

Employee Access

Employee Access is a feature of Skyward that allows employees access online to their payroll information via the Internet.

Features:

- View and print pay check information prior to pay day
- View and print all pay checks
- View and print W-2
- View W-4 status and exemptions
- View leave balance
- Simulate the effect of changes to tax exemptions on your paycheck

Security:

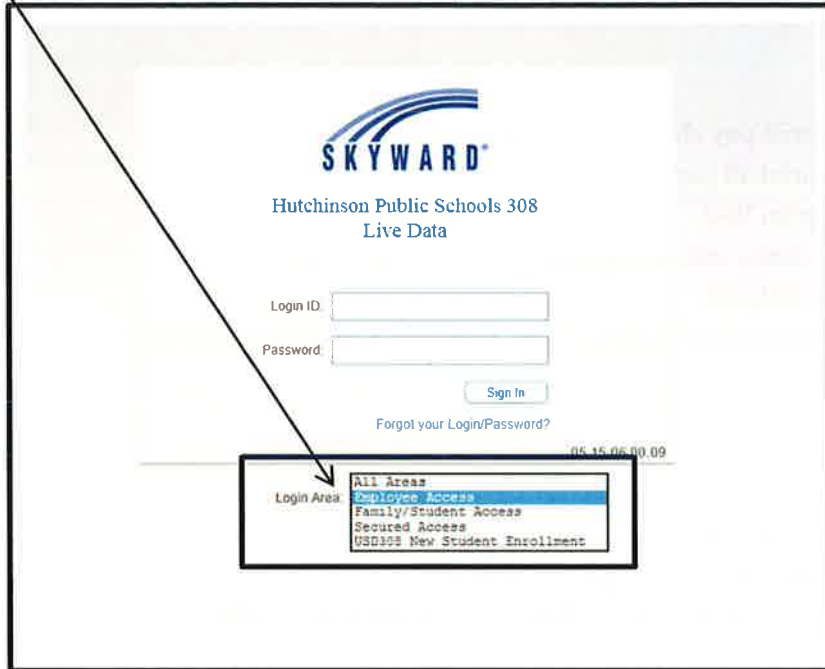
- Password protected
- Social Security numbers are not viewable
- Only the first four numbers of bank account number is visible.

Hutchinson USD 308 is not currently using all features available

EMPLOYEE ACCESS (EA) QUICK REFERENCE GUIDE

Logging into EA can usually be done directly from the district website.

In the Login area, select Employee Access. Enter Login name and password, then click Sign In



Note:

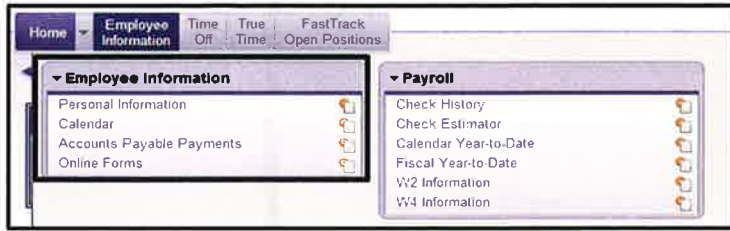
If a user has access to other areas, then "All Areas" could be selected, which displays areas the user has security access to (such as Educator Access, Student Management, etc).

If a user does not currently have access, they will be prompted to change their password after the initial log in. Enter a new password if prompted, and then click Submit. Click OK on Password changed successfully message.

The main Employee Access screen displays. Users can select **Employee Information** or **Time off** from this screen.



Employee Information



Personal Information: Various types of information available including phone and address, personnel information, professional development, assignments, pay history, time off status.

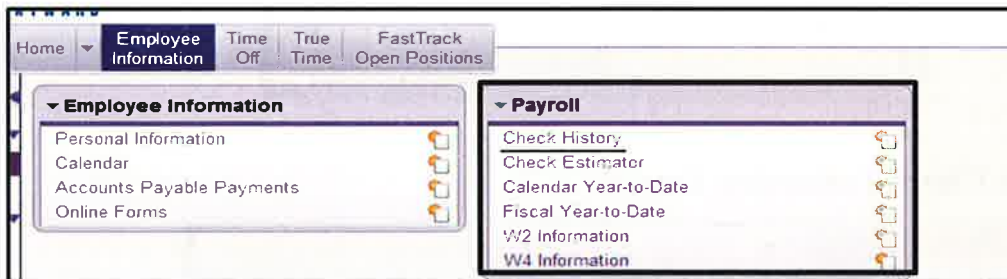
Calendar: Displays a calendar and includes any District News items in lower portion of screen.

Accounts Payable Payments – Display personal reimbursements paid to you by the District for mileage, travel reimbursement ect.

Payroll: Display a sub-menu which includes Check History, Check Estimator, Calendar YTD, Fiscal YTD, Direct Deposit Information (bank name and routing # only, account code is masked and will not display), W2 and W4 information.

Employee Information, Payroll, Check History

Check History displays paychecks processed to date.



1. Highlight a check
2. Click **Show Check**

A screenshot of the 'Check History' table in the software interface. The table has columns for 'Check Date', 'Check Number', 'Gross Wages', and 'Net Amount'. The first row is highlighted. The interface also shows a navigation bar at the top with 'Home', 'Employee Information', 'Time Off', 'True Time', and 'FastTrack Open Positions'.

Check Date	Check Number	Gross Wages	Net Amount
07/15/2014	900086183	2,164.98	1,333.52 R
06/12/2014	900084726	2,297.99	1,423.24 R
05/15/2014	900083713	2,414.33	1,501.70 R
04/15/2014	900082706	2,226.84	1,375.24 R

An example of your check is below. You can print from here by clicking PRINT on the left hand side.

Check Number 900086183

Check Information for SAMMY SALTHAWK

Employer Information		Employee Information	
Name:	HUTCHINSON USD 388 KS	Name:	SAMMY SALTHAWK
Address:	1520 N PLUMB PO BOX 1908 HUTCHINSON, KS 67501-1908	Address:	101 BIRDIE LN HUTCHINSON, KS 67501

Check Detail Information

Check Date: 07/15/2014 Gross Wages: 2,164.98
 Check Number: 900086183 Net Amount: 1,333.52
 Check Type: Regular

Taxable Wage Information

	Federal	State	FICA	Medicare
Gross Wages:	2,164.98	2,164.98	2,164.98	2,164.98
Minus Deductions that Decrease Tax:	161.82	31.90	31.90	31.90
Plus Taxable Benefits:	2,003.18	2,133.08	2,133.08	2,133.08
Taxable Gross Wages:	2,003.18	2,133.08	2,133.08	2,133.08

Pays

Description	Rate	Factor/Hours	Amount	Retire Hours	Hours Worked	Period End
H 261 Full time	12.52	168.75	2,163.38	168.75	168.75	07/15/2014
OT FULL TIME	6.41	0.25	1.60			07/15/2014
Total:			2,164.98	168.75	168.75	

Employee Information, Payroll, Check Estimator

Check Estimator can be used to estimate net pay based on changes to federal tax withholding status, misc. deductions, pay changes, etc.

Click Continue Check Estimator Process

Check Estimator Select Pays, Adjust Rates, and Factors for SAMMY SALTHAWK

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

Tax Information

Tax State: KS * Federal Exemptions: 2
 Federal Marital Status: Single * State Exemptions: 0
 State Marital Status: Single

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 Employee/Employee Information
 Print Employee Social Security Number

Select Pays

Select	Pay Description	Rate	Factor/Hours
<input checked="" type="checkbox"/>	H 261 Full time	\$ 12.52	168.75000
<input checked="" type="checkbox"/>	OT FULL TIME	\$ 6.41	0.2500

*** (*) denotes a required field

You will need to calculate your hours for the current month and insert here to get an accurate estimate.

After clicking **Calculate Check**, a print queue screen will display.

Check Estimator: Adjust Deductions/Benefits for each Pay for SAMMY SALTHAWK

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

When Request is complete, click **View Report**

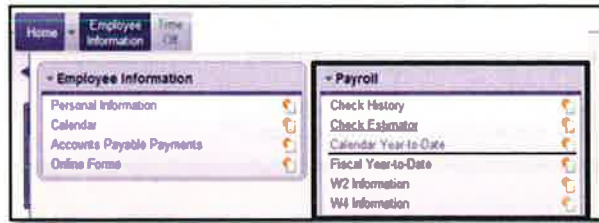
Request Complete

Check Estimator has finished processing.

A copy of your estimated check is below.

Estimated Check Information for SAMMY SALTHAWK					
*** This is not an actual check. This is only an estimated check					
Estimated Check Information			Estimated Tax Information		
Gross Pay:	1,084.89		Tax State: KS		
Net Pay:	663.68		Federal Marital Status: Single		
			State Marital Status: Single		
			Federal Exemptions: 2		
			State Exemptions: 0		
Estimated Gross Wage Information					
		Federal	State	FICA	Medicare
Gross Pay:	1,084.89	1,084.89	1,084.89	1,084.89	1,084.89
Minus Tax Sheltered Deductions:	96.99	31.90	31.90	31.90	31.90
Plus Taxable Benefits:	0.00	0.00	0.00	0.00	0.00
Gross:	987.90	1,052.99	1,052.99	1,052.99	1,052.99
Estimated Pay Information					
Description	Rate	Factor/Hours	Amount		
H 261 Full time	10.08	107.50	1,083.60		
OT FULL TIME	5.15	0.25	1.29		
		Totals	1,084.89		
Estimated Deduction Information			Estimated Benefit Information		
Description	Amount	Tax Sheltered Fed St F/M	Description	Amount	---Taxable--- Fed St F/M
Add. State	200.00		FICA	65.29	
DENTAL ONLY EMP	31.90	Y Y Y	Medicare	15.27	
Federal Tax	14.21		UNEMP COMP	1.08	
FICA	65.29		Totals	81.64	
KPERS 6	65.09	Y			
LF LIFE EMP 80	5.70				
LIFE SP 30	2.10				
Medicare	15.27				
State Tax	21.65				
Totals	421.21				

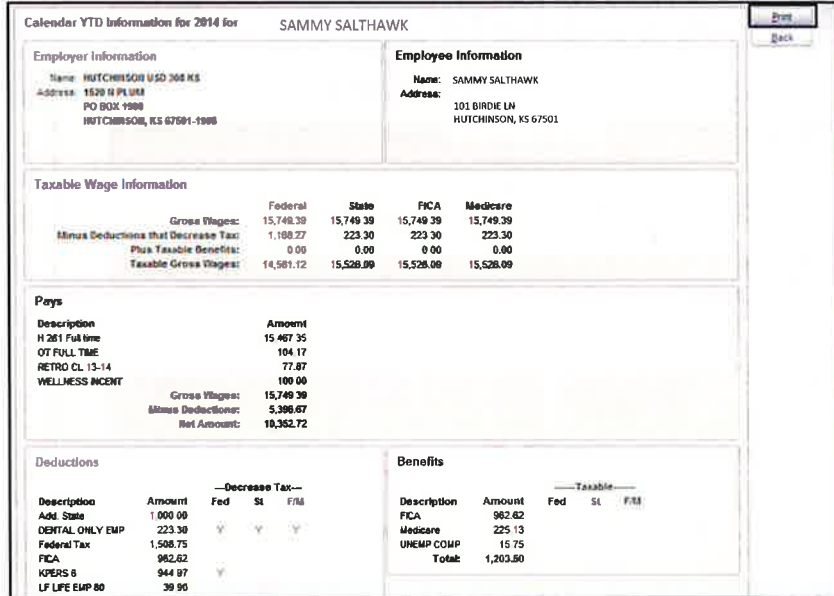
Employee Information, Payroll, Calendar YTD



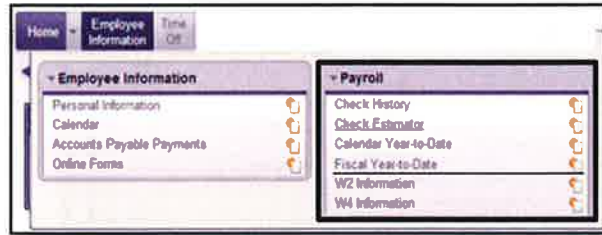
Calendar YTD displays calendar (January – December) year to date pay, deduction, and benefit information totals, sorted by year with most recent at top of list. Highlight the desired calendar year and click Show Calendar YTD



Year to date information can be printed by clicking the Print button in upper right of screen.



Employee Information, Payroll, Fiscal YTD



Fiscal YTD displays fiscal year to date pay, deduction and benefit information totals (September – August). Your fiscal month range could be different depending on when you contracts starts. Highlight the desired fiscal year and click Show Fiscal YTD.

The screenshot shows a table titled 'Fiscal YTD' with a toolbar at the top. The toolbar includes buttons for 'Back', 'List', 'Fiscal YTD', and 'Add Favorite'. There are also utility icons for 'True Time', 'Notes', 'Capture Screen', 'Favorites', 'New Window', and 'My Print Queue'. A 'Show Fiscal YTD' button is visible on the right side of the table. The table has three columns: 'Year', 'Gross Wages', and 'Net Amount'. The 2014-2015 row is highlighted.

Year	Gross Wages	Net Amount
▶ 2014-2015	2,164.98	1,333.52
▶ 2013-2014	21,601.67	15,232.55
▶ 2012-2013	17,275.90	13,458.17
▶ 2011-2012	17,060.07	13,739.66
▶ 2010-2011	10,814.04	8,844.26

Fiscal to date information can be printed by clicking the Print button in upper right of screen.

The screenshot shows a detailed view of 'Fiscal YTD Information for 2014-2015 for'. It includes sections for Employer Information, Employee Information, Taxable Wage Information, Pays, Deductions, and Benefits. A 'Print' button is located in the top right corner.

Taxable Wage Information		Federal	State	FICA	Medicare
Gross Wages:		2,164.98	2,164.98	2,164.98	2,164.98
Minus Deductions that Decrease Tax:		181.80	31.90	31.90	31.90
Plus Taxable Benefits:		0.00	0.00	0.00	0.00
Taxable Gross Wages:		2,003.18	2,133.08	2,133.08	2,133.08

Pays		Amount
Description		
H 261 Full time		183.38
OT FULL TIME		1.60
Gross Wages:		2,164.98
Minus Deductions:		831.46
Net Amount:		1,333.52

Description	Amount	---Decrease Tax---		
		Fed	St	F/M
Add. State	200.00			
DENTAL ONLY EMP	31.90	Y	Y	Y
Federal Tax	234.54			
FICA	132.25			
KPERS 6	129.90	Y		
LF LIFE EMP 80	5.70			
LIFE SP 30	2.10			

Description	Amount	-----Taxable-----		
		Fed	St	F/M
FICA	132.25			
Medicare	30.93			
UNEMP COMP	2.16			
Total:	165.34			

Employee Information, Payroll, W2 Information



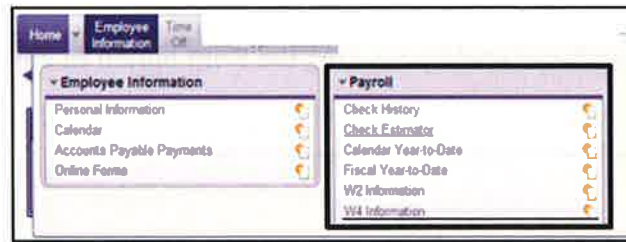
W2 Information contains W2 data by year.

Highlight the desired fiscal year and Click View W2.

The screenshot shows a table titled 'W2 Information' with a 'View W2' button. The table has columns for Year, Federal Wages, Federal Tax, Social Security Wages, Social Security Tax, Medicare Wages, Medicare Tax, State 1, State 1 Wages, State 1 Taxes, and State 2. The data is as follows:

Year	Federal Wages	Federal Tax	Social Security Wages	Social Security Tax	Medicare Wages	Medicare Tax	State 1	State 1 Wages	State 1 Taxes	State 2
2013	16,572.29	776.43	17,600.54	1,091.25	17,600.54	255.29	KS	17,600.54	435.16	
2012	16,093.11	743.76	17,130.69	719.49	17,130.69	248.40	KS	17,130.69	492.29	
2011	15,147.67	749.05	16,050.71	674.14	16,050.71	232.74	KS	16,050.71	455.80	

Employee Information, Payroll W4 Information

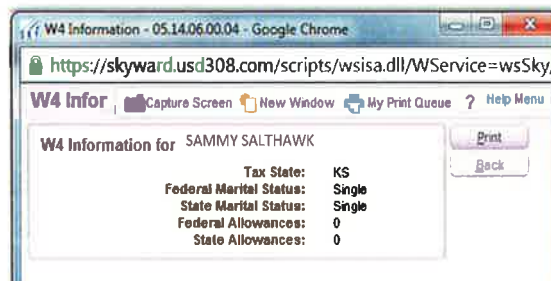


View current W4 data on file in payroll via the W4 Information button (the W-4 relates to federal tax withholding status). Highlight the line displayed and click Show W4 Info.

The screenshot shows a table titled 'W4 Information' with a 'Show W4 Info' button. The table has columns for Tax State, Federal Marital Status, State Marital Status, Federal Allowances, and State Allowances. The data is as follows:

Tax State	Federal Marital Status	State Marital Status	Federal Allowances	State Allowances
KS	Single	Single	0	0

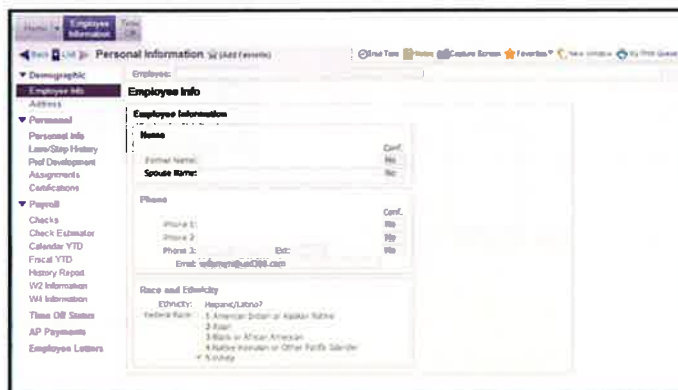
A small display window will appear with the information currently on file. The information can be printed by clicking Print in upper right.



Employee Information, Personal Information



Employee Information, Personal Information includes Employee name, hire date and demographic information, such as address, mailing address (if applicable), phone numbers(s), e-mail address, etc.



Note: There is also a menu tree on the left side of screen where additional selections can be made

Time Off

Click the Time Off button in order to display leave information.



My Status

Displays time off groups the employee has available. In the example below, the employee has Jury Duty, Personal Leave, Professional Leave and Sick Leave. There are columns for each time off code indicating allocated, used, remaining and available hours.

Click the arrow next to the time off code to see detail information for that leave type.

A screenshot of the 'My Time Off Status' table. The table has columns for Time Off Code, Prior Year Remaining, Allocated, Used, Remaining, Approved, Waiting, Available, Future Remaining, Future Rating, and Future Available. The data is as follows:

Time Off Code	Prior Year Remaining	Allocated	Used	Remaining	Approved	Waiting	Available	Future Remaining	Future Rating	Future Available	Cu
▶ JURY DUTY CLASSIFIE				0h 00m			0h 00m				
▶ Personal Hourly		97h 00m	85h 00m	12h 00m			12h 00m				
▶ PROFESSIONAL LEAVE		46h 00m	46h 00m	0h 00m			0h 00m				
▶ Sick Hourly		301h 45m	132h 15m	169h 30m			169h 30m				

In the example following, the employee has a current sick leave balance of 169 hours and 30 min. History shows prior hours of sick leave taken.

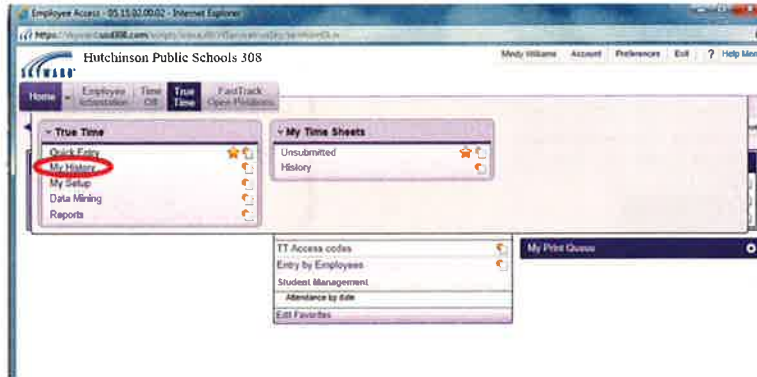
The screenshot displays the 'My Time Off Status' interface. At the top, there are navigation buttons (Back, List) and a title 'My Time Off Status (Add Favorite)'. Below the title are utility icons (True Time, Notes, Capture Screen, Favorites, New Window, My Print Queue) and a 'Views: General' dropdown. A 'Filters: *Skyward Default' dropdown is also present. The main content area features a summary table and a detailed transaction history.

Time Off Code	Prior Year Remaining	Allocated	Used	Remaining	Approved	Waiting	Available	Future Remaining	Future Waiting	Future Available	Cul
JURY DUTY CLASSIFIE				0h 00m			0h 00m				
Personal Hourly		97h 00m	85h 00m	12h 00m			12h 00m				
PROFESSIONAL LEAVE		46h 00m	46h 00m	0h 00m			0h 00m				
Sick Hourly		301h 45m	132h 15m	169h 30m			169h 30m				

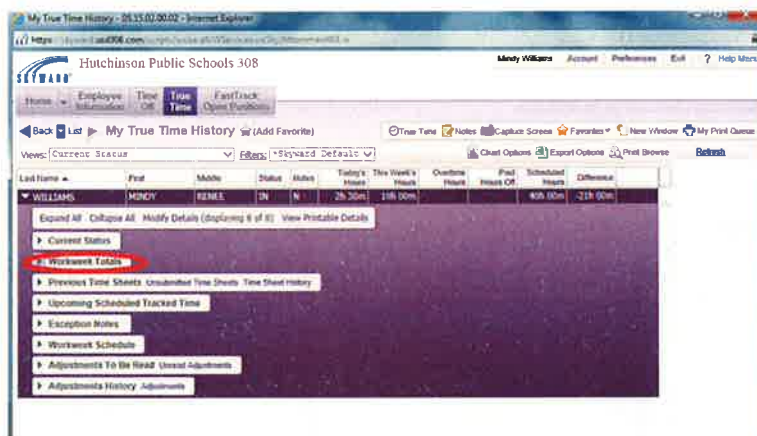
Current Year (Includes all dates)		Prior Time Off Transactions			
Date	Description/Reason	Allocated	Used	Remaining	A
07/07/2014 Mon	BEGINNING BA / BEGINNING	80h 00m		169h 30m	
06/03/2014 Tue	from sick to / TRANSFER	-8h 00m		89h 30m	
05/15/2014 Thu	EMPLOYEE SIC / EMPLOYEE S		1h 15m	97h 30m	
05/14/2014 Wed	EMPLOYEE SIC / EMPLOYEE S		8h 00m	96h 45m	
04/22/2014 Tue	from sick to / TRANSFER	-4h 00m		106h 45m	
04/15/2014 Tue	DOCTORS APPO / DOCTORS AP		1h 00m	110h 45m	
02/11/2014 Tue	DOCTORS APPO / DOCTORS AP		1h 30m	111h 45m	
12/10/2013 Tue	EMPLOYEE SIC / EMPLOYEE S		4h 00m	113h 15m	
09/12/2013 Thu	DOCTORS APPO / DOCTORS AP		4h 00m	117h 15m	
08/07/2013 Wed	BEGINNING BA / BEGINNING	63h 00m		121h 15m	
More Time Off Transactions					

To Exit EA click **Exit** at the top right of screen.

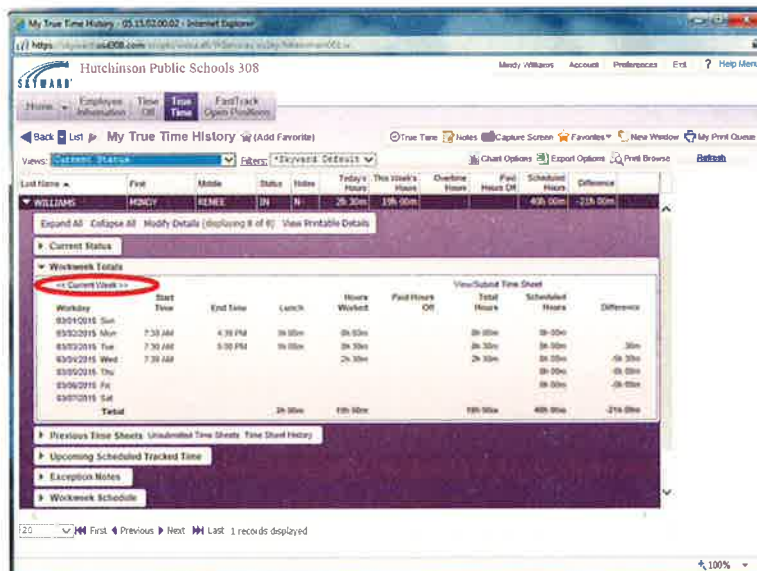
TRUE TIME INSTRUCTIONS



Go to My History under True Time

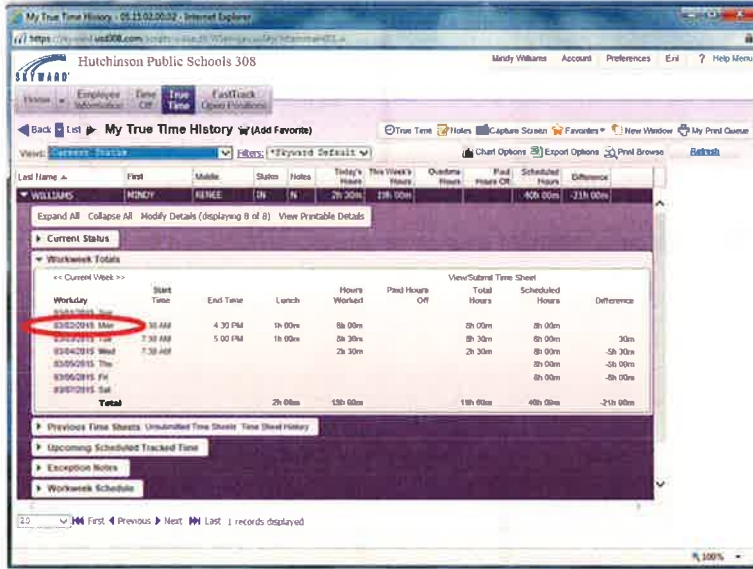


Click on the little arrow besides workweek totals to open it up

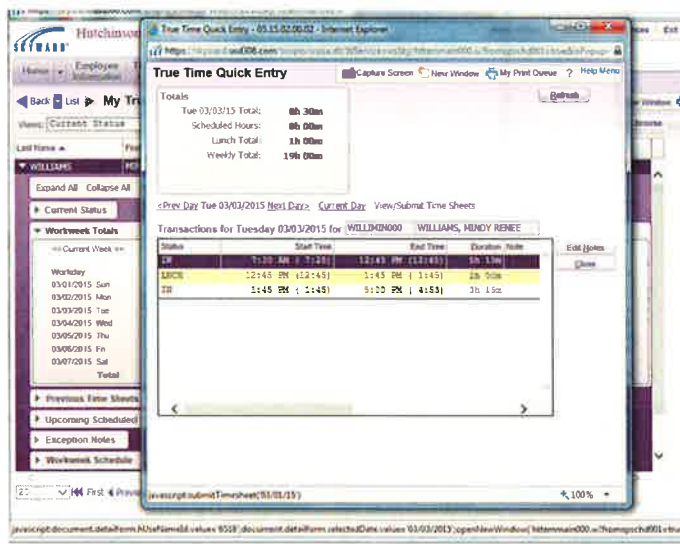


You can see different weeks by clicking on the arrows besides current week

TRUE TIME INSTRUCTIONS

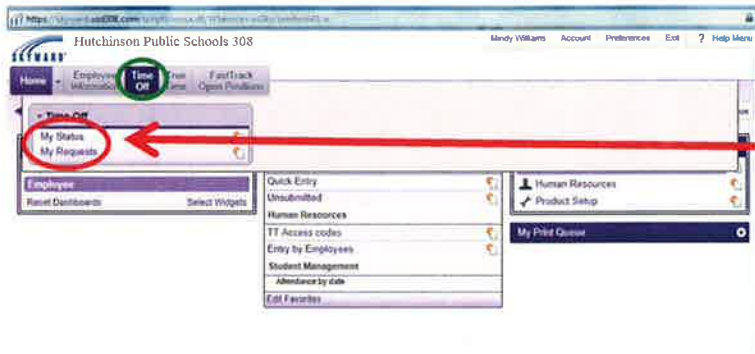


Click on the day that looks off to see what needs to be fixed.

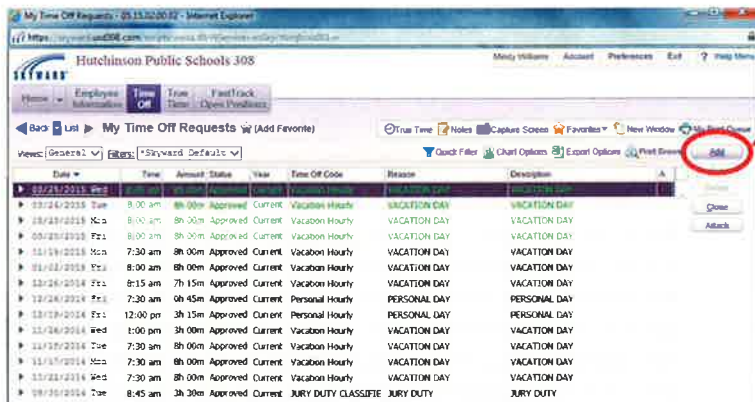


You can see if you forgot to clock in/out for lunch or missed clocking out for the day

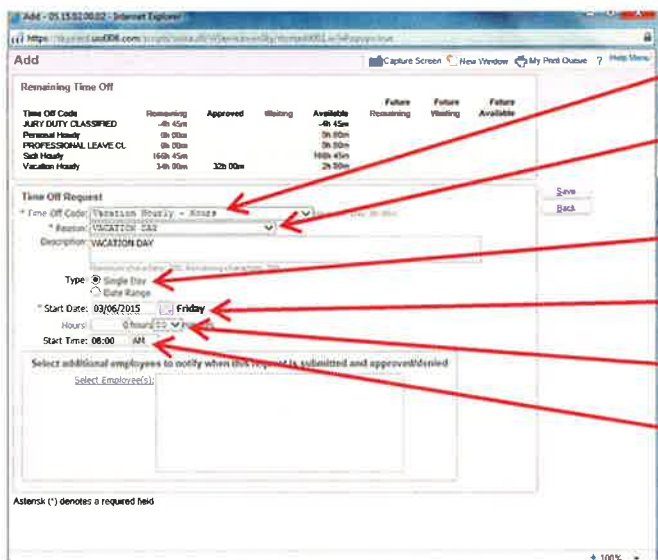
TIME OFF INSTRUCTIONS



My status shows what time you have left
My request is where you add leave



Here is where you can see leave you have added before:
CLICK ADD to add leave



***TIME OFF CODE:**
 -sick, personal, professional, jury

***REASON:**
 -choose correct reason that matches the code you used

***TYPE:**
 -select single day always

***START DATE:**
 -Enter date you will be off

***HOURS:**
 -Enter time you will be off (6hrs)

***START TIME:**
 -Enter time you are leaving

New Classified Employee Information:

Employees will have a USD 308 e-mail account and a Skyward Employee Access account. These accounts will be set up by TSC (Technology Support Center).

www.usd308.com – Hutchinson Public Schools home page

- Under staff resources you can find information on:
 - Staff Forms
 - True time modification forms
 - Sick leave conversion forms
 - Other forms
 - Classified Handbook
 - Section 125 Handbook – Benefits booklet

Skyward Employee Access:

Instructions on how to log into **Skyward** and enter sick leave, personal leave and also to clock in and out on the computer, print your pay stubs and check other personal information.

- On the USD 308 website home page under popular links on the left hand side of the screen, click on **Skyward** this will bring you to the **Skyward** homepage or type <https://skyward.usd308.com> in the internet browser. If you have not yet received your log-in information for Skyward you can click on the link that says “forgot your Login/Password” and a new screen will open up asking for you to enter your e-mail address. From there an e-mail will be sent to your work e-mail with instructions on how to get into Skyward.
- Once you are able to log into Skyward this is where you will;
 - enter your sick leave and/or personal leave
 - print off pay stubs
 - look at your personal information - under Employee Access
 - clock in and out for the day – under TrueTime – quick entry
 - clock in and out for lunch – under TrueTime – quick entry
 - enter a “temporarily out of office” status - under TrueTime – quick entry
 - Temporarily out of office - if you are leaving but will return to work later and it is not your regular lunch time.

True Time:

You will clock in and out on a time clock that will scan your finger. This is a biometric clock and counts the points of your fingertip to identify you. You will clock in and out for the day as well as clock in and out for lunch at the time clock. You will need to submit your time weekly. All time worked for the previous week will need to be submitted on the following Monday. If you have missed punches or have corrections that need to be made to your time please **DO NOT** submit your time until you have sent in a time mod to your supervisor and the corrections have been made. Time mods may be faxed and or e-mailed to payroll for correction. All time mods will need your supervisors’ approval prior to submitting to payroll.

You may also use Skyward Employee Access to clock in and out on a computer instead of using the timeclock. (noted above)

The pay period runs from the 1st – the end of the month. Pay day is the 15th of the month for time worked in the previous month.

Important contact #'s:

TSC – #5640 (technology Support Help desk)

Payroll – Jamie #4044 or Mindy #4043 / brownj@usd308.com or williamsmi@usd308.com

TRUE TIME MODIFICATION FORM

Please complete and give to your supervisor for approval, then scan, e-mail or fax to payroll.

Employee: _____

Date: _____

Building: _____

Information to be changed/added: *****NEVER SUBMIT YOUR TIME UNLESS IT IS CORRECT*****

	Missed	Missed	LUNCH	LUNCH	Missed	Punch Change	
	DATE	IN	OUT	IN	GONE	FROM	TO
		(time you left)	(time back)				
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							

Employee Signature: _____

Approved by: _____

Comments: _____

*****All sick, personal and vacation leave is entered by the employee in SKYWARD. *****

