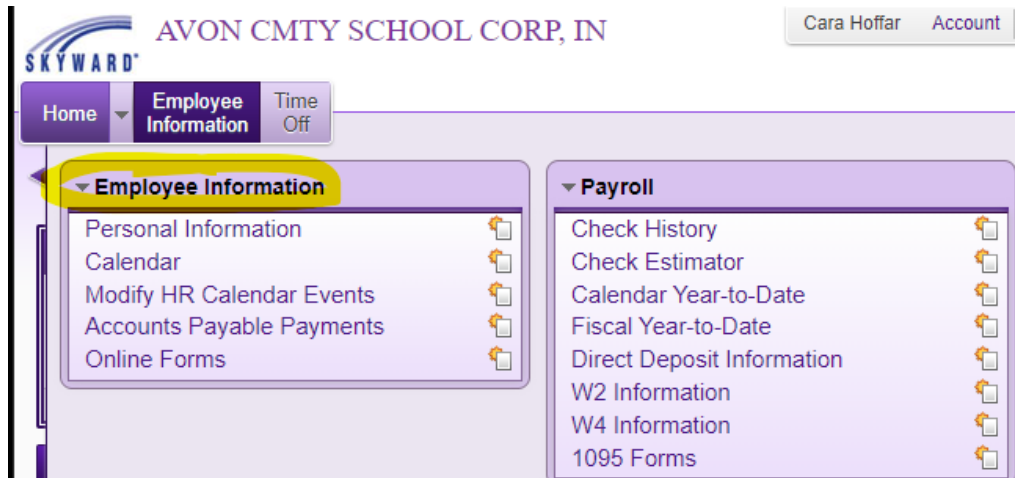
<https://skyward.avon-schools.org/scripts/wsisa.dll/WService=wsFin/seplog01.w>

Review Personal Contact Information

Click “Employee Information” Tab



To view your personal information, under “Employee Information,” click “Personal Information”

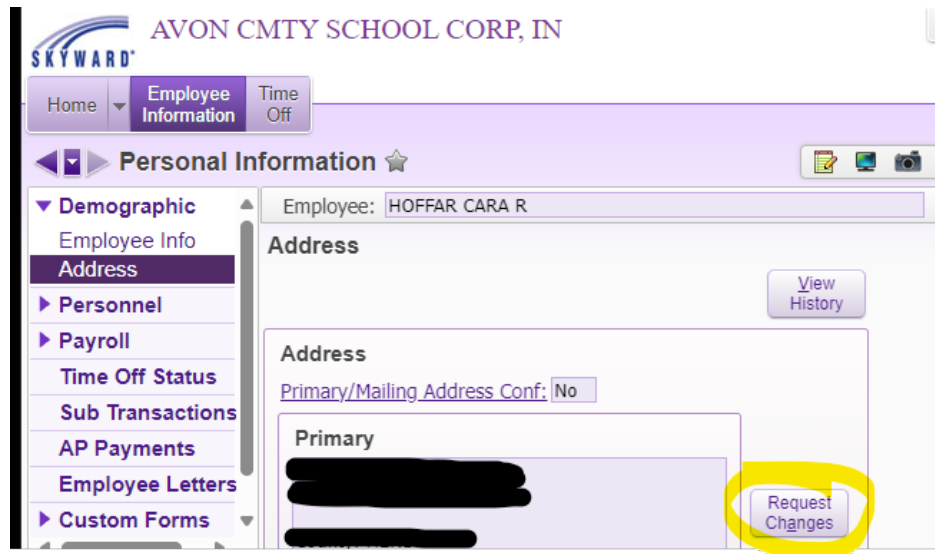


Review your phone number, personal email, home address by clicking on both “Employee Info” and “Address” sections on the left-side menu list.



You may update your contact information by clicking on “Request Changes” on the page and follow the prompts.

- **NOTE:** You must always click the “Save” button on the screen once you have made updates.

A screenshot of the Skyward HR system interface for Avon Community School Corp, IN. The top navigation bar includes 'Home', 'Employee Information', and 'Time Off'. The left sidebar shows a menu with 'Personal Information' selected, and sub-items like 'Demographic', 'Employee Info', 'Address', 'Personnel', 'Payroll', 'Time Off Status', 'Sub Transactions', 'AP Payments', 'Employee Letters', and 'Custom Forms'. The main content area displays 'Employee: HOFFAR CARA R' and 'Address' information. A 'View History' button is visible. A 'Request Changes' button is highlighted with a yellow circle.

Click “Save”

Review Pay Statements, Pay History, Direct Deposit Info, W2, 1095 Forms

A screenshot of the Skyward HR system interface for Avon Community School Corp, IN. The top navigation bar includes 'Home', 'Employee Information', and 'Time Off'. The left sidebar shows a menu with 'Employee Information' selected, and sub-items like 'Personal Information', 'Calendar', 'Modify HR Calendar Events', 'Accounts Payable Payments', and 'Online Forms'. The main content area displays 'Payroll' information. A 'Request Changes' button is highlighted with a yellow circle.

Click on any of the options to review various payroll information.

Hint: The check estimator tool is a great way to determine how changes to your tax set up may affect your pay check.

If you need to make changes to either your direct deposit or tax set-up, you may visit the Payroll page of Avon’s Staff Portal to access the required forms, or reach out directly to the ACSC Payroll Department.

Staff Portal – Payroll: [Payroll - Avon Community School Corp \(avon-schools.org\)](https://www.avon-schools.org/staff-intranet/payroll)

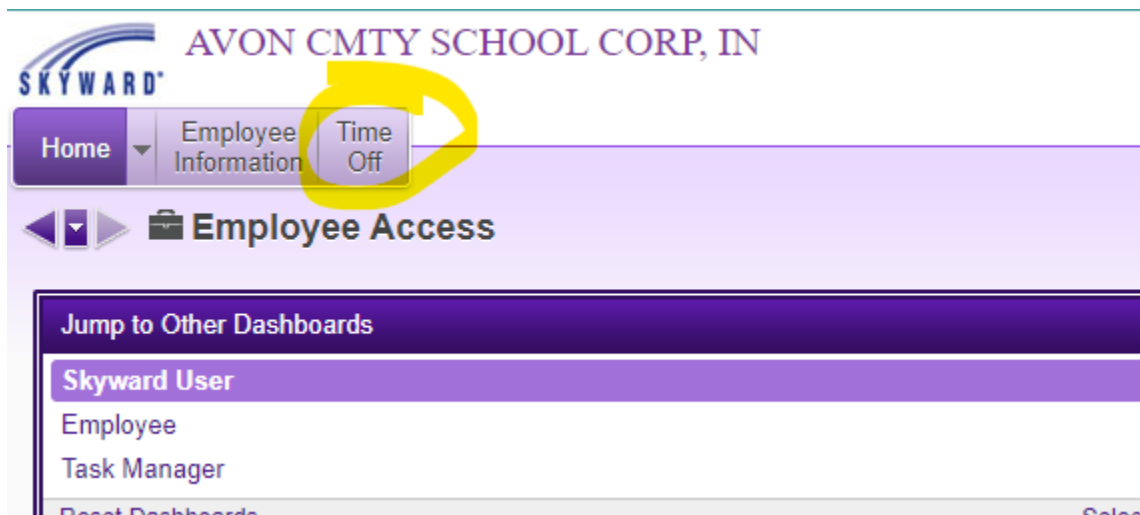
Or copy/paste the following address into your web browser:

<https://www.avon-schools.org/staff-intranet/payroll>

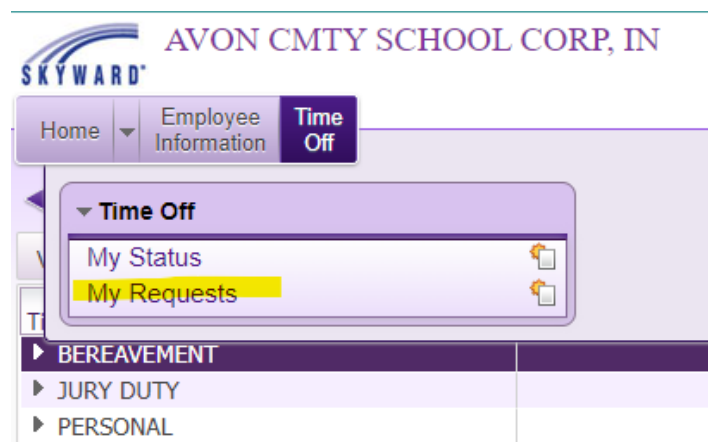
Skyward - Adding Time Off

Log into Skyward. [Login - Powered by Skyward \(avon-schools.org\)](https://avon-schools.org)

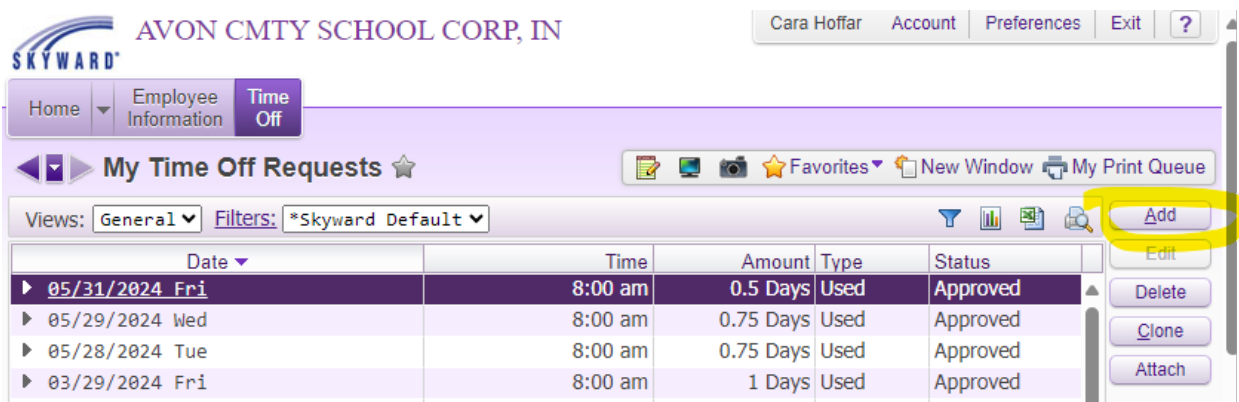
Click "Time Off"



Click "My Requests"



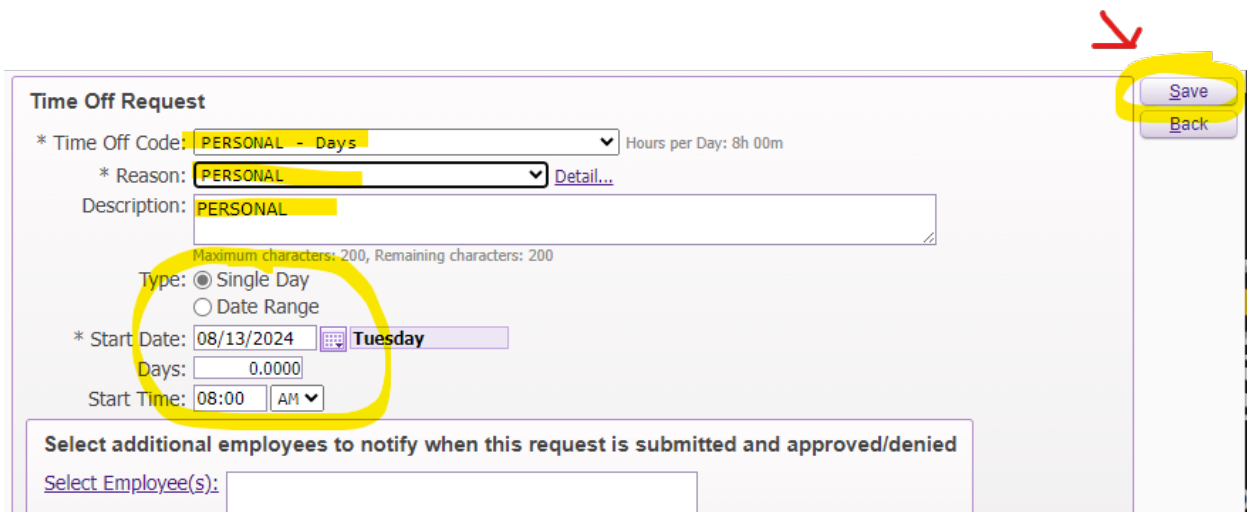
Click "Add"



In the “Time Off Request” box, select the correct Time Off Code from the dropdown.

- **Note:** If employees run out of paid time off and must be absent beyond their allotment of days, the school still requires time off be entered using the code “Without Pay”
- Select the correct Reason. (In most cases, this should match the time off code)
- Add any description notes you wish to share.
- Select Single Day or Date Range
- Select the correct date.
- Enter day as 0.5 or 1.0 for half or full day.
- Enter Start Time of absence.

Click “Save”



The screenshot shows the "Time Off Request" form. A red arrow points to the "Save" button in the top right corner, which is also circled in yellow. Another yellow circle highlights the "Type" section, which includes the "Single Day" radio button (selected), the "Date Range" radio button, the "Start Date" field (08/13/2024), the "Days" field (0.0000), and the "Start Time" field (08:00 AM). The form also includes fields for "Time Off Code" (PERSONAL - Days), "Reason" (PERSONAL), and "Description" (PERSONAL). A "Detail..." link is next to the Reason field. At the bottom, there is a section titled "Select additional employees to notify when this request is submitted and approved/denied" with a "Select Employee(s):" dropdown.

Once you click “Save” the request will be sent to your supervisor by email to approve. You will then receive an email from Skyward once the time has been approved.

Note: You do not need to use the “additional employees to notify” section, unless your building specifically asks you to include anyone other than your supervisor.

Skyward – True Time (Time Sheets)

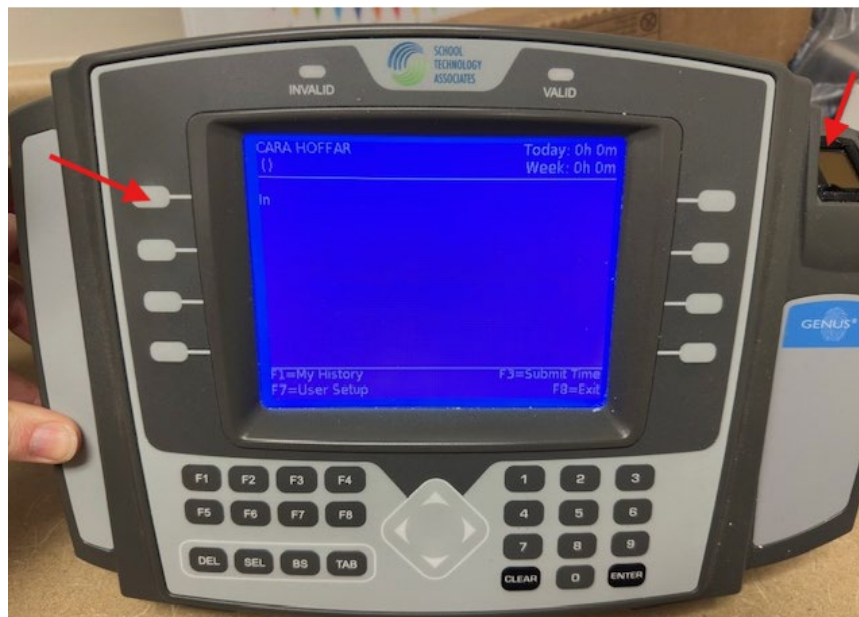
General Notes About Timekeeping:

- Every building has time clocks. Your supervisor or building secretary will show you the location(s) when you report to the building.
- Employees also have an option to clock in through Skyward from a computer. Most employees find it more convenient to use a time clock.
- Our time clocks record time by biometrics (fingerprint).
 - If your fingerprint does not work at any time, you can use your 6-digit door pin to clock in/out.
- Our time clocks round time to the nearest 15 minutes.
 - For example, if you clock in at 7:53am, the clock records your punch as 8:00am.
- Employees do not have the option to correct their own time sheets.
 - If you miss a punch in or out, you will need to contact your building's time sheet approver.
 - If you are not sure who this is, please ask your supervisor.
 - Weekly time sheets should be submitted at the end of Friday, each week, to ensure timely pay.
- Most employees have an automatic 30-minute unpaid lunch deduction if they work 4.25 hours or more per day.
 - Confirm this with your supervisor.
 - If you miss a lunch or the time you take needs to be altered from 30 minutes because it was shorter or longer, please ask your time sheet approver to adjust.

Clocking at a Time Clock

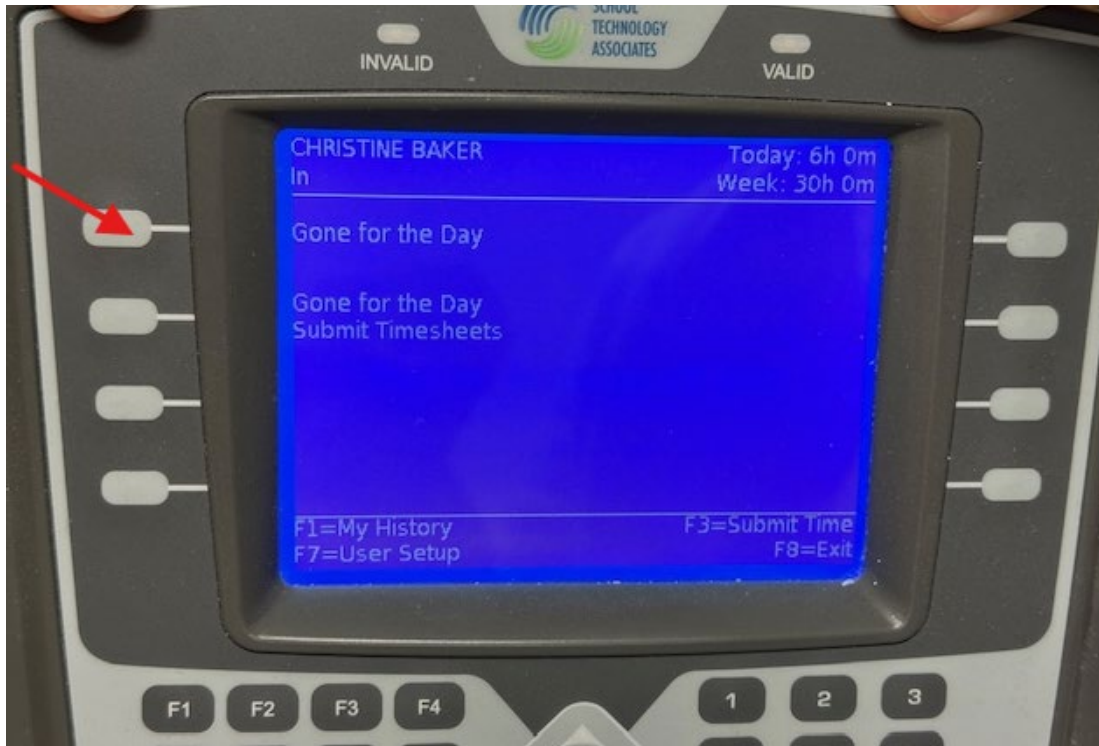
Clocking In - Place your finger on the sensor to start the process.

- Confirm your name listed at the top.
- When arriving to work, the screen should list "In"
- Press the button next to "In" and follow any additional prompts to submit your time.



Clocking Out - Place your finger on the sensor to start the process.

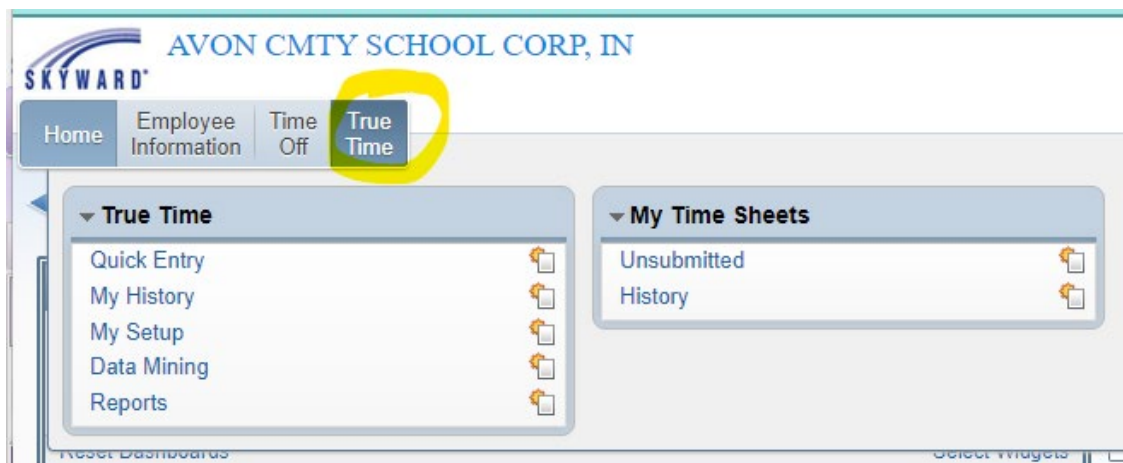
- Press the button next to “Gone for the Day” and follow any additional prompts to submit your time.
- You will use “Gone for the Day Submit Timesheets” when clocking out each Friday.
- If you have questions, please ask your building time sheet approver for clarification.



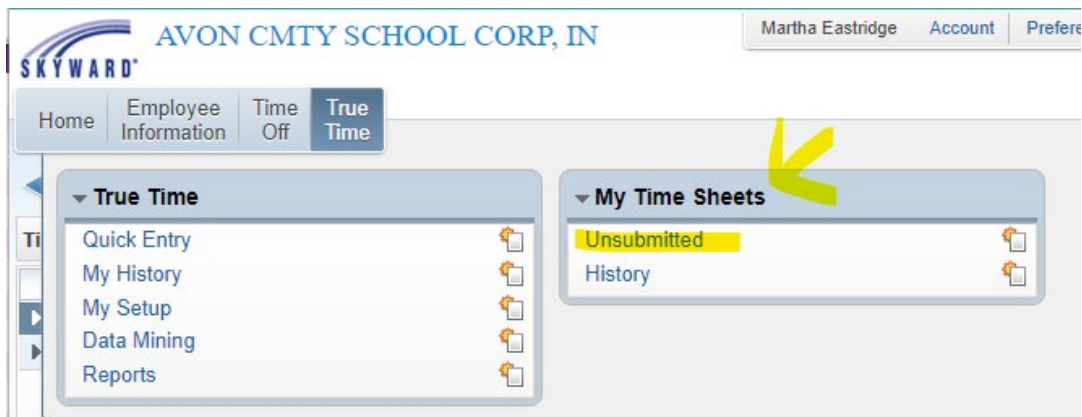
Reviewing your Time Sheets in Skyward

Log into Skyward. [Login - Powered by Skyward \(avon-schools.org\)](http://avon-schools.org)

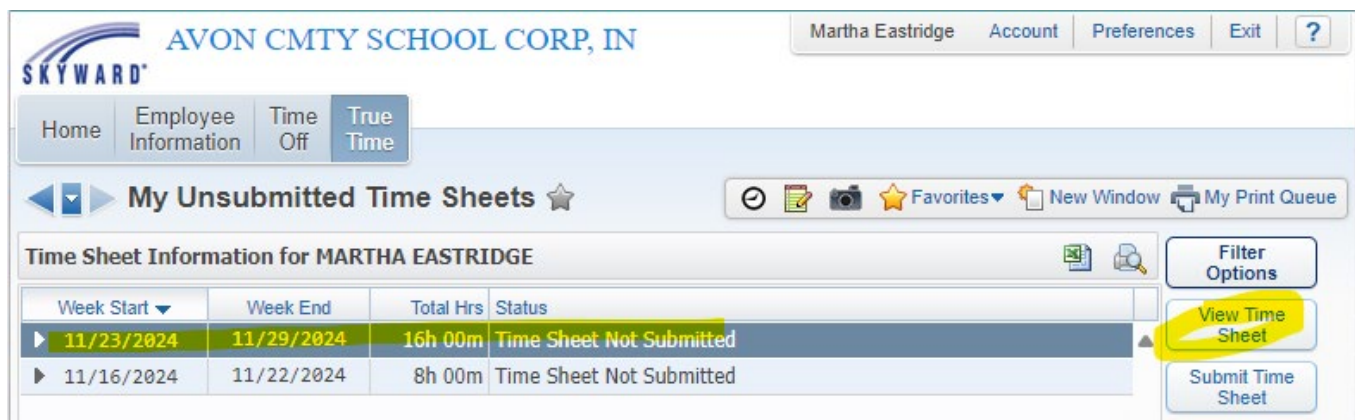
Click “True Time”



To view current active time sheet → Under “My Time Sheets,” click “Unsubmitted”



Highlight the week you wish to view, click “View Time Sheet”



Review your timesheet:

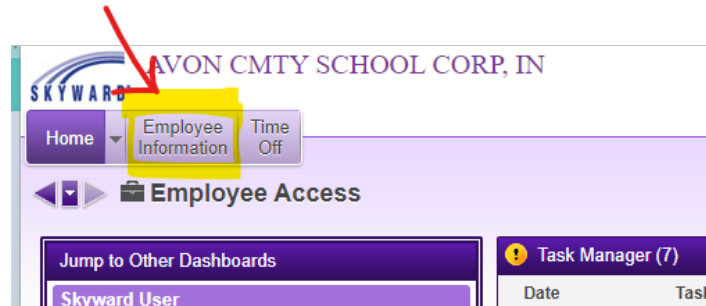
Daily Totals			
	Status	Note	Hours
Monday 11/18/24			
7:30 AM (7:25) -	11:30 AM (11:30) IN		4h 00m
11:30 AM (11:30) -	12:00 PM (12:00) LNCH	Auto Create Lunch	0h 30m
12:00 PM (12:00) -	4:00 PM (3:58) IN		4h 00m
11/18/24 Total Hours:			8h 00m
Tuesday 11/19/24			
7:30 AM (7:32) -	11:30 AM (11:30) IN		4h 00m
11:30 AM (11:30) -	12:00 PM (12:00) LNCH	Auto Create Lunch	0h 30m
12:00 PM (12:00) -	4:00 PM (4:00) IN		4h 00m
11/19/24 Total Hours:			8h 00m
Wednesday 11/20/24			
7:30 AM (7:28) -	11:30 AM (11:30) IN		4h 00m
11:30 AM (11:30) -	12:00 PM (12:00) LNCH	Auto Create Lunch	0h 30m
12:00 PM (12:00) -	4:00 PM (4:01) IN		4h 00m
11/20/24 Total Hours:			8h 00m
Thursday 11/21/24			
7:30 AM (7:31) -	11:07 AM (11:07) IN		3h 37m
11:07 AM (11:07) -	11:37 AM (11:37) LNCH	Auto Create Lunch	0h 30m
11:37 AM (11:37) -	3:15 PM (3:18) IN		3h 38m
11/21/24 Total Hours:			7h 15m
Friday 11/22/24			
7:30 AM (7:31) -	11:52 AM (11:52) IN		4h 22m
11:52 AM (11:52) -	12:22 PM (12:22) LNCH	Auto Create Lunch	0h 30m
12:22 PM (12:22) -	4:45 PM (4:38) IN		4h 23m
11/22/24 Total Hours:			8h 45m

Skyward - Add Emergency Contacts

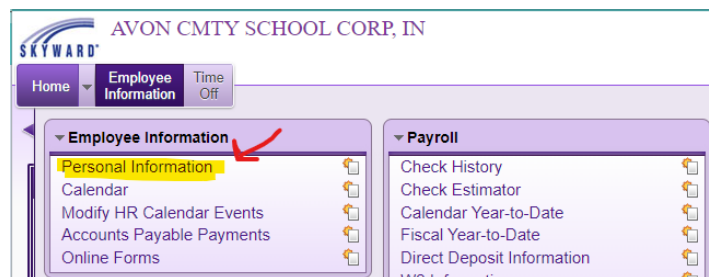


AVON CMTY SCHOOL CORP, IN
Avon Community School Corporation

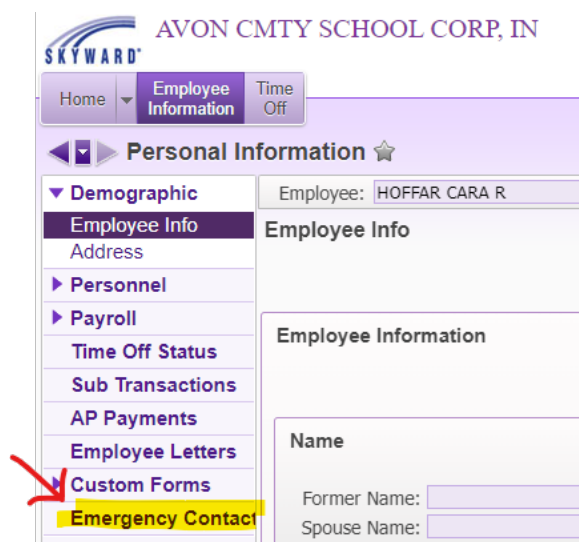
Log into Skyward. Click on the “Employee Information” Tab at top of the screen.



Under “Employee Information,” click on “Personal Information”



On next screen, click on “Emergency Contact” at bottom of left-side list.



On the next screen, click “Add”

AVON CMTY SCHOOL CORP, IN

Cara Hoffar Account Preferences Exit ?

Home Employee Information Time Off

Personal Information

Employee: HOFFAR CARA R

Emergency Contacts

Views: General Filters: *Skyward Default

Seq #	Last Name	First	Middle	R
01	HOFFAR	RYAN	B	H

Add Edit Delete Move Up Move Down

Complete information on form. Only fields with asterisks* are required. At minimum, enter name, relationship, primary phone.

Click "Save"

Request a New Emergency Contacts

Save Back

Demographic Information

Contact Number: 2

* First Name: DONALD Middle Name: Last Name: DUCK

Gender: Marital Status: Date of Birth:

Race: Language:

Emergency Information

Relationship: Emergency Comment:

Pick Up: Maximum characters: 256, Remaining characters: 256

Contact Information

* Primary Phone: Ext: Fax:

You can add as many emergency contacts as you like. We recommend at least two.

You can update your emergency contacts in Skyward as needed.

Thank You!