Employee Access User Guide

International Leadership of Texas

INTRODUCTION What is 'Employee Access'? Employee Access is a program in Skyward that:

1. Allows employees to monitor their district records regarding employee contact information, monthly and yearly pay documentation, federal withholding information and leave status through Employee Information

2. Allows employees to request absences through Time Off

3. Allows non-exempt employees to clock in / out through True Time

Access to the web site is through a district provided username and password. Access can be obtained from either district computers or from home using a link on the www.iltexasdistrict.org web site.

GETTING STARTED

To access Skyward Employee Access, you will need a username and password. These are provided by Human Resources. If you have forgotten or lost your username and password, please contact Human Resources to obtain a replacement. If you have a district email account, you may also obtain your login information using the self-help feature on the sign in web page.

CONNECT AT WORK / HOME. Go to the District Internet Site, www.iltexasdistrict.org and select the icon labeled Skyward then select the "Finance data base/Employee Access"

Next you will log in to the site:

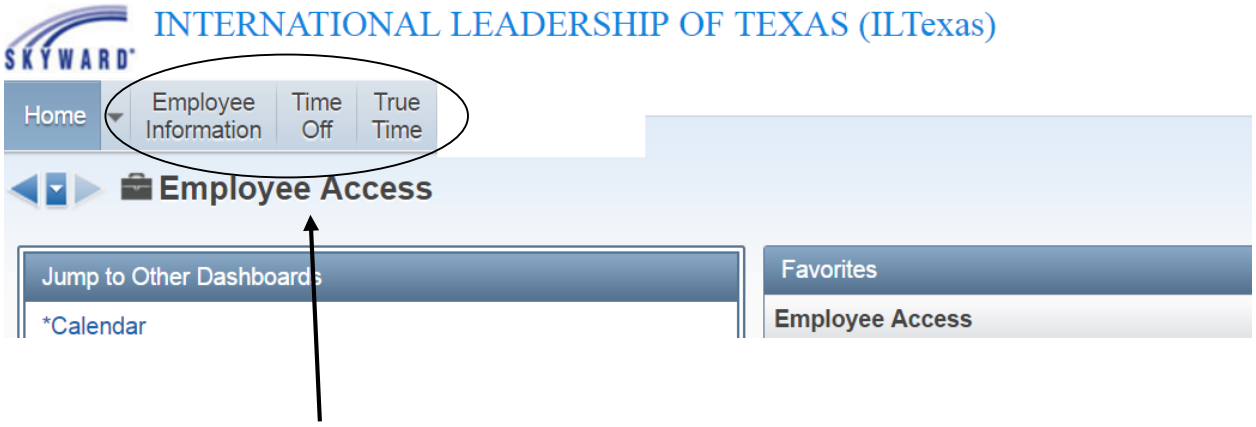
1. Type in your Login ID and Password as provided by the Human Resources Office. Then click on the LOGIN button

   Note: If you do not remember your Login ID and / or Password, click on 'Forgot your Login/Password?' and follow the instructions.

2. Be sure you change your password. When you first log in you will be asked to change your password. Please use a password that is unique.

Navigating Employee Access:

Once you have signed in, you will see a screen similar to the one below. If you use Skyward for other job responsibilities, you may see other tabs as well.



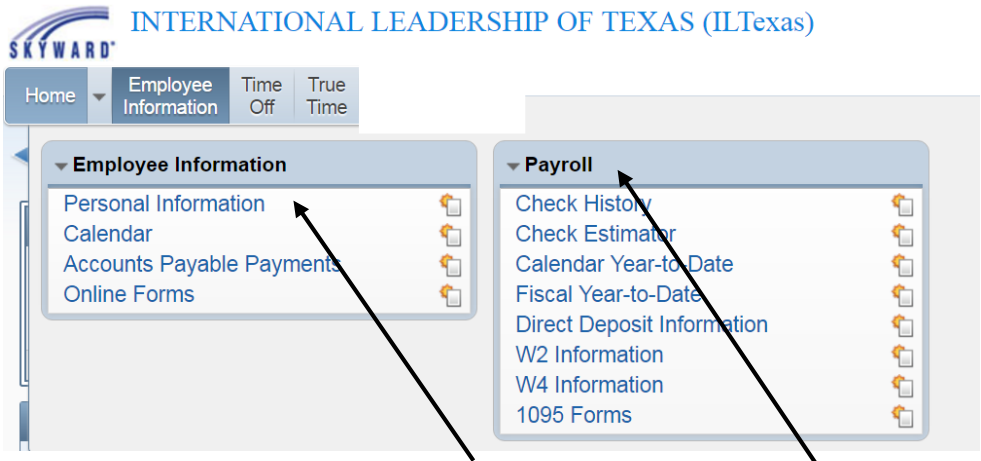
Depending upon your employee category, you may see three options in Employee Access:

1) Employee Information 2) Time Off and 3) True Time.

The User Guide will describe these three options in the following pages.

EMPLOYEE INFORMATION

When you click on the 'Employee Information' button, you will see the following screen:



You will see several options under 'Employee Information' and 'Payroll.' Please note there are several ways to obtain the same information. For example, if you select 'Personal Information', this option will also allow you to see payroll information as well.

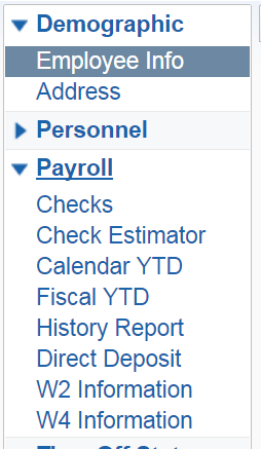
If you click on the 'Personal Information' option, you will see the following screen:

On this page, you can view:

Demographic – you can view your information that is currently recorded in Skyward, such as name, phone, race and ethnicity, and address (Important note: if you notice any inaccuracies, email your corrections to Human Resources)

Personnel – you can view your information currently recorded in Skyward, such as employee type, degrees earned and at what institution, and certifications (Important note: if you notice any inaccuracies, email your corrections to Human Resources)

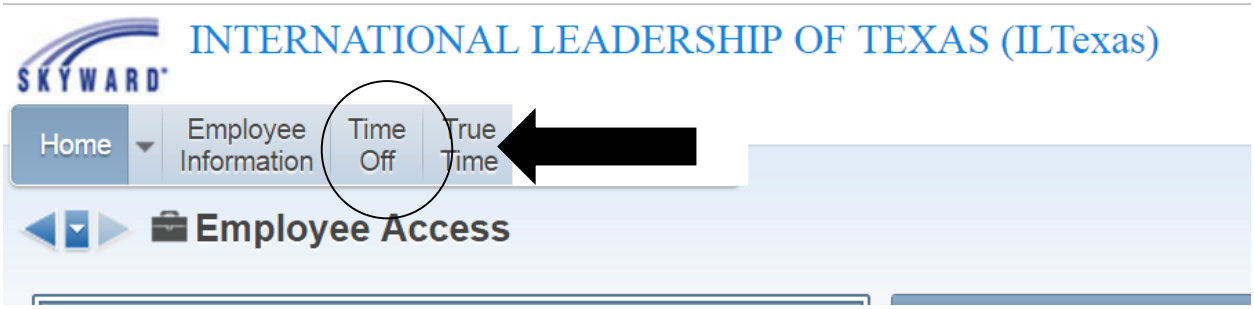
Payroll: you can view payroll information such as:



- **Check information** – this will allow you to view your checks and print them off as needed
- **Check Estimator** - Use this process to calculate your net pay if you changed W4 information. This is for estimating only. Your W4 information is not changed with the Payroll Department. (Note: If you want to change your W4 information, a new form must be submitted to the Payroll Department).
- **Calendar YTD (Year to Date)** – View the totals of your pay checks for the calendar year (starting in January) by clicking the Show Calendar YTD Button. This view is a printable copy of your pay details for the calendar year.
- **Fiscal YTD (Year to Date)** – View the totals of your pay checks for your fiscal year by clicking the Show Fiscal YTD Button. This view is a printable copy of your pay details for the fiscal year. You can also view the details by clicking the plus button by the record.
- **Direct Deposit Information** – View your direct deposit information. If you need to change your direct deposit information, you must submit the form to the Payroll Department. (Note: If you want to change your direct deposit information, a new form must be submitted to the Payroll Department and your first check will be a paper check).
- **W2 Information** – View your W2 information by clicking the Show W2 Info Button. This is a printable copy of your W2 information.
- **W4 Information** – View your W4 information by clicking the Show W4 Info Button. This is a printable copy of your W4 information. (Note: If you want to change your W4 information, a new form must be submitted to the Payroll Department).

TIME OFF

When you click on the 'Time Off' button (the second button option in Employee Access), you will see the following screen:



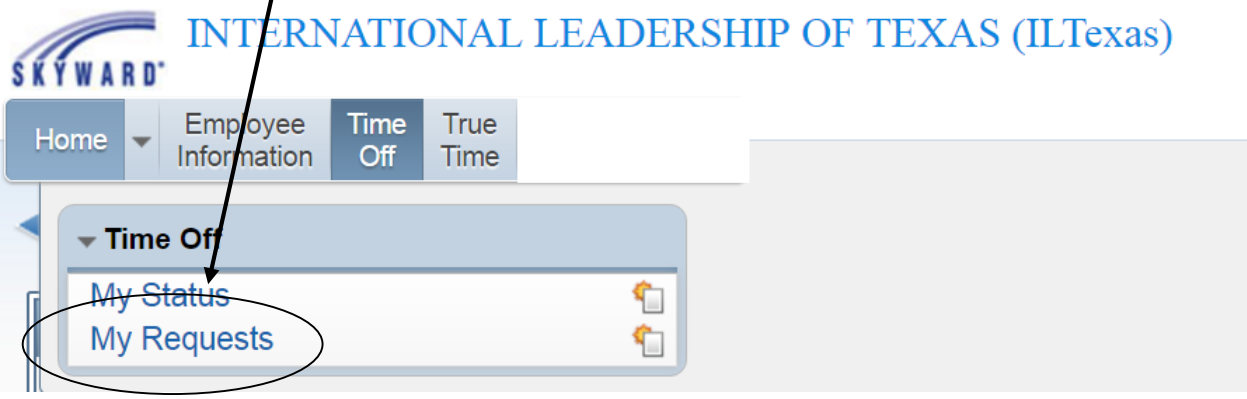
*** Note**: If you have Supervisor access, you will also see 'My Approvals' and 'My Employees' as options under Time Off. Please see the Employee Access Guide for Supervisors for further instructions.

***My Status** – this option will allow you to view the leave availability for you in Skyward

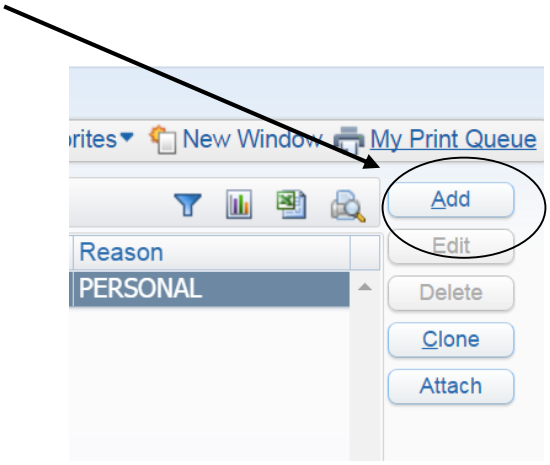
***My Requests** – this option will allow you to view the time off you have taken in the past as well as make a request for time off

HOW TO REQUEST TIME OFF?

Step 1: Click on 'My Requests' under the Time Off area

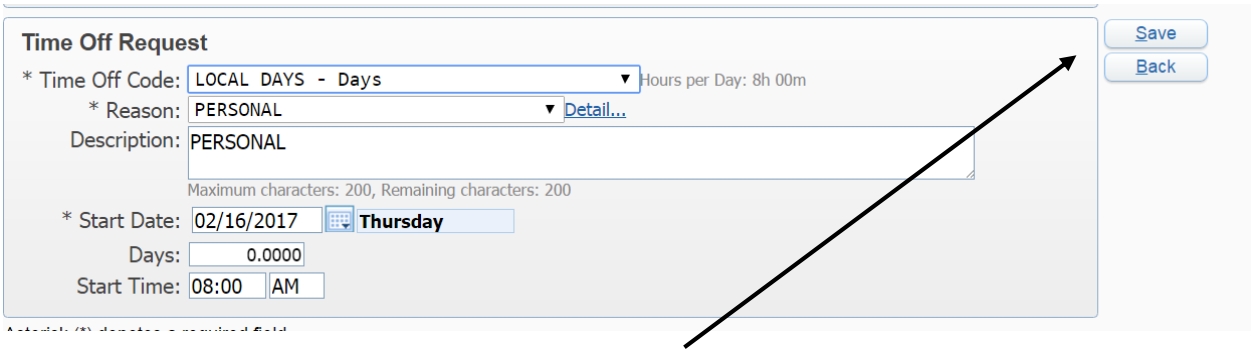


Step 2: Click on the 'Add' button on the far right side



Step 3: Complete the following information:

*FILL IN EVERYTHING WITH AN **

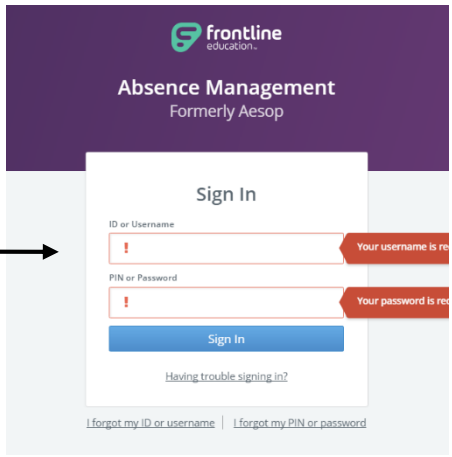


Once you've completed this information, click on the 'Save' button (right hand side of page) …this will send your request to your <u>supervisor for approval</u>.

What if you need a **SUBSTITUTE**?

If you require a substitute for your absence, you will also use **AESOP** to find a substitute.

User ID & PIN is needed



TRUE TIME

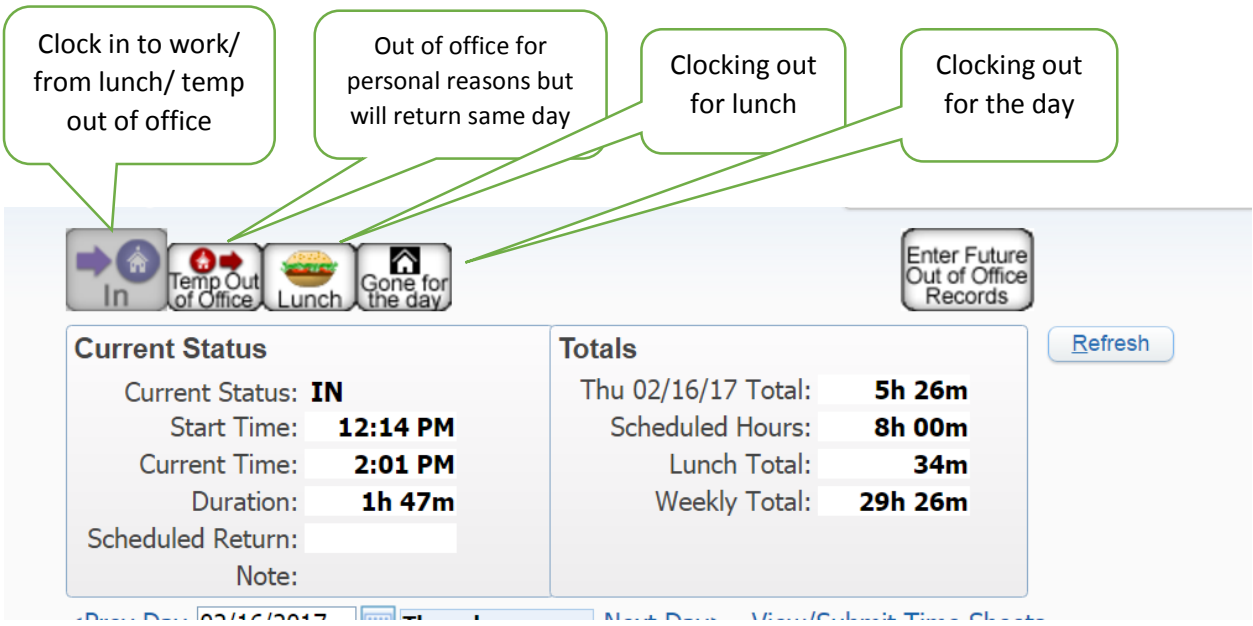
- ✓ True Time is used by the district to document non-exempt employee work time to assist in meeting federal standards and guidelines.
- ✓ Who uses True Time? 'Non-exempt' employees
- ✓ What is a non-exempt employee? Examples of non-exempt employees include Secretaries, Clerks, Teacher Aides, Food Service Workers, Maintenance Workers, Custodians, Bus Drivers.
- ✓ If I am a Teacher or Administrator, do I use True Time? No, exempt employees do not use True Time. Please check with your campus / department administrator regarding any check-in and check-out procedures.

CLOCKING IN / OUT USING TRUE TIME:

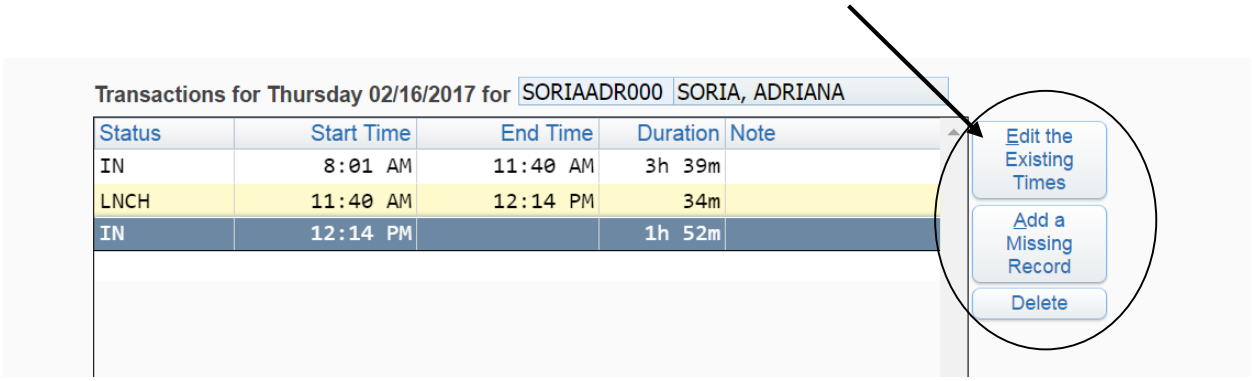
Step 1: Select True Time

Step 2: Select "Quick Entry"

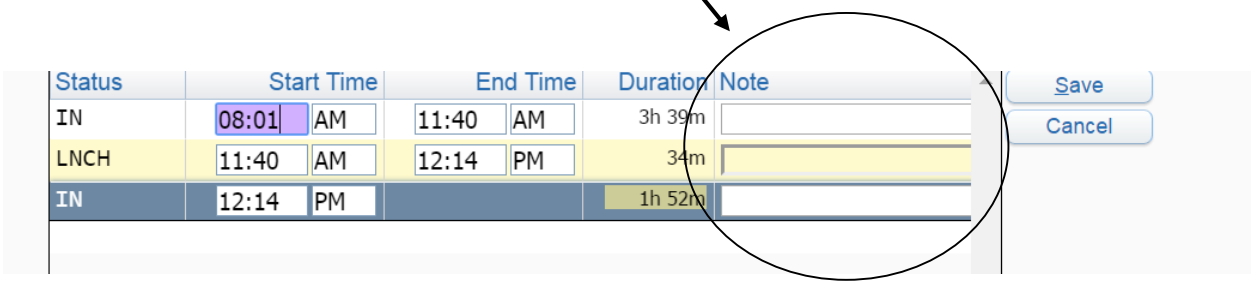
Quick Entry: This option will allow you to clock in and out for the day as well as edit your times.



- If you forget to clock in you will have the option to "edit/add or delete" your time.



Anytime you make corrections, you must include a simple explanation in the notes section and save. If left blank timesheet will not be approved



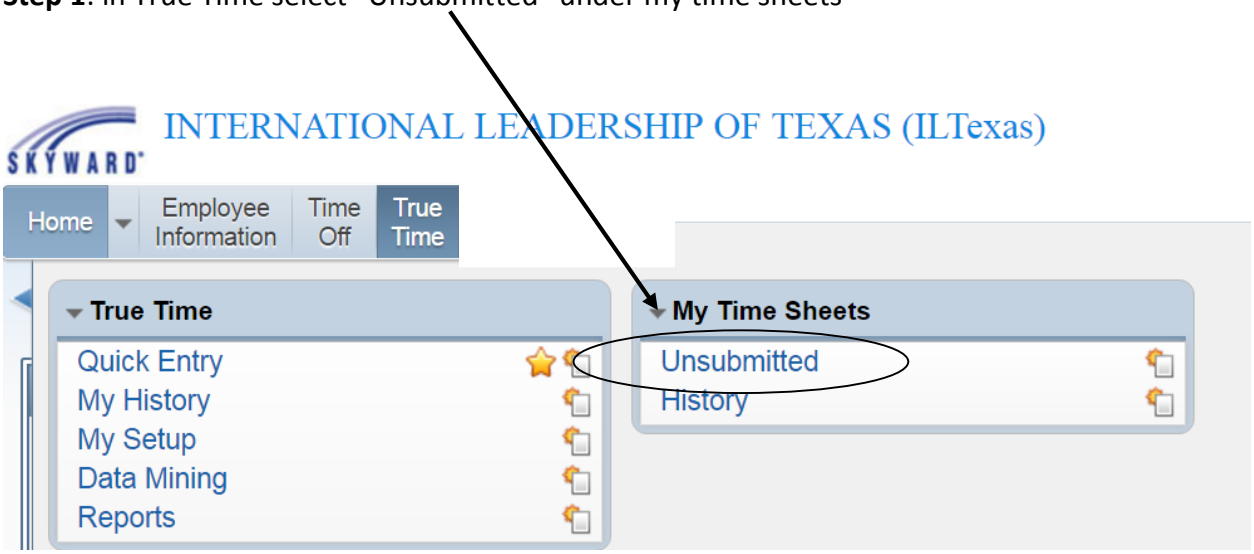
SUBMITTING WEEKLY TIME SHEETS

• What do I do with weekly timesheets?

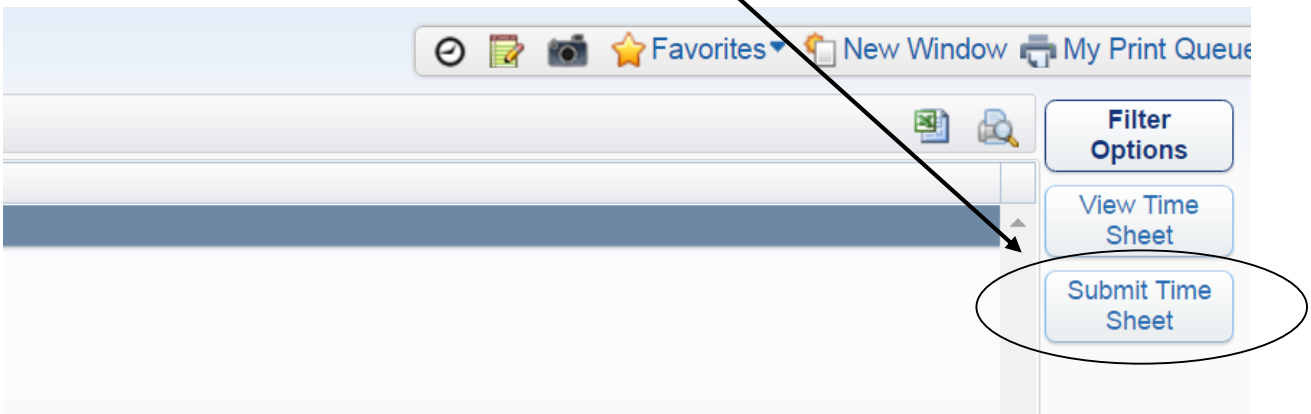
- ✓ Time sheets must be submitted by **noon** on Monday for the previous work week
- ✓ Once you clock out for the day each Friday, you will then need to review your timesheet for accuracy and submit it to your supervisor no later than noon the following Monday.
- ✓ Be aware that all Time Off must be entered and approved before the system will allow you to submit your time sheet for approval

• How do I submit my timesheets using my computer through True Time?

Step 1: in True Time select "Unsubmitted" under my time sheets

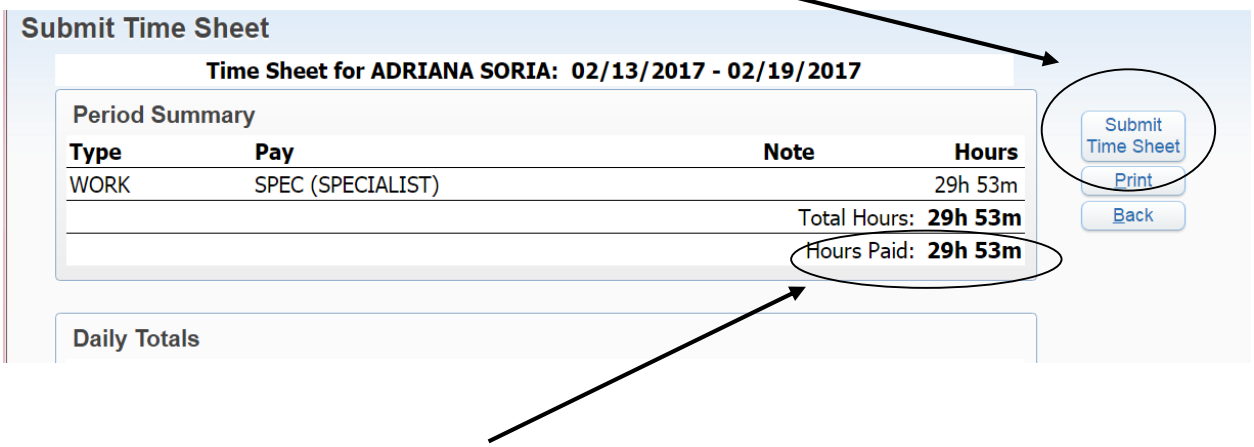


Step 2: You will select the week and click "Submit Time Sheet"



Step 3: Review time sheet for accuracy and to ensure any Time Off you have taken is populated.

Click "Submit Time Sheet" to complete the submission process of your weekly time sheet…this will submit your time sheet to your supervisor for approval (you **do not** have to print and sign your timesheet)



Make sure your Hours Paid equal 40h 00m. If not, you will either have to request time off (approved) or you will be docked.

Remember to submit your time sheet every MONDAY by NOON

*if you have any questions please contact payroll

payroll@iltexas.org