



# EMPLOYEE ACCESS

## THE BASICS FOR NEW HIRES

### **NWRDC Business Support Team**

Hours 8:00 – 5:00

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## Sign Into Skyward Web



The image shows the Skyward Web login interface. At the top is the Skyward logo, which consists of three blue curved lines above the word "SKYWARD" in blue capital letters. Below the logo is a light gray rectangular box containing the login fields. Inside this box, there is a "Login ID:" label followed by a green rectangular input field. Below that is a "Password:" label followed by a white rectangular input field. To the right of the password field is a blue button with the text "Sign In". Below the "Sign In" button is a blue link that says "Forgot your Login/Password?". In the bottom right corner of the gray box is the version number "05.13.06.00.06-10.2". Below the gray box is a "Login Area:" label followed by a dropdown menu currently showing "All Areas".

### Go to Employee Access:

Employee Access is an application that has several functions and variations a district could utilize. Your district may not be using all of the functions shown here. The Employee Access tabs that you see in this document will probably differ from those you see on your screen.

The purpose of this handout is to give new hires an overview of the two most commonly used parts of Employee Access, **Employee Information** and **Time Off** and the sub options within each.

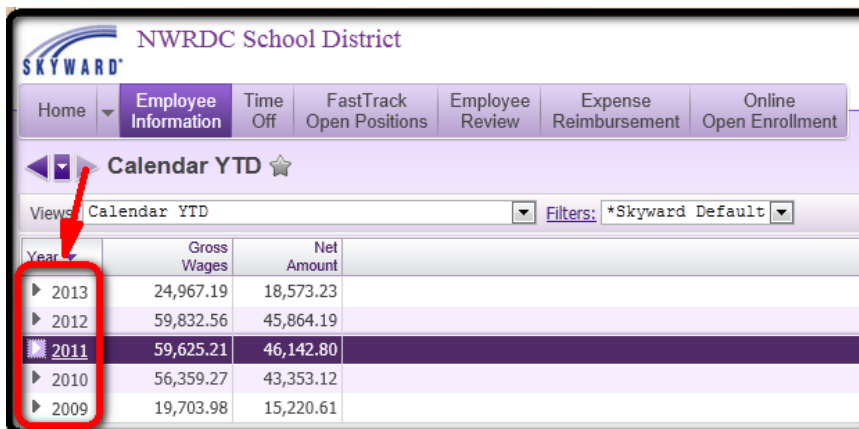


## Before we begin.....

### Tips to remember:

- On any screen listing several summary lines (Browse Screen) you can expand the summary line to show more detail by clicking the small arrow on the far left of each line.
- On any screen listing several summary lines (Browse Screen) you can sort the data displayed by clicking the heading area above a column. The entire screen will resort by the column you click on.
- You can change the number of records displayed on a browse screen by adjusting the "Records Displayed" at the bottom left of the screen.
- You can Chart, Export to Excel, or create a Printer Friendly display with a click of an icon.

How to **Expand** a summary line:



NWRDC School District

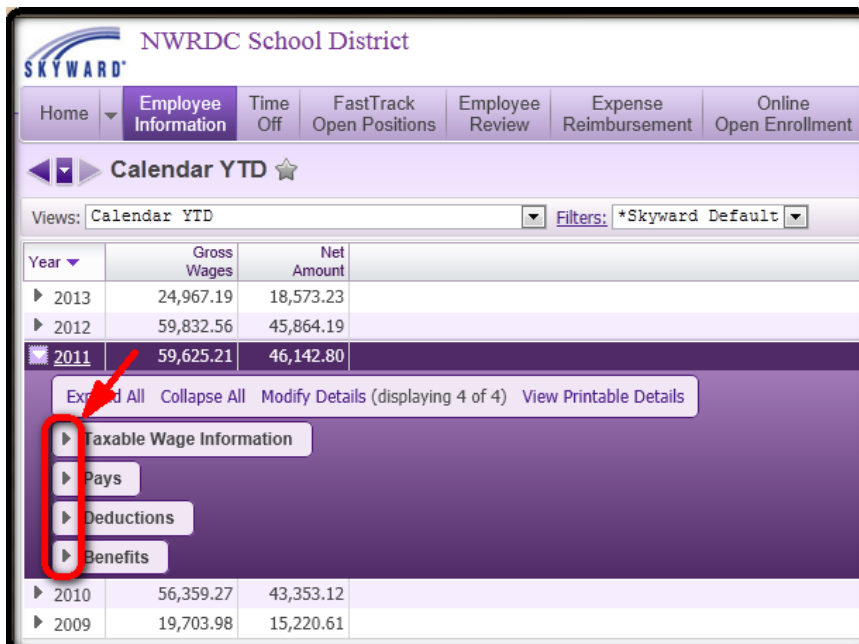
SKYWARD

Home Employee Information Time Off FastTrack Open Positions Employee Review Expense Reimbursement Online Open Enrollment

Calendar YTD

Views: Calendar YTD Filters: \*Skyward Default

Year	Gross Wages	Net Amount
▶ 2013	24,967.19	18,573.23
▶ 2012	59,832.56	45,864.19
▶ 2011	59,625.21	46,142.80
▶ 2010	56,359.27	43,353.12
▶ 2009	19,703.98	15,220.61



NWRDC School District

SKYWARD

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Calendar YTD

Views: Calendar YTD Filters: \*Skyward Default

Year	Gross Wages	Net Amount
▶ 2013	24,967.19	18,573.23
▶ 2012	59,832.56	45,864.19
▶ 2011	59,625.21	46,142.80
▶ 2010	56,359.27	43,353.12
▶ 2009	19,703.98	15,220.61

Expand All Collapse All Modify Details (displaying 4 of 4) View Printable Details

▶ Taxable Wage Information

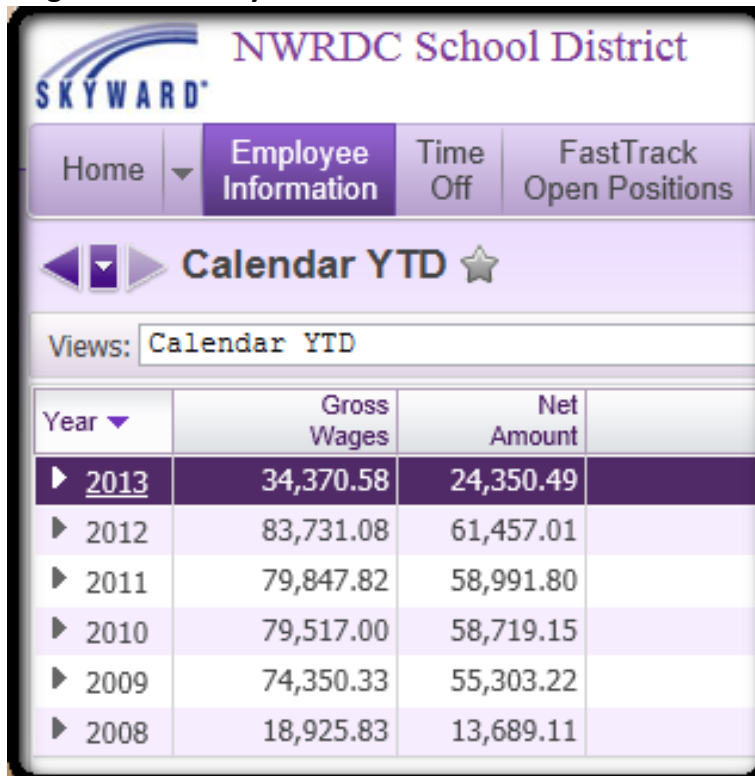
▶ Pays

▶ Deductions

▶ Benefits

How to **Re-Sort** a browse screen:

Original Order is by Year



NWRDC School District

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Home Employee Information Time Off FastTrack Open Positions

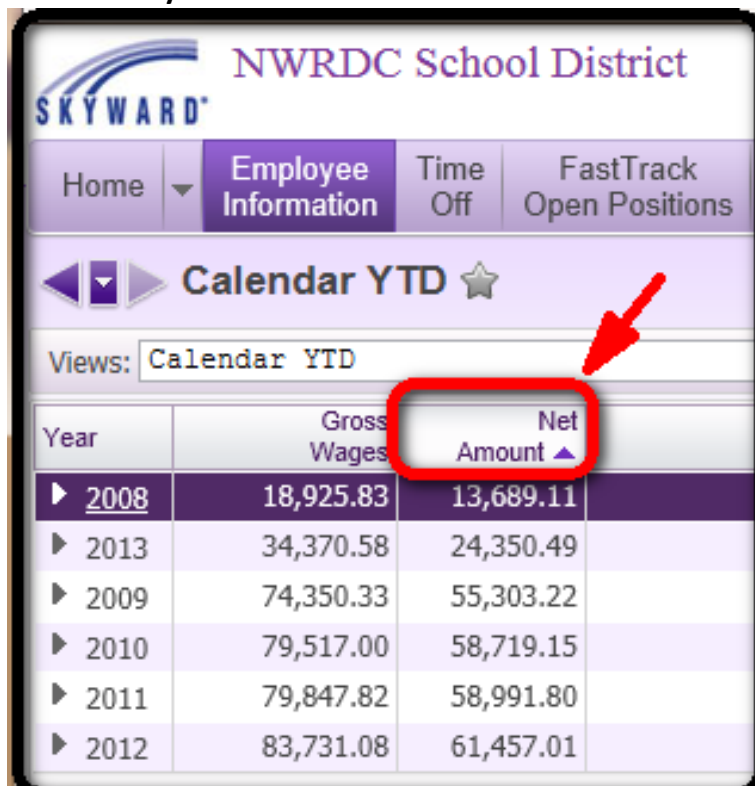
Calendar YTD ☆

Views: Calendar YTD

Year ▼	Gross Wages	Net Amount
▶ 2013	34,370.58	24,350.49
▶ 2012	83,731.08	61,457.01
▶ 2011	79,847.82	58,991.80
▶ 2010	79,517.00	58,719.15
▶ 2009	74,350.33	55,303.22
▶ 2008	18,925.83	13,689.11

- Click on the column heading Net Amount and the table is resorted by Net Amount.

Re-Sorted by Net Amount



NWRDC School District

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Home Employee Information Time Off FastTrack Open Positions

Calendar YTD ☆

Views: Calendar YTD

Year	Gross Wages	Net Amount ▲
▶ 2008	18,925.83	13,689.11
▶ 2013	34,370.58	24,350.49
▶ 2009	74,350.33	55,303.22
▶ 2010	79,517.00	58,719.15
▶ 2011	79,847.82	58,991.80
▶ 2012	83,731.08	61,457.01

How to **change the number of records displayed** on a browse screen:

The default number of records displayed is 20

The screenshot shows the 'Professional Development' browse screen. On the left is a navigation menu with categories: Employee Info, Address, Personnel, Payroll, Insurance, AP Payments, and Food Service. The 'Personnel' category is expanded, showing sub-items like Personnel Info, Lane/Step History, Prof Development (highlighted), Assignments, and Certifications. The main area displays a table with columns: Type, Institution, and Description. The table lists various degrees and credits from institutions like WSU and WWU. At the bottom, a red box highlights a pull-down menu set to '20' and navigation buttons, with the text '20 records displayed' to the right.

Type	Institution	Description
Degree	WSU	Bachelor of Art
Degree	CITY UNIV	Masters
Credit	WWU	THEORY IN ED
Credit	WWU	SUPERVSN IN
Credit	WWU	SEM IN PUBLIC
Credit	WWU	SCHOOL PERSON
Credit	WWU	SCHOOL LAW
Credit	WWU	PROFSNL ISSU
Credit	WWU	PLAN FOR CUR
Credit	WWU	FIELD EXP: AD
Credit	WWU	FIELD EXP: AD
Credit	WWU	FIELD EXP: AD
Credit	WWU	EDUCTNL LDRS
Credit	WWU	DEVELOP STAG

Use the pull down menu to change the number of records displayed

This screenshot is similar to the first one, but the pull-down menu for the record count is open. The menu is highlighted with a red box and shows options: 20, 10, 20, 20, 50 (highlighted), 100, 200, 500, 1000, and 2000. The text '20 records displayed' remains visible to the right of the menu.

**WARNING:** The higher the number of records displayed, the longer it will take the system to refresh the browse screen. For 50-100 records it will take seconds, 1000-2000 records will take minutes. Depending on the size of your district it could take up to 5 minutes to refresh the screen at 2000 records.

How to **Graph, Export to Excel, or Print the data** on a browse screen:

At the upper right of every browse screen there are 3 tool icons that will Graph, Export to Excel, or Print the data on the screen in that order

Employee Info  
Address

Personnel  
Personnel Info  
Lane/Step History  
**Prof Development**  
Assignments  
Certifications  
Payroll

**Professional Development**

Views: General Filters: \*Skyward Default

Type	Institution	Description	Started	Completed	Attempted	Earned
Degree	WSU	Bachelor of Arts		12/17/1988	0.0000	0.0000
Degree	CITY UNIV	Masters		03/15/1997	0.0000	0.0000
Credit	WWU	THEORY IN EDUC ADMIN		12/15/2006	4.0000	4.0000
Credit	WWU	SUPERVSN IN PUBLIC SCHOOLS		08/15/2007	4.0000	4.0000
Credit	WWU	SEM IN PUBLIC SCHOOL FINANCE		08/15/2007	4.0000	4.0000
Credit	WWU	SCHOOL PERSONNEL ADMIN		06/15/2007	4.0000	4.0000

**Create Chart**

Chart Data  
Chart Title: Professional Growth  
Column to Graph: [Dropdown]  
How to Process Data: Count Occurrences of Data  
Chart Type: Bar 3D

**Chart Labels (optional)**  
Chart Subtitle:  
Label for Y (Left) Axis:  
Label for X (Bottom) Axis:  
Data Label 1:  
Data Label 2:

**Advanced Settings (optional)**  
Number of Grid Lines: 4  
Chart Width x Height: 600 x 450 (Max: 800 x 600)  
Y-Axis Range: to  
Display Data Values: Horizontally  
Display Data Labels: Slanted  
Data Color List: 6f538d,32a5ce,95b437,888888,CC3388,4e

Preview (not actual data)

**Professional Growth**

Save  
Save And Display Chart  
Back

browse - Microsoft Excel

Type	Institution	Description	Started	Completed	Attempted	Earned
Degree	WSU	Bachelor of Arts		12/17/1988	0	0
Degree	CITY UNIV	Masters		03/15/1997	0	0
Credit	WWU	THEORY IN EDUC ADMIN		12/15/2006	4	4
Credit	WWU	SUPERVSN IN PUBLIC SCHOOLS		08/15/2007	4	4
Credit	WWU	SEM IN PUBLIC SCHOOL FINANCE		08/15/2007	4	4
Credit	WWU	SCHOOL PERSONNEL ADMIN		06/15/2007	4	4
Credit	WWU	SCHOOL LAW		08/15/2007	4	4

**Print Browse Data**

Print This Screen

Page Title: Professional Growth

Type	Institution	Description	Started	Completed	Attempted	Earned
Hide	Hide	Hide	Hide	Hide	Hide	Hide
Type	Institution	Description	Started	Completed	Attempted	Earned
Degree	WSU	Bachelor of Arts		12/17/1988	0.0000	0.0000
Degree	CITY UNIV	Masters		03/15/1997	0.0000	0.0000
Credit	WWU	THEORY IN EDUC ADMIN		12/15/2006	4.0000	4.0000
Credit	WWU	SUPERVSN IN PUBLIC SCHOOLS		08/15/2007	4.0000	4.0000
Credit	WWU	SEM IN PUBLIC SCHOOL FINANCE		08/15/2007	4.0000	4.0000
Credit	WWU	SCHOOL PERSONNEL ADMIN		06/15/2007	4.0000	4.0000
Credit	WWU	SCHOOL LAW		08/15/2007	4.0000	4.0000

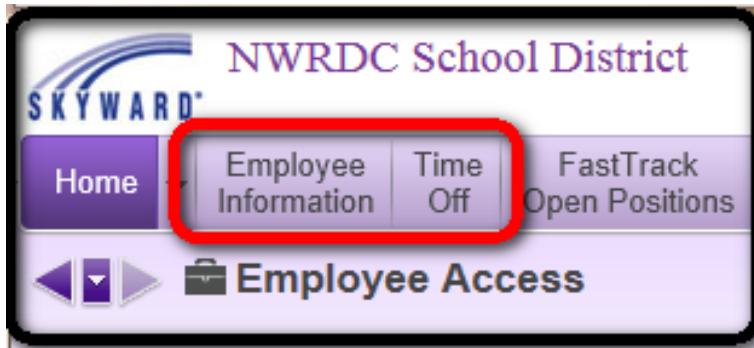


# Getting Started

From your Home Screen Menu select **Employee Access**

Under **Employee Access** there are two tabs to view your individual information

- Employee Information
- Time Off



**The Employee Information tab:** Employee Information has 2 sub Tabs.

- Employee Information
- Payroll



**The Time Off tab:** Time Off has 2 sub options

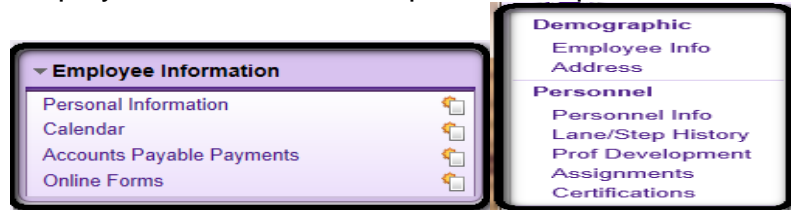
- My Status
- My Requests



# What You Have Access To

## Employee Information:

Employee Information has up to 4 sub options



**Personal Information:** Has two sub options. Demographic & Personnel

## Demographic:

- Employee Info: Displays your Name, Phone, Race & Ethnicity information
- Address: Displays your Primary and Mailing address

## Personnel:

- Personnel Info: Displays your Employee Type, Hire Date, Start Date, Building Location, Check Location, State ID
- Lane/Step History: Displays the history of your Placement, Effective Date, Lane/Step, Credits
- Professional Development: Displays your Degree/Credit information including Institution, Description, Start/Completed Dates, Credits Attempted/Earned

Type	Institution	Description	Started	Completed	Attempted	Earned
Degree	WSU	Bachelor of Arts	12/17/1988		0.0000	0.0000
Degree	CITY UNIV	Masters	03/15/1997	03/15/1997	0.0000	0.0000
Credit	WWU	THEORY IN EDUC ADMIN	12/15/2006		4.0000	4.0000
Credit	WWU	SUPERVSN IN PUBLIC SCHOOLS	09/15/2007		4.0000	4.0000
Credit	WWU	SEM IN PUBLIC SCHOOL FINANCE	08/15/2007		4.0000	4.0000
Credit	WWU	SCHOOL PERSONNEL ADMIN	06/15/2007		4.0000	4.0000
Credit	WWU	SCHOOL LAW	08/15/2007		4.0000	4.0000
Credit	WWU	PROFSNL ISSUES IN COUNSELING	09/15/2004		2.0000	2.0000
Credit	WWU	PLAN FOR CURR ADMIN	03/15/2008		4.0000	4.0000
Credit	WWU	FIELD EXP: ADMIN PRINCIPAL	12/15/2007		4.0000	4.0000

- Assignments: Per Assignment Year Displays your Position Type, Assignment, Group, Building

Position	Assignment	Group	Building
CERTIFICATED	TEACHER	BASE	WEST VIEW
CERTIFICATED	TEACHER	EXTENDED DAYS	WEST VIEW
CERTIFICATED	TEACHER	PLC DAYS	WEST VIEW
CERTIFICATED	TEACHER	PROF RESPONSIBILITY	WEST VIEW
CERTIFICATED	TEACHER	SUPPL	WEST VIEW

- Certifications: Displays your Certification Type, Certification #, Endorsement, Eligibility, Scope, State, Issue/Expiration Dates, Institution

Current	Certification Type	Certification #	Endorsement	State	Issue Date	Expiration Date	Institution
	OSPI Certificate Nun	352746B		WA			
*	CONT COUNSELOR	352746B	School Counselor	WA	03/11/2005	06/30/2015	

**Calendar:**

- The Calendar will display District Information, Events, and your Time Off Requests by Date

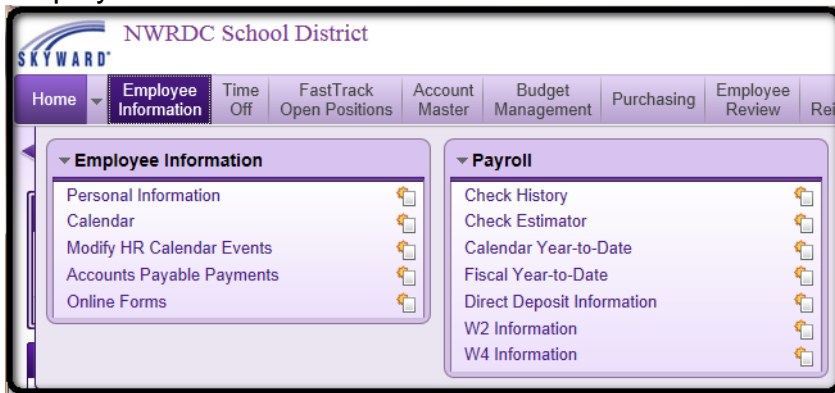
**Accounts Payable Payments:**

- Displays your Expense Reimbursements by date including Check Number and Check amount
- Displays of Checks and Invoices information is also available

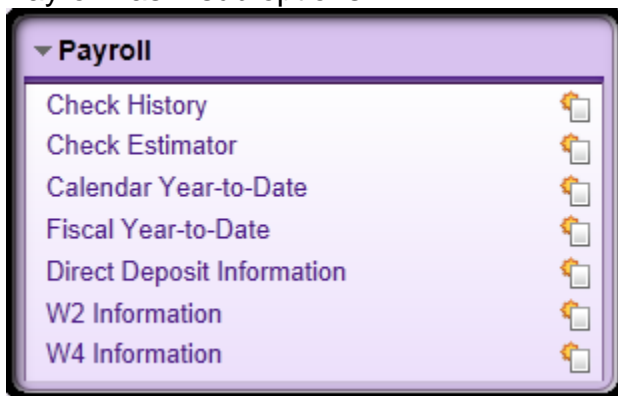
**Employee Online Forms:**

## Payroll Information:

Employee Information tab:



Payroll has 7 sub options



## Check History:

- Displays your Payroll information by pay date including Check Date, Check Number, Gross Wages, Net Amount
- Displays of Checks and YTD Amounts are also available

The screenshot shows the 'Check History' screen in the Skyward web interface. The table displays payroll information by pay date, including Check Date, Check Number, Gross Wages, Net Amount, and a status indicator (R for Regular). The table is sorted by Check Date in descending order. The 'Views' dropdown is set to 'Check Date Seq - Check Detail Information'. The 'Filters' dropdown is set to '\*Skyward Default'. There are buttons for 'Show Check' and 'Show Check with YTD Amts' on the right side of the table.

Check Date	Check Number	Gross Wages	Net Amount	C	T
03/31/2011	900009663	6,277.86	4,621.16	R	
02/28/2011	900009269	6,552.48	4,871.20	R	
01/31/2011	900008872	6,415.66	4,785.02	R	
12/30/2010	900008483	6,165.52	4,514.72	R	
11/30/2010	900008073	8,438.00	6,234.88	R	
10/29/2010	900007664	6,201.50	4,539.07	R	
09/30/2010	900007282	8,523.50	6,146.55	R	
08/31/2010	900006933	5,912.89	4,400.17	R	
07/29/2010	900006588	6,667.22	4,934.50	R	
06/30/2010	900006226	6,719.68	4,998.04	R	
05/28/2010	900005835	6,308.84	4,687.22	R	
04/30/2010	900005449	5,961.50	4,427.79	R	
03/31/2010	900005075	5,985.84	4,444.84	R	
02/26/2010	900004717	5,961.50	4,428.29	R	
01/29/2010	900004365	6,671.01	4,963.08	R	
12/30/2009	900004016	5,985.84	4,463.88	R	
11/30/2009	900003664	8,234.51	6,113.11	R	

## Check Estimator:

- This option allows you to estimate what your pay would be if you were to change any of the factors that determine your Gross & Net Pay. This **WILL NOT** change your actual payroll information; it is only a simulation of how changes would affect your pay
- Items that you may adjust include Marital Status, Exemptions, Base Contract/Additional Pays, Deductions, Benefits
- Based on the scenario you set up the system will generate a simulated payroll stub

**NWRDC School District**

Home | Employee Information | Time Off | FastTrack | Account Master | Budget Management | Purchasing | Employee Review | Expense Reimbursement | Online Enrollment

**Check Estimator**

Check Estimator: Select Pays, Adjust Rates, and Factors for

\*\*\* Altering this information will only affect your estimated check. \*\*\*  
\*\*\* It will not affect your actual check or W4 Information \*\*\*

**Tax Information**

\* Tax State: **WA** \* Federal Exemptions: **0**  
 \* Federal Marital Status: **Married** \* State Exemptions: **0**  
 \* State Marital Status: **Married**

**System Maximums**

☐ Ignore Pay Maximums  
☐ Ignore Deduction Maximums  
☐ Ignore Benefit Maximums

\* These options do not affect deductions and benefits linked to tables. i.e. FICA, Medicare

**Process Options**

☐ Print Employer/Employee Information  
☐ Print Employee Social Security Number

**Select Pays**

Select	Pay Description	Rate	Factor/Hours
<input checked="" type="checkbox"/>	Assessment Count	\$ 107.12	1
<input checked="" type="checkbox"/>	CERT BASE	\$ 5246.25	1
<input checked="" type="checkbox"/>	ENHANCEMENT	\$ 1200.00	1
<input checked="" type="checkbox"/>	Extra Hours	\$ 49.96	8
<input checked="" type="checkbox"/>	LONGEVITY	\$ 156.25	1
<input checked="" type="checkbox"/>	RESPONSIBILITY	\$ 748.70	1
<input checked="" type="checkbox"/>	SUBSTITUTE	\$ 0.00	0

**Check Estimator - Adjust Deductions and Benefits**

Check Estimator: Adjust Deductions/Benefits for each Pay for

\*\*\* Altering this information will only affect your estimated check. \*\*\*  
 \*\*\* It will not affect your actual check or W4 Information \*\*\*

**BASE**

Pay Description: BASE Rate: 5013.08 Factor/Hours: 1

Deductions			Benefits		
Select	Description	Amount	Select	Description	Amount
<input checked="" type="checkbox"/>	BERRA DURS-FULL	\$ 78.30	<input checked="" type="checkbox"/>	DENTAL - CERT	\$ 106.40
<input checked="" type="checkbox"/>	DENTAL - Cert	\$ 0.00	<input checked="" type="checkbox"/>	FICA - 6.2000%	TABLE
<input checked="" type="checkbox"/>	Fed Inc Tax	TABLE	<input checked="" type="checkbox"/>	HCA - Oct-Aug	\$ 65.17
<input checked="" type="checkbox"/>	FICA - 6.2000%	TABLE	<input checked="" type="checkbox"/>	HCA Sept. Only	\$ 65.17
<input checked="" type="checkbox"/>	LTD/LIFE - CERT	\$ 0.00	<input checked="" type="checkbox"/>	LTD/LIFE-CERTS	\$ 15.10
<input checked="" type="checkbox"/>	Medicare - 1.4500%	TABLE	<input checked="" type="checkbox"/>	Medicare - 1.4500%	TABLE
<input checked="" type="checkbox"/>	REGENC HIOP-125	\$ 316.69	<input checked="" type="checkbox"/>	REGENC HIOP-125	\$ 687.06
<input checked="" type="checkbox"/>	TRS Plan 3	\$ 499.05	<input checked="" type="checkbox"/>	SICK COMP ABSEN	\$ 0.4000
<input checked="" type="checkbox"/>	VISION - CERTS	\$ 0.00	<input checked="" type="checkbox"/>	TRS Plan 3	\$ 535.65
<input checked="" type="checkbox"/>	Workers' Comp	\$ 1.34	<input checked="" type="checkbox"/>	Unemployment 00	TABLE
			<input checked="" type="checkbox"/>	VISION CERTS	\$ 19.75
			<input checked="" type="checkbox"/>	Workers' Comp	\$ 2.81

**EXTRA/HRS**

Pay Description: EXTRA/HRS Rate: 44.56 Factor/Hours: 22.5

Deductions			Benefits		
Select	Description	Amount	Select	Description	Amount
<input checked="" type="checkbox"/>	Fed Inc Tax	TABLE	<input checked="" type="checkbox"/>	FICA - 6.2000%	TABLE
<input checked="" type="checkbox"/>	FICA - 6.2000%	TABLE	<input checked="" type="checkbox"/>	Medicare - 1.4500%	TABLE
<input checked="" type="checkbox"/>	Medicare - 1.4500%	TABLE	<input checked="" type="checkbox"/>	TRS Plan 3	\$ 535.65
<input checked="" type="checkbox"/>	TRS Plan 3	\$ 499.05	<input checked="" type="checkbox"/>	Unemployment 00	TABLE
<input checked="" type="checkbox"/>	Workers' Comp	\$ 1.34	<input checked="" type="checkbox"/>	Workers' Comp	\$ 2.81

**Estimated Check Information for**

\*\*\* This is not an actual check. This is only an estimated check

**Estimated Check Information**

Gross Pay: 6,653.97  
Net Pay: 4,280.59

**Estimated Tax Information**

Tax State: WA  
Federal Marital Status: Single  
State Marital Status: Single  
Federal Exemptions: 1  
State Exemptions: 1

**Estimated Gross Wage Information**

	Federal	State	FICA	Medicare
Gross Pay:	6,653.97	6,653.97	6,653.97	6,653.97
Minus Tax Sheltered Deductions:	815.74	0.00	316.69	316.69
Plus Taxable Benefits:	0.00	0.00	0.00	0.00
Gross:	5,838.23	6,653.97	6,337.28	6,337.28

**Estimated Pay Information**

Description	Rate	Factor/Hours	Amount
BASE	5,013.08	1.00	5,013.08
EXTRA/HRS	44.56	22.50	1,002.60
* PLC DAYS	167.09	1.00	167.04
PROF RESP	471.25	1.00	471.25
Totals			6,653.97

\* Pay Maximum Reached

**Estimated Deduction Information**

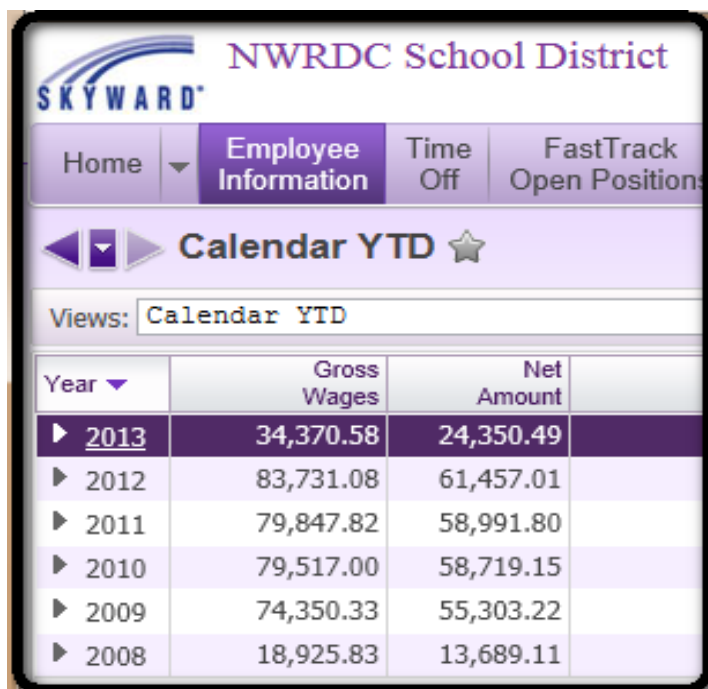
Description	Amount	Tax Sheltered
		Fed St F/M
BERRA DURS-FULL	78.30	
DENTAL - Cert	0.00	
Fed Inc Tax	993.20	
FICA	392.91	
LTD/LIFE - CERT	0.00	
Medicare	91.89	
REGENC HIOP-125	316.69	Y Y
TRS Plan 3	499.05	Y
VISION - CERTS	0.00	
Workers' Comp	1.34	
Totals	2,373.38	

**Estimated Benefit Information**

Description	Amount	---Taxable---
		Fed St F/M
DENTAL - CERT	106.40	
FICA	392.91	
HCA - Oct-Aug	65.17	
HCA Sept. Only	65.17	
LTD/LIFE-CERTS	15.10	
Medicare	91.89	
REGENC HIOP-125	687.06	
SICK COMP ABSEN	20.05	
TRS Plan 3	535.65	
Unemployment 00	0.00	
VISION CERTS	19.75	
Workers' Comp	2.81	
Totals	2,001.96	

### Calendar Year-To-Date:

- For each Calendar Year will display your total YTD Gross Wages, YTD Net Amount
- Displays of the detailed information for the selected Calendar Year is also available

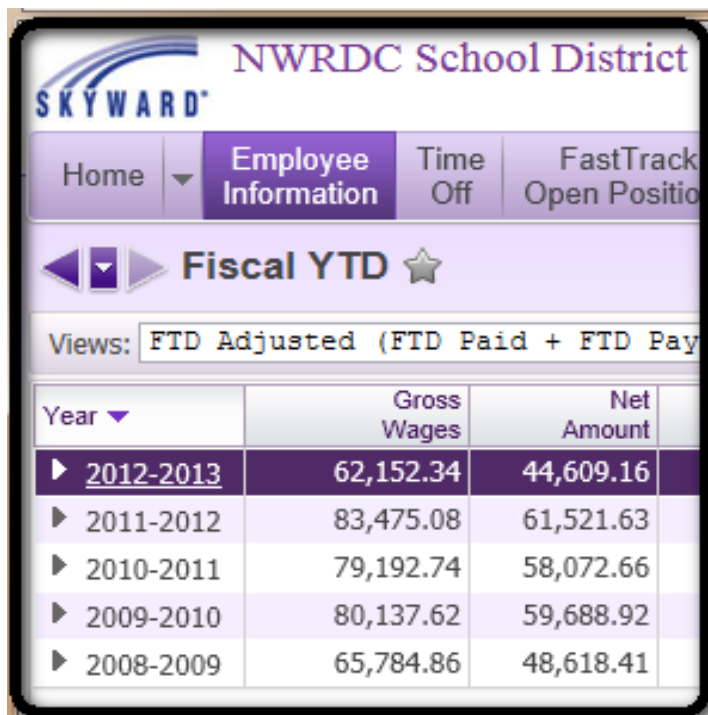


The screenshot shows the Skyward Employee Information page for NWRDC School District. The 'Calendar YTD' view is selected, displaying a table of year-to-date wages and net amounts for various years.

Year	Gross Wages	Net Amount
2013	34,370.58	24,350.49
2012	83,731.08	61,457.01
2011	79,847.82	58,991.80
2010	79,517.00	58,719.15
2009	74,350.33	55,303.22
2008	18,925.83	13,689.11

### Fiscal Year-To-Date:

- For each Fiscal Year will display your total YTD Gross Wages, YTD Net Amount
- Displays of the detailed information for the selected Fiscal Year is also available



The screenshot shows the Skyward Employee Information page for NWRDC School District. The 'Fiscal YTD' view is selected, displaying a table of year-to-date wages and net amounts for various fiscal years.

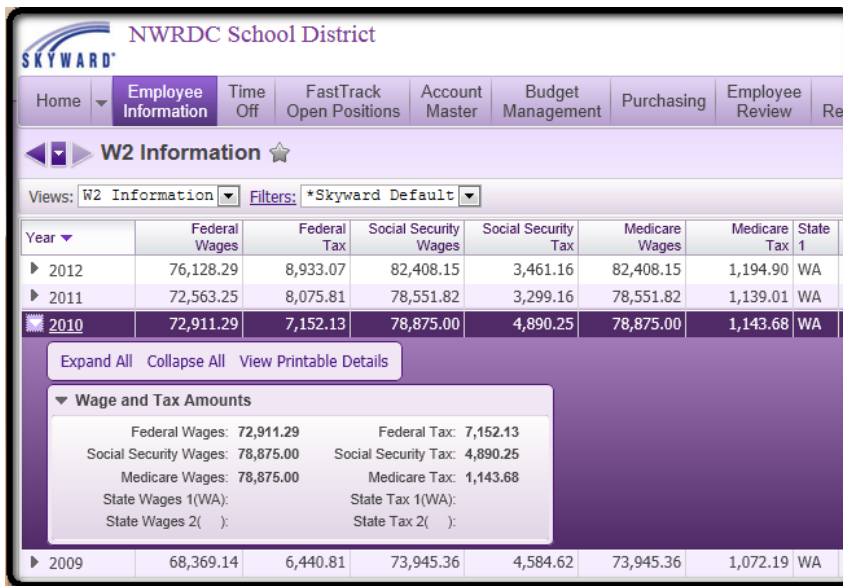
Year	Gross Wages	Net Amount
2012-2013	62,152.34	44,609.16
2011-2012	83,475.08	61,521.63
2010-2011	79,192.74	58,072.66
2009-2010	80,137.62	59,688.92
2008-2009	65,784.86	48,618.41

## Direct Deposit Information:

- Displays Bank & Account information for where funds are Directly Deposited for you

## W2 Information:

- For each Calendar Year will display Federal Wages, Federal Tax, Social Security Wages, Social Security Tax, Medicare Wages, Medicare Tax, State Information
- A printable W2 Information Statement for a selected year is also available



NWRDC School District

Home Employee Information Time Off FastTrack Open Positions Account Master Budget Management Purchasing Employee Review

W2 Information

Views: W2 Information Filters: \*Skyward Default

Year	Federal Wages	Federal Tax	Social Security Wages	Social Security Tax	Medicare Wages	Medicare Tax	State Tax 1
2012	76,128.29	8,933.07	82,408.15	3,461.16	82,408.15	1,194.90	WA
2011	72,563.25	8,075.81	78,551.82	3,299.16	78,551.82	1,139.01	WA
2010	72,911.29	7,152.13	78,875.00	4,890.25	78,875.00	1,143.68	WA
2009	68,369.14	6,440.81	73,945.36	4,584.62	73,945.36	1,072.19	WA

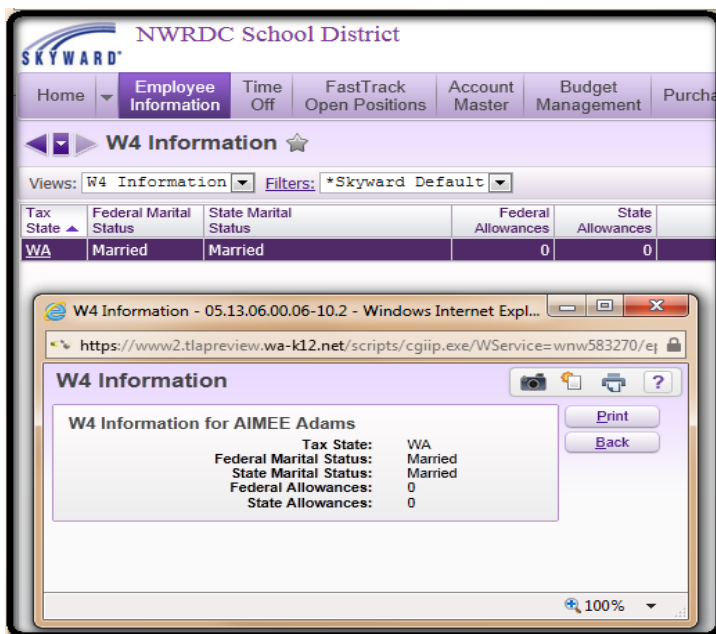
Expand All Collapse All View Printable Details

Wage and Tax Amounts

Federal Wages: 72,911.29	Federal Tax: 7,152.13
Social Security Wages: 78,875.00	Social Security Tax: 4,890.25
Medicare Wages: 78,875.00	Medicare Tax: 1,143.68
State Wages 1(WA):	State Tax 1(WA):
State Wages 2( ):	State Tax 2( ):

## W4 Information:

- Displays your current W4 information including Tax State, Federal Marital Status, State Marital Status, Federal & State Allowances
- Your W4 information may also be printed



NWRDC School District

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W4 Information

Views: W4 Information Filters: \*Skyward Default

Tax State	Federal Marital Status	State Marital Status	Federal Allowances	State Allowances
WA	Married	Married	0	0

W4 Information - 05.13.06.00.06-10.2 - Windows Internet Expl...

https://www2.tlapreview.wa-k12.net/scripts/cgiip.exe/WSservice=wnw583270/e1

W4 Information

W4 Information for AIMEE Adams

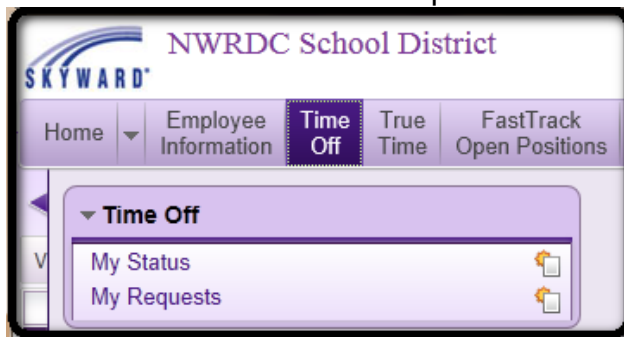
Tax State:	WA
Federal Marital Status:	Married
State Marital Status:	Married
Federal Allowances:	0
State Allowances:	0

Print Back



## Time Off:

The Time Off Tab has 2 sub options



## My Status:

- Displays Time Off Code, Allocated hours, Used hours, Remaining hours, Available hours, Unpaid hours for the Time Off Codes assigned to you
- Will also display and adjust for Approved & Waiting hours if Time Off Requests and Approvals is being used

**My Time Off Status**

Views: General Filters: \*Skyward Default

Time Off Code	Prior Year Remaining	Allocated	Used	Remaining	Approved	Waiting	Available	Unpaid
▶ Personal Leave - only		12h 00m	12h 00m	0h 00m			0h 00m	
▶ Personal Leave - Sick L		6h 00m		6h 00m			6h 00m	
▶ Sick Leave		174h 00m	92h 45m	81h 15m			81h 15m	
▶ Vacation		60h 00m		60h 00m			60h 00m	

**My Time Off Status**

Views: General Filters: \*Skyward Default

Time Off Code	Prior Year Remaining	Allocated	Used	Remaining	Approved	Waiting	Available	Unpaid
▶ Personal Leave - only		12h 00m	12h 00m	0h 00m			0h 00m	
▶ Personal Leave - Sick L		6h 00m		6h 00m			6h 00m	
☑ Sick Leave		174h 00m	92h 45m	81h 15m			81h 15m	

▼ Current Year (Includes all dates)

▼ Pending Requests [Add a Time Off Request](#)  
There are no Pending Requests available.

▼ Time Off Transactions (up to today's date) [Print Time Off Transactions](#)

Date	Description/Reason	Allocated	Used	Remaining	Unpaid	A
05/13/2013 Mon	SICK LEAVE / SICK LEAVE		6h 00m	81h 15m		
03/11/2013 Mon	SICK LEAVE / SICK LEAVE		6h 00m	87h 15m		
01/14/2013 Mon	SICK LEAVE / SICK LEAVE		6h 00m	93h 15m		
11/19/2012 Mon	SICK LEAVE / SICK LEAVE		6h 00m	99h 15m		
11/13/2012 Tue	SICK LEAVE / SICK LEAVE		3h 00m	105h 15m		
09/03/2012 Mon	Auto Accrual / Leave Roll	54h 00m		108h 15m		
08/31/2012 Fri	Moved from P / Leave Roll	18h 00m		54h 15m		
06/01/2012 Fri	SICK LEAVE / SICK LEAVE		0h 00m	36h 15m		
05/31/2012 Thu	Comp Time / Comp Time		6h 00m	36h 15m		
05/14/2012 Mon	SICK LEAVE / SICK LEAVE		6h 00m	42h 15m		

[More Time Off Transactions](#)

▶ Vacation		60h 00m	60h 00m				60h 00m	
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## My Requests:

- Displays a history of your Time Off Requests, both Time Off that has been approved or taken, and Requested Time Off. Details can be displayed by clicking the arrow to the left of each summary line
- This is also where you enter Time Off Requests by clicking the Add button. The upper part of the screen will display a summary of your Time Off balances, the lower part of the screen is where you enter a new Time Off Request

**SKYWARD** NWRDC School District Account Preferences Exit ?

Home Employee Information **Time Off** True Time FastTrack Open Positions Purchasing Employee Review Expense Reimbursement Online Open Enrollment

**My Time Off Requests** Favorites New Window My Print Queue

Views: General Filters: \*Skyward Default

Date	Time	Amount	Type	Status	Year	Time Off Code	Reason	Description
05/13/2013 Mon	8:00 am	6h 00m	Used	Approved	Current	Sick Leave	SICK LEAVE	SICK LEAVE
03/11/2013 Mon	8:00 am	6h 00m	Used	Approved	Current	Sick Leave	SICK LEAVE	SICK LEAVE
01/14/2013 Mon	8:00 am	6h 00m	Used	Approved	Current	Sick Leave	SICK LEAVE	SICK LEAVE
11/19/2012 Mon	8:00 am	6h 00m	Used	Approved	Current	Sick Leave	SICK LEAVE	SICK LEAVE
11/16/2012 Fri	8:00 am	6h 00m	Used	Approved	Current	Personal Leave - only	PERSONAL	personal

Add Edit Delete Clone Attach

**Add**

**Remaining Time Off**

Time Off Code	Remaining	Approved	Waiting	Available	Future Remaining	Future Waiting	Future Available
Personal Leave - only	0h 00m			0h 00m			
Personal Leave - Sick Leave	6h 00m			6h 00m			
Sick Leave	81h 15m			81h 15m			
Vacation	60h 00m			60h 00m			

**Time Off Request** Save Back

\* Time Off Code: Vacation - Hours Hours per Day: 7h 30m

\* Reason: VACATION (JUNE)

Description: VACATION (JUNE)

Maximum characters: 200, Remaining characters: 200

Type: ☒ Single Day ☐ Date Range

\* Start Date: 06/05/2013 Wednesday

Hours: 8 hours 00 minutes

Start Time: 08:00 AM

Select additional employees to notify when this request is submitted and approved/denied

Select Employee(s):

Asterisk (\*) denotes a required field