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Chapter 1. Special Payroll Processing

Overview

This document covers the entering of time for hourly employees, substitutes and Leave without Pay (LWOP) for contract employees. Hours for hourly employees and students (OPS) are submitted to Payroll via Payroll Worksheets. Substitute time is collected and submitted through the AESOP system.

 **The Payroll Worksheet is accessible through the PaC client only.**

 **The Employee Profile is accessible via the web client.**

The Payroll Department will setup the Payroll Worksheets.

Non Instructional Cost Centers will have 4 Payroll Worksheets to enter time for

- Hourly Employees Pay Type 4
- Overtime (As Needed)

Schools will have 3 Payroll Worksheets; all of the above and one additional for

- Sub-Aides, Pay Type 3

Hourly Pay Type 4

Payroll worksheets are used to record the hours worked for Pay Type 4.

- Hourly Teachers (Lively and Adult Education)
- Hourly Employees, Students and Substitute Teachers

Hourly Payroll Worksheet Data Entry Steps (Pay Type 4)

- Step 1: [Navigate to the Payroll Worksheet](#)
- Step 2: [Select the Payroll Worksheet](#)
- Step 3: [Build the Payroll Worksheet](#)
- Step 4: [Enter Summary Hours Worked](#)
- Step 5: [Run Verification Report](#)
- Step 6: [Submit Hourly Worksheet for Approval](#)

Sub-Aides Payroll Worksheet Data Entry Steps (Pay Type 3)

- Step 1: [Navigate to the Payroll Worksheet](#)
- Step 2: [Select the Payroll Worksheet](#)
- Step 3: [Build the Payroll Worksheet](#)
- Step 4: [Enter Summary Hours Worked](#)
- Step 5: [Run Verification Report](#)
- Step 6: [Submit Hourly Worksheet for Approval](#)

LWOP for Contract Employees (Pay Type 1, 2, 3, 5, 6, and 9)

The Payroll Worksheet will be used to submit any Leave without Pay (LWOP) for Salaried Contract employees that have taken time off during the pay period to Payroll.

LWOP Payroll Worksheet Steps

- Step 1: [Log into Skyward Web](#)
- Step 2: [Transaction Detail Maintenance](#)
- Step 3: [Run the Detail Transaction Report](#)
- Step 4: [Enter pay period dates –](#)

Substitute Teachers (Pay Type 4)

Hourly time for substitute teachers is entered in the Aesop subsystem. On a date specified by the Payroll Department, the Aesop sub transactions will be imported into Skyward Sub Tracking. You only have access to the employees that work at your school and all substitutes.

To enter hours for a substitute teacher

- Step 1: [Navigate to the Employee Profile](#)
- Step 2: [Select the Substitute](#)
 - a. [Edit](#) any transactions to make changes
 - b. [Add](#) a transaction if it was not imported from Aesop
- Step 3: [Run Verification Report](#)

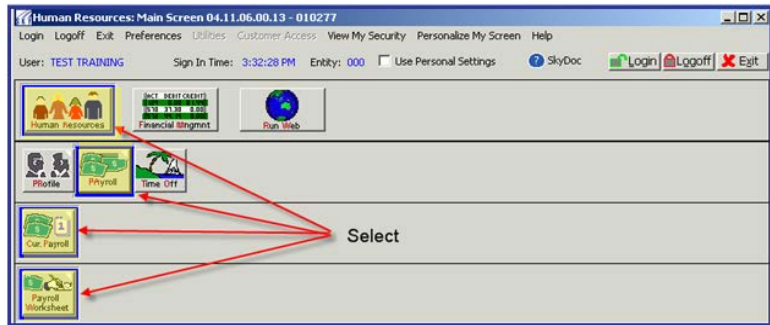
Chapter 2. Entering and Submitting Hourly Payroll

Step 1: Navigate to the Payroll Worksheet

Click on Human Resources (HR), Payroll (PA), Cur Payroll (CP), Payroll Worksheet

Breadcrumbs: HR\PA\CP\PW

The Payroll Worksheet Master Screen opens.

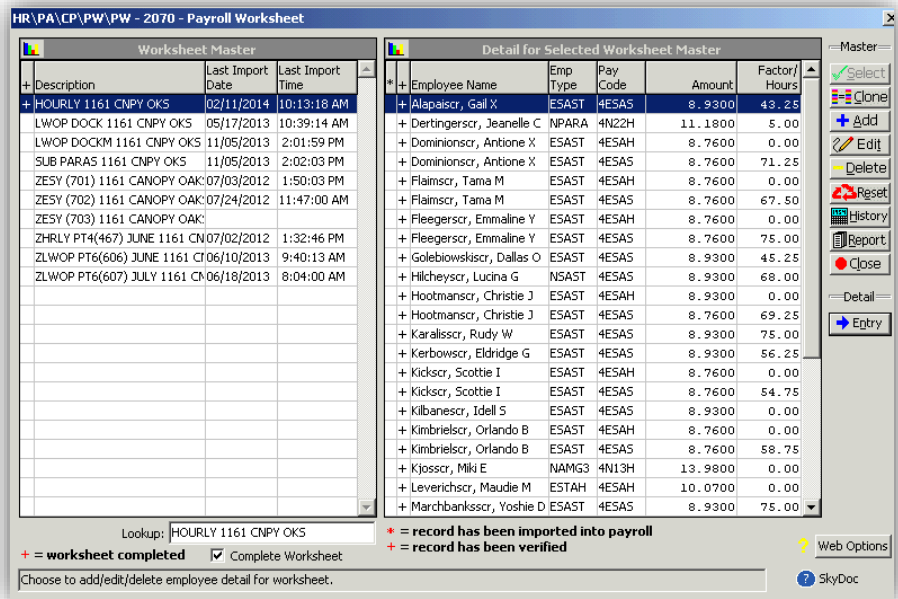


Step 2: Select the Payroll Worksheet

2a) Select the Hourly Payroll Worksheet.

2b) Click the **[Entry]** button


The Worksheet Entries screen opens



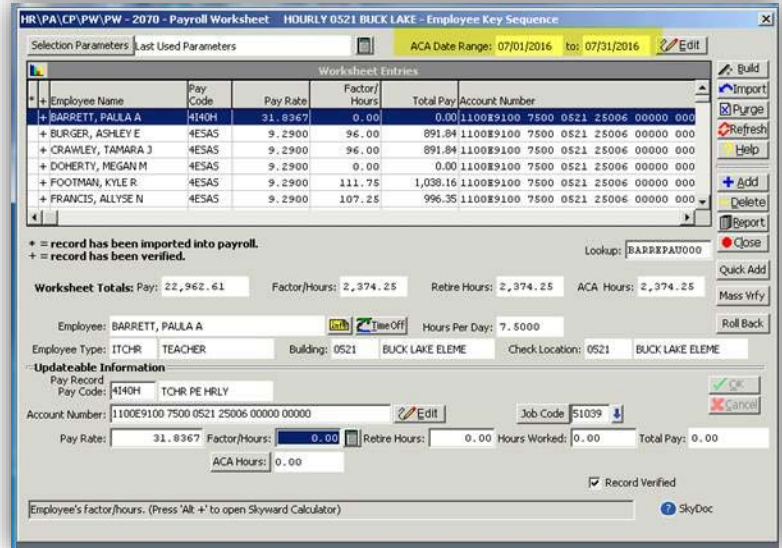
Step 3: Build the Worksheet

3a) Verify that the correct Worksheet is selected

3b) Click the **[Build]** button and follow the on screen prompts.

 The Build process downloads the current employee information from HR. This includes any pay changes and staffing changes.

You will be returned to the **Worksheet Entries screen** after the Build process completes.



Step 4: Enter Summary Hours Worked

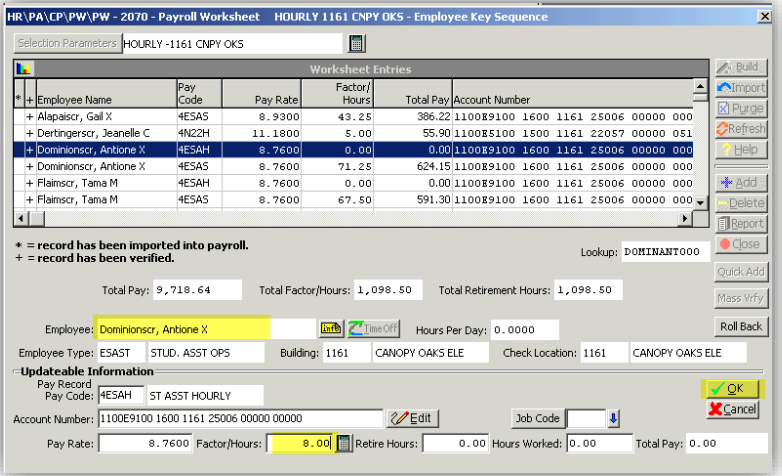
4a) Select an employee to add pay period hours.

The lower portion of the screen will reflect current information on file for the select employee

4b) Enter the total hours worked in the Factor/Hours: Field.

4c) Click the **[OK]** button to advance to the next employee record

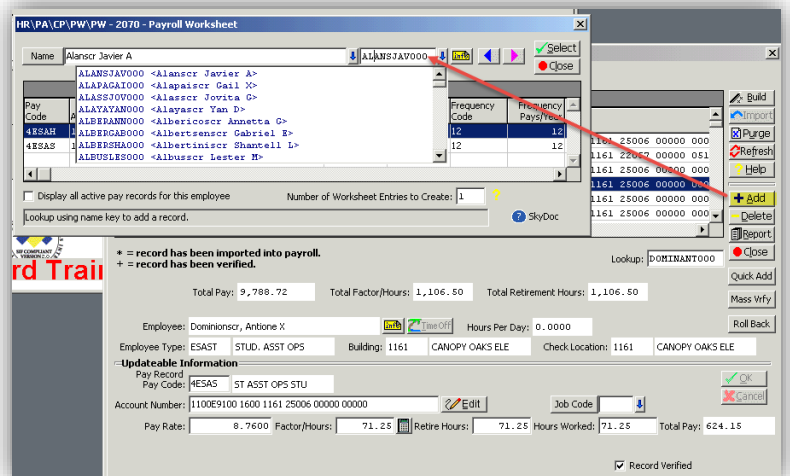
4d) Hit **[Enter]** to advance to the next employee record.



Step 5: Add an Employee to a worksheet that has been built

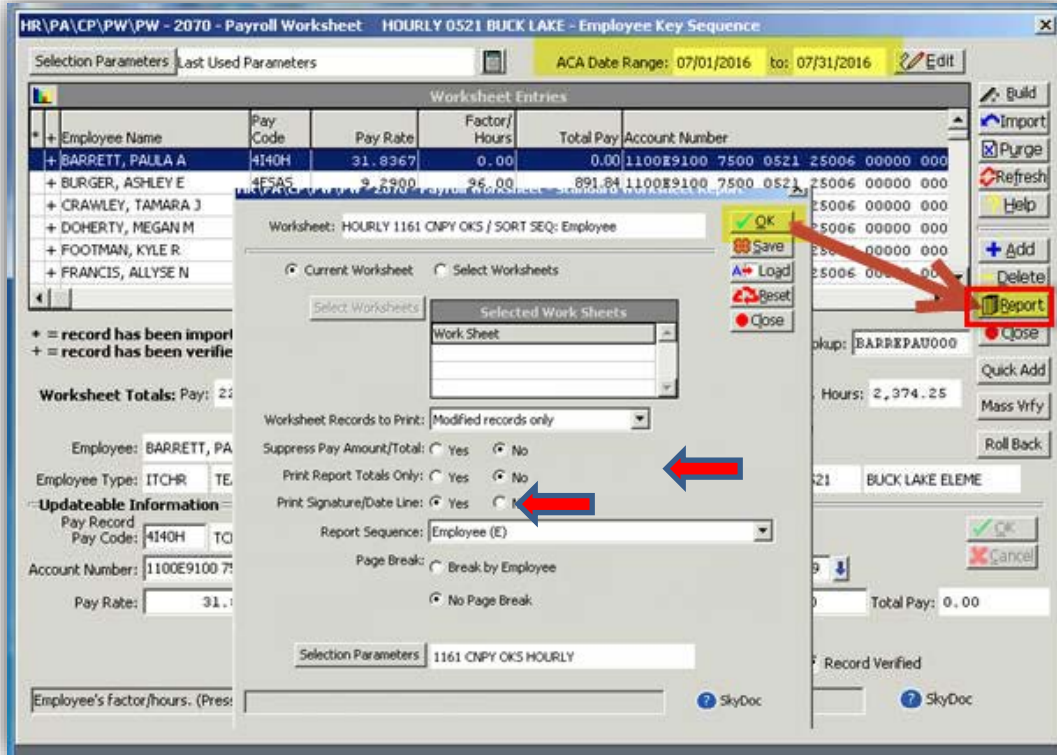
5a) Select the **[Add]** button

5b) Start typing the name key and select the employee from the drop down box



Step 6: Run Verification Report

After all time has been entered for your employees, run the verification report.



6a) Click the **Report** button.

The **Payroll Worksheet – Standard Worksheet Report** screen opens.

Select the “Modified Records Only” to prevent all the zero entries from appearing on your worksheets.

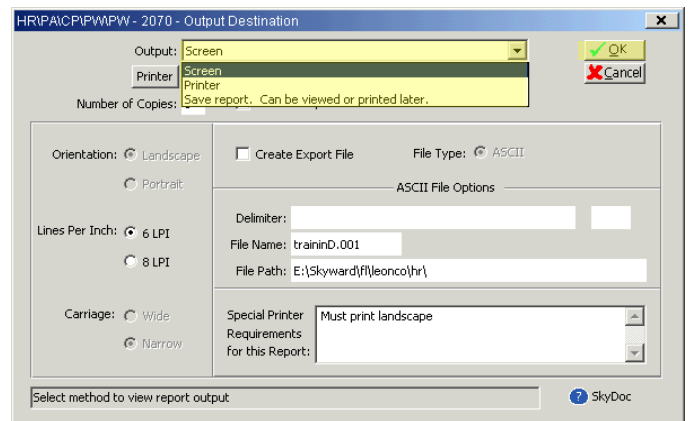
Mark “No” on “suppress pay amount/totals” on the Worksheet Report Screen. The Payroll Department needs to see the totals.

6b) Click the **OK** button.

The **Output Destination** screen opens

The report can be printed or output to the screen for viewing or saved to be printed later.

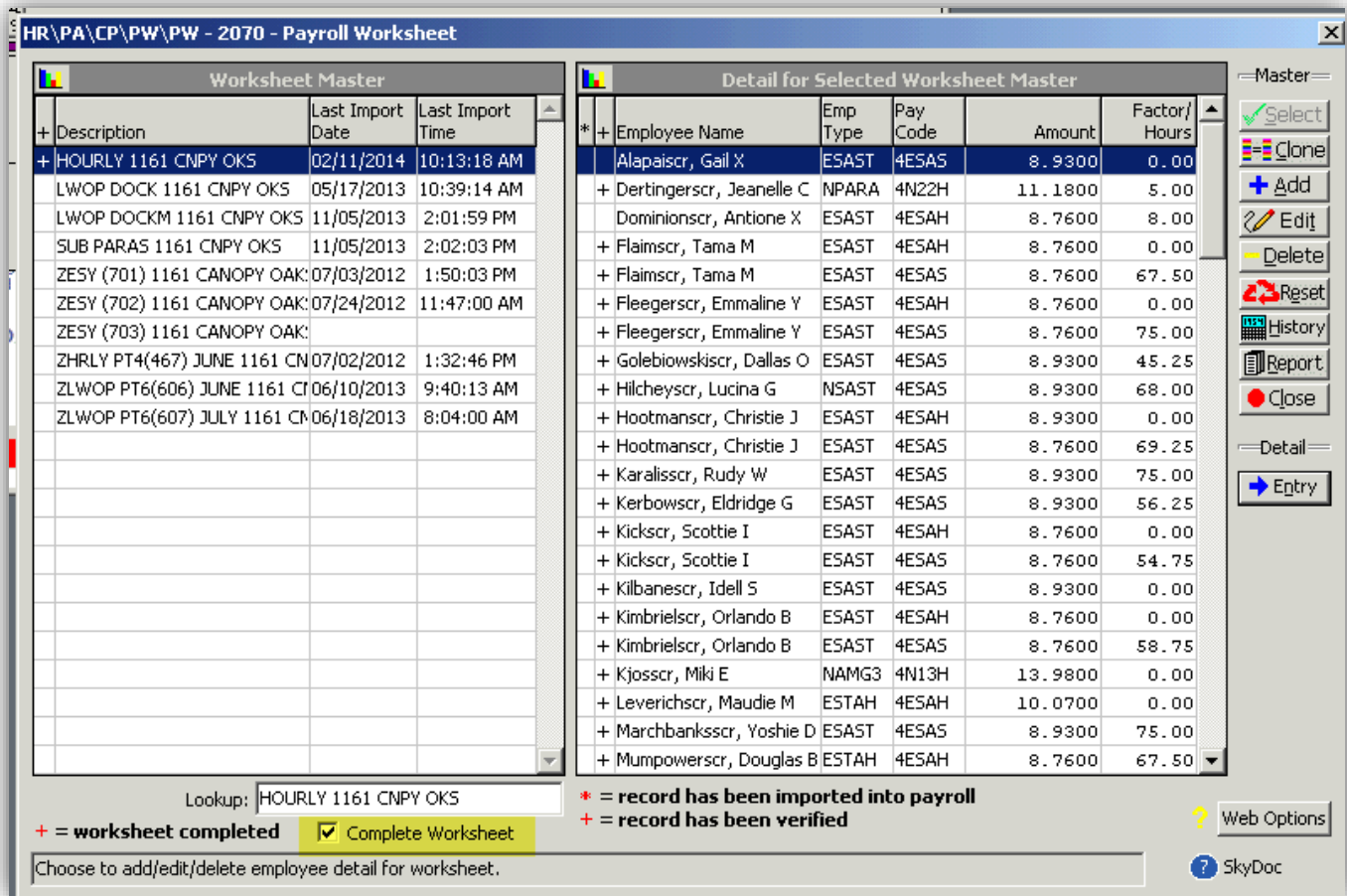
6c) Click the **OK** button to run the report.



Sample Report

4pawsh04.p		SCRAMBLED DATABASE										1:28 PM 09/08/15	
05.15.06.00.00-010024		Standard Worksheet Report										PAGE: 1	
WORKSHEET: HOURLY 1161 CNPY ONS													
NAME KEY	EMPLOYEE NAME				PERCENT	AMOUNT	FREQ	FACTOR/HOURS	TOTALS	RETIRE	HOURS	HOURS WRKE	
BLDG	LOC	TYPE	PHY	ACCOUNT NUMBER									
ALAPAGAI000				Alapaiscr, Gail X									
1161	1161	ESAST	4ESAS	1100E9100 1600 1161 25006 00000 0000		8.9300	12	43.2500	386.22	43.25	43.25		
DETTIJEAO00				Dertingerscr, Jeanelle C									
1161	1161	NPAPA	4N22H	1100E9100 1500 1161 22057 00000 0510		11.1800	12	5.0000	55.90	5.00	5.00		
DOMINANT000				Dominionscr, Antione X									
1161	1161	ESAST	4ESAS	1100E9100 1600 1161 25006 00000 0000		8.7600	12	71.2500	624.15	71.25	71.25		
FLAINTAM000				Flainscr, Tama M									
1161	1161	ESAST	4ESAS	1100E9100 1600 1161 25006 00000 0000		8.7600	12	67.5000	591.30	67.50	67.50		
FLEEGRHM000				Fleegerscr, Emmaline Y									
1161	1161	ESAST	4ESAS	1100E9100 1600 1161 25006 00000 0000		8.7600	12	75.0000	657.00	75.00	75.00		
COLEBDAL000				Colebiowskiscr, Dallas O									
1161	1161	ESAST	4ESAS	1100E9100 1600 1161 25006 00000 0000		8.9300	12	45.2500	404.08	45.25	45.25		
HILCHLU0000				Hilcheyscr, Lucina G									
1161	1161	NSAST	4ESAS	1100E9100 1600 1161 25006 00000 0000		8.9300	12	68.0000	607.24	68.00	68.00		
HOOTMCHR000				Hootmanscr, Christie J									
1161	1161	ESAST	4ESAS	1100E9100 1600 1161 25006 00000 0000		8.7600	12	69.2500	606.63	69.25	69.25		
KARALRUD0000				Karalisscr, Rudy W									
1161	1161	ESAST	4ESAS	1100E9100 1600 1161 25006 00000 0000		8.9300	12	75.0000	669.75	75.00	75.00		
KEREOELD0000				Kerbowscr, Eldridge C									
1161	1161	ESAST	4ESAS	1100E9100 7500 1161 25006 00000 0000		8.9300	12	56.2500	502.31	56.25	56.25		
KICKS000000				Kicksr, Scottie I									
1161	1161	ESAST	4ESAS	1100E9100 1600 1161 25006 00000 0000		8.7600	12	54.7500	479.61	54.75	54.75		
KIMBOPR0000				Kimbrielscr, Orlando B									
1161	1161	ESAST	4ESAS	1100E9100 1600 1161 25006 00000 0000		8.7600	12	58.7500	514.65	58.75	58.75		
MARCHYOS0000				Marchbanksr, Yoshie D									
1161	1161	ESAST	4ESAS	1100E9100 1600 1161 25006 00000 0000		8.9300	12	75.0000	669.75	75.00	75.00		
MUMPODOU0000				Mumpowerscr, Douglas B									
1161	1161	ESTAH	4ESAH	1100E9100 1600 1161 25006 00000 0000		8.7600	12	67.5000	591.30	67.50	67.50		
OLENSDON0000				Olenscr, Donny M									
1161	1161	ESAST	4ESAS	1100E9100 1600 1161 25006 00000 0000		8.9300	12	73.7500	658.59	73.75	73.75		
TIPSWALP0000				Tipswordscr, Alpha M									
1161	1161	ESAST	4ESAS	1100E9100 1600 1161 25006 00000 0000		8.9300	12	55.7500	497.85	55.75	55.75		
TRACEDEM0000				Tragesserscr, Demarcus H									
Page Totals:							961.2500		8,516.33	961.25	961.25		

Step 7: Submit Hourly Payroll Worksheet for Approval



The screenshot shows the 'Worksheet Master' window with the following data:

Description	Last Import Date	Last Import Time
+ HOURLY 1161 CNPY OKS	02/11/2014	10:13:18 AM
LWOP DOCK 1161 CNPY OKS	05/17/2013	10:39:14 AM
LWOP DOCKM 1161 CNPY OKS	11/05/2013	2:01:59 PM
SUB PARAS 1161 CNPY OKS	11/05/2013	2:02:03 PM
ZESY (701) 1161 CANOPY OAK:	07/03/2012	1:50:03 PM
ZESY (702) 1161 CANOPY OAK:	07/24/2012	11:47:00 AM
ZESY (703) 1161 CANOPY OAK:		
ZHRLY PT4(467) JUNE 1161 CN 07/02/2012		1:32:46 PM
ZLWOP PT6(606) JUNE 1161 CN 06/10/2013		9:40:13 AM
ZLWOP PT6(607) JULY 1161 CN 06/18/2013		8:04:00 AM

The 'Detail for Selected Worksheet Master' window shows the following data:

Employee Name	Emp Type	Pay Code	Amount	Factor/Hours
* + Alapaiscr, Gail X	ESAST	4ESAS	8.9300	0.00
+ Dertingerscr, Jeanelle C	NPARA	4N22H	11.1800	5.00
+ Dominionscr, Antione X	ESAST	4ESAH	8.7600	8.00
+ Flaimscr, Tama M	ESAST	4ESAH	8.7600	0.00
+ Flaimscr, Tama M	ESAST	4ESAS	8.7600	67.50
+ Fleegerscr, Emmaline Y	ESAST	4ESAH	8.7600	0.00
+ Fleegerscr, Emmaline Y	ESAST	4ESAS	8.7600	75.00
+ Golebiowskiscr, Dallas O	ESAST	4ESAS	8.9300	45.25
+ Hilcheyscr, Lucina G	NSAST	4ESAS	8.9300	68.00
+ Hootmanscr, Christie J	ESAST	4ESAH	8.9300	0.00
+ Hootmanscr, Christie J	ESAST	4ESAS	8.7600	69.25
+ Karalisscr, Rudy W	ESAST	4ESAS	8.9300	75.00
+ Kerbowscr, Eldridge G	ESAST	4ESAS	8.9300	56.25
+ Kickscr, Scottie I	ESAST	4ESAH	8.7600	0.00
+ Kickscr, Scottie I	ESAST	4ESAS	8.7600	54.75
+ Kilbanescr, Idell S	ESAST	4ESAS	8.9300	0.00
+ Kimbrielscr, Orlando B	ESAST	4ESAH	8.7600	0.00
+ Kimbrielscr, Orlando B	ESAST	4ESAS	8.7600	58.75
+ Kjosscr, Miki E	NAMG3	4N13H	13.9800	0.00
+ Leverichscr, Maudie M	ESTAH	4ESAH	10.0700	0.00
+ Marchbanksscr, Yoshie D	ESAST	4ESAS	8.9300	75.00
+ Mumpowerscr, Douglas B	ESTAH	4ESAH	8.7600	67.50

Legend:
 * = record has been imported into payroll
 + = record has been verified

Buttons: Select, Clone, Add, Edit, Delete, Reset, History, Report, Close, Entry, Web Options, SkyDoc

Lookup: HOURLY 1161 CNPY OKS
 = worksheet completed Complete Worksheet

Choose to add/edit/delete employee detail for worksheet.

After all hours have been verified the payroll worksheet can be submitted to a supervisor for approval.

In Skyward the Bookkeeper will mark the worksheet as COMPLETE and the Supervisor will mark the worksheet as VERIFIED.

Only verified worksheets will be paid.

6a) Select the Worksheet you which to mark as Complete.

6b) Click the Complete Worksheet checkbox. A "+" will appear next to the worksheet.

6c) Email your Supervisor notifying them that the worksheet is ready to be verified.

Chapter 3. Entering Hours for Sub-Aides\Para-Professionals

Overview

School Bookkeepers will process hours worked for Sub-Aides via a payroll worksheets. Payroll Worksheets are accessible via the PaC version of the SKYWARD client. Each Payroll Worksheet will contain two pay codes for each Aide:

- **SA.5** - Any hours worked as a sub **less than the scheduled hours** is paid at ½ times their regular rate of pay (because they are already paid for the regular hours at their regular rate of pay)
- **SA1.5** - Any hours worked as a sub **above the scheduled hours** is paid at 1½ times their regular rate of pay.

Examples: An Aide is normally scheduled to work 6 hours per day.

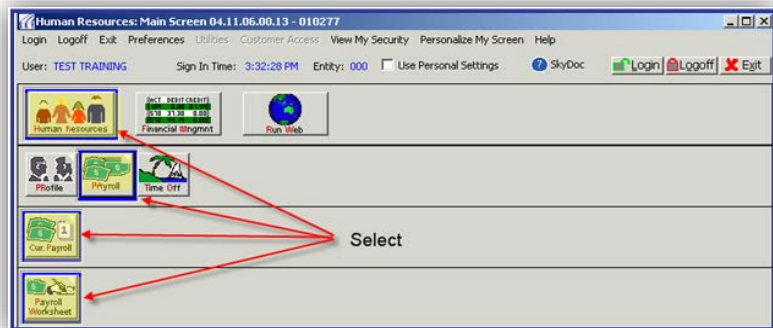
1. 5 hours are worked as a Sub.
The Sub-Aide is paid ½ time for the 5 hours.
In Skyward you would enter all 5 hours into under Pay code SA.5 for the Sub-Aide. No hours would be entered into Pay Code SA1.5.
2. 8 hours are worked as a Sub.
The Sub-Aide is paid ½ times regular pay for the first 6 hours and 1½ times regular pay for the other 2.
In Skyward you would enter 6 hours into Pay code SA.5 and 2 hours into Pay Code SA1.5 for the Sub-Aide.

Step 1: Navigate to the Sub-Aides Payroll Worksheet

Click on Human Resources (HR), Payroll (PA), Cur Payroll (CP), Payroll Worksheet

Breadcrumbs: HR\PA\CP\PW

The **Payroll Worksheet Screen** opens.

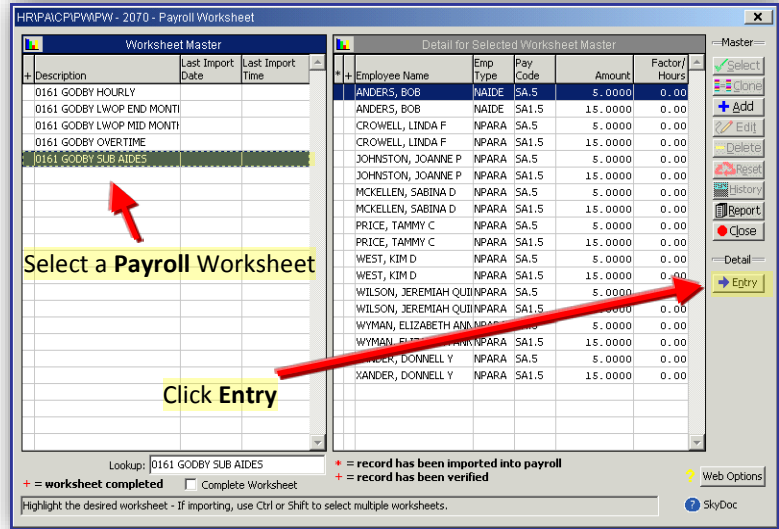


Step 2: Select the Sub-Aides Payroll Worksheet

2a) Select the Sub-Aides Worksheet.

2b) Click the **[Entry]** button


The **Worksheet Entries** screen opens



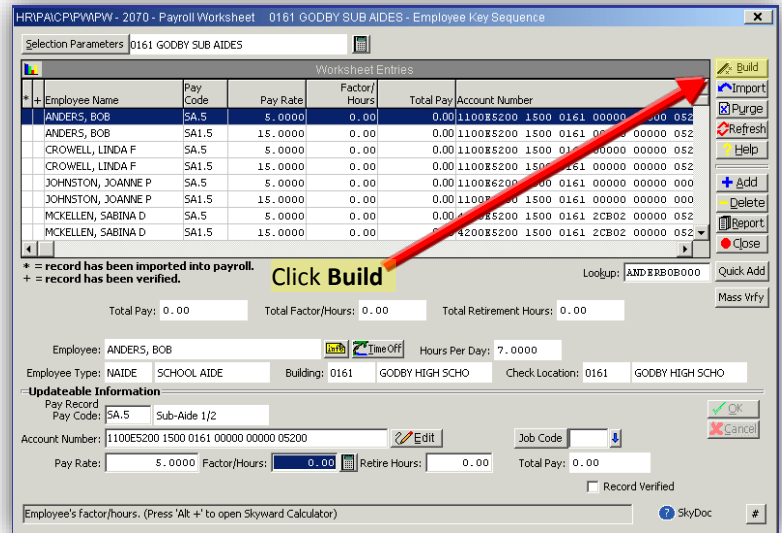
Step 3: Build the Sub-Aides Worksheet

3a) Verify that the correct Worksheet is selected

3b) Click the **[Build]** button and follow the on screen prompts. See Chapter 8 for detailed instructions on the Build process.

 The Build process downloads the current employee information from HR. This includes any pay changes and staffing changes.

You will be returned the **Worksheet Entries screen** after the Build process completes.



Step 4: Enter Hours Worked

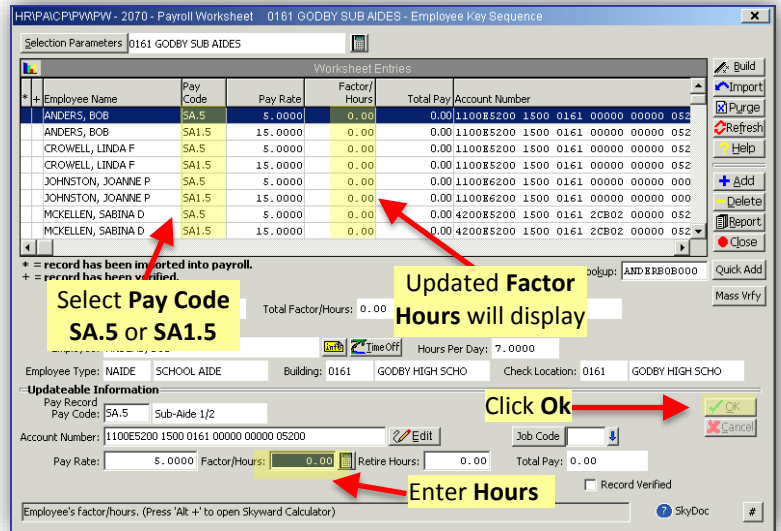
4a) Select an employee to add pay period hours.

The lower portion of the screen will reflect current information on file for the select employee

4b) Select the appropriate Pay Code and Enter Hours for the Aide. (SA.5 or SA1.5)

4c) Click the **[OK]** button or press **[Enter]** to advance to the next employee record.

Continue until all hours for all Aides are entered.



Step 5: Run Verification Report

After all time has been entered for your employees, run the verification report.

5a) Click the **[Report]** button.

The **Payroll Worksheet – Standard Worksheet Report** screen opens.

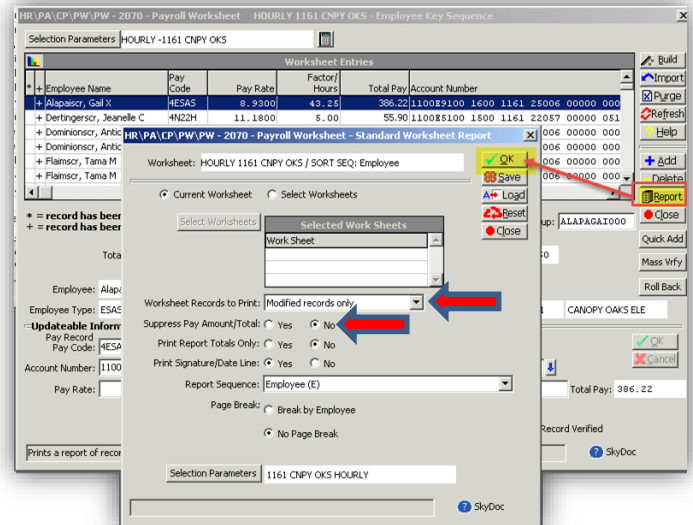
Select the "Modified Records Only" to prevent all the zero entries from appearing on your worksheets.

Mark "No" on "suppress pay amount/totals" on the Worksheet Report Screen. The Payroll Department needs to see the totals.

5b) Select to Print Signature/Date Line

5c) Click the **[OK]** button.

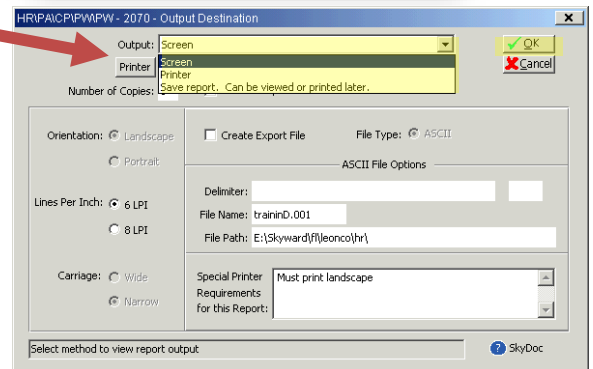
*The **Output Destination** screen opens. The report can be printed or output to the screen for viewing or saved to be printed later.*



5d) Select your destination and Click the **[OK]** button to run the report.

5e) Save a hard copy of the Verification Report.

5f) Email\deliver a copy of the Verification Report to your Supervisor to indicate that the payroll is ready to be **VERIFIED**



Step 6: Submit Hourly Payroll Worksheet for Approval

After all hours have been verified the payroll worksheet can be submitted to a supervisor for approval.

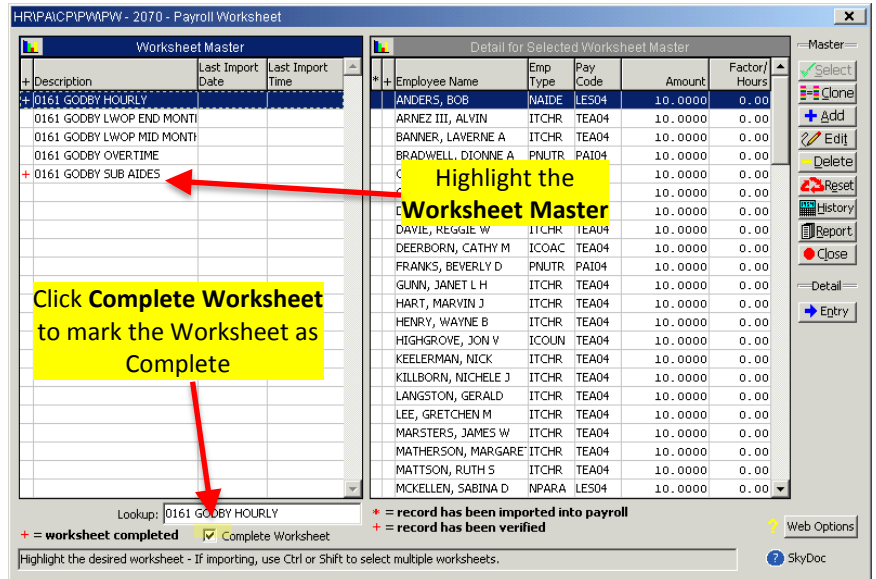
In Skyward the Bookkeeper will mark the worksheet as COMPLETE and the Supervisor will mark the worksheet as VERIFIED.

Only verified worksheets will be paid.

6a) Select the Worksheet you which to mark as Complete.

6b) Click the Complete Worksheet checkbox. A “+” will appear next to the worksheet.

6c) Email your Supervisor notifying them that the worksheet is ready to be verified.



SEE: PAGE 20 FOR DETAILED INSTRUCTIONS ON HOW TO VERIFY A PAYROLL WORKSHEET

Chapter 4. Entering Leave w/o Pay (LWOP) in the Web

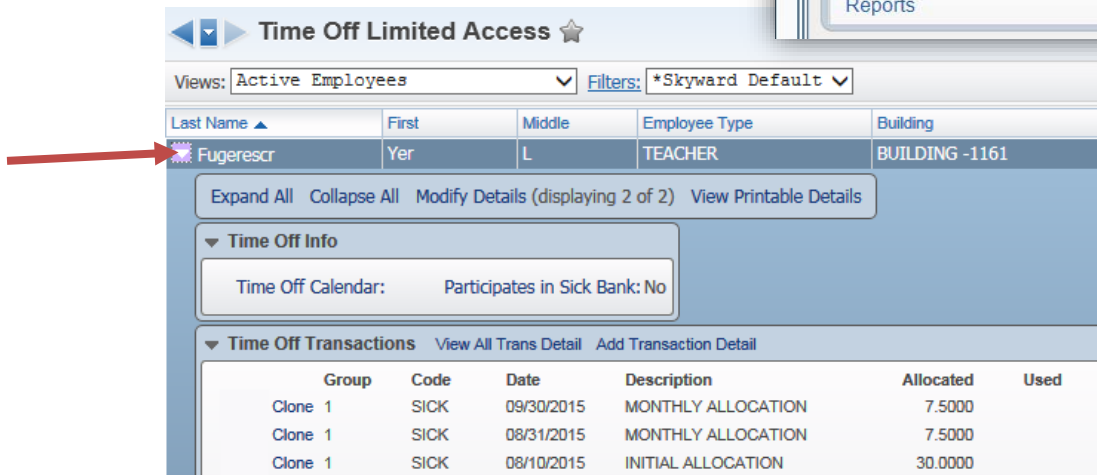
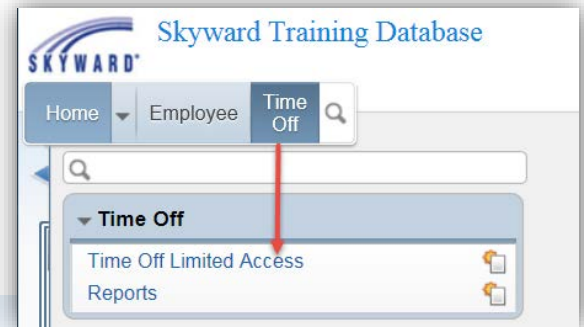


ALERT: Make sure you submit LWOP by Pay Type payroll deadlines !!



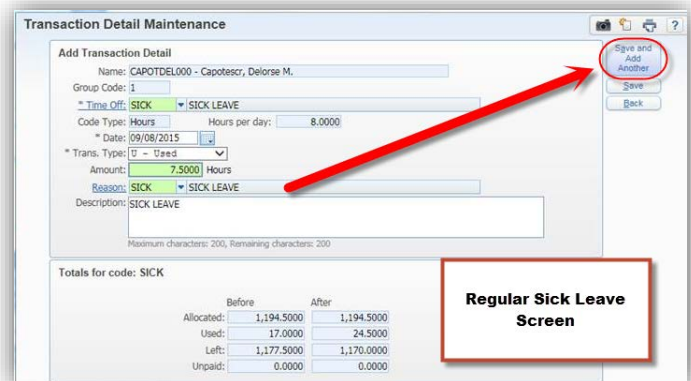
Step 1: Log into Skyward Web

- Click on **Human Resources**, → **Time Off** → **Time Off Limited Access**.
- Scroll down to select the employee and expand the **Time Off Transactions**.
- Click '**Add Transaction Detail**'.



Step 2: Entering Regular Leave

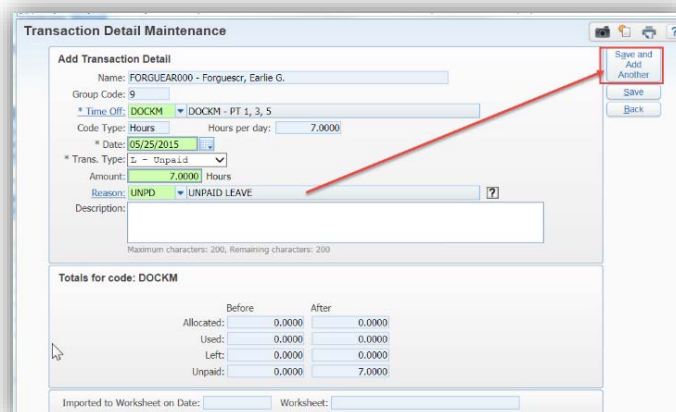
- Enter the appropriate codes:
 - Time Off**
 - Date Leave Used**
 - Trans Type** (*USED for all time off codes except Dock and DockM*)
 - Hours Used**
 - Reason Code** —(*Tab through the description box to autofill the text.*)
- Select '**Save**'



Step 3: Entering Leave without Pay (LWOP DTR)

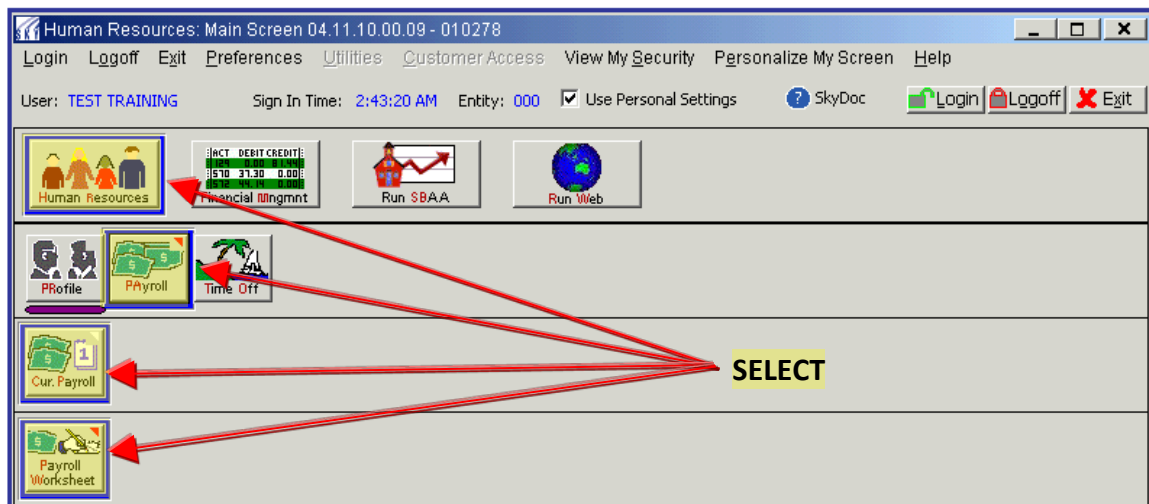
- a. Enter the appropriate codes:
 - i. **Time Off (DOCK/DOCKM)**
 - ii. **Date Leave Used**
 - iii. **Trans Type (L-Unpaid)**
 - iv. **Hours Used**
 - v. **Reason Code** –(Tab through the description to autofill text.)
- b. Select 'Save'

Note: The Pay Code for the LWOP employees is **DOCKM** (Mid-month) or **DOCK** (End of Month).



Chapter 5. Build a Payroll Worksheet

The build process updates the list of employees on a Payroll Worksheet with most current information from Human Resources.



Step 1: Navigate to the Payroll Worksheet Main Screen

From the PaC version of Skyward;

- 1a)** Click on Human Resources (HR),
- 1b)** Click on Payroll (PA),
- 1c)** Click on Cur Payroll (CP)
- 1d)** Click on Payroll Worksheet

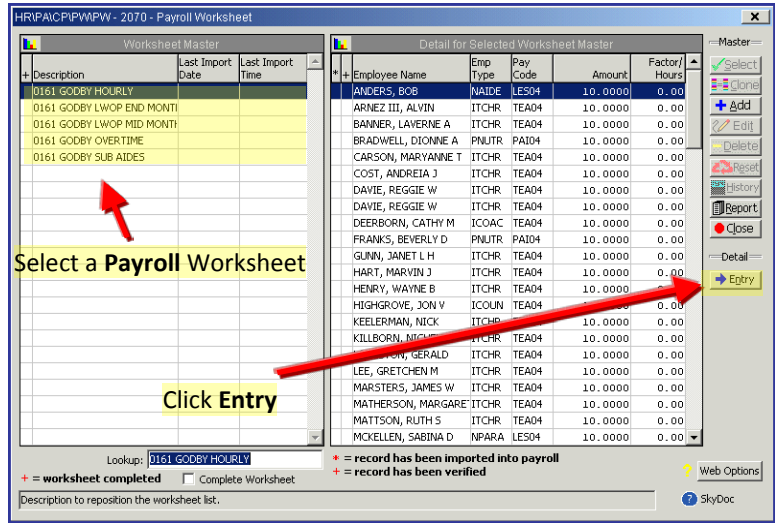
Breadcrumbs: HR\PA\CP\PW

The Payroll Worksheet Main Screen opens.

Step 2: Select a Payroll Worksheet Master

2a) Select the Payroll Worksheet Master

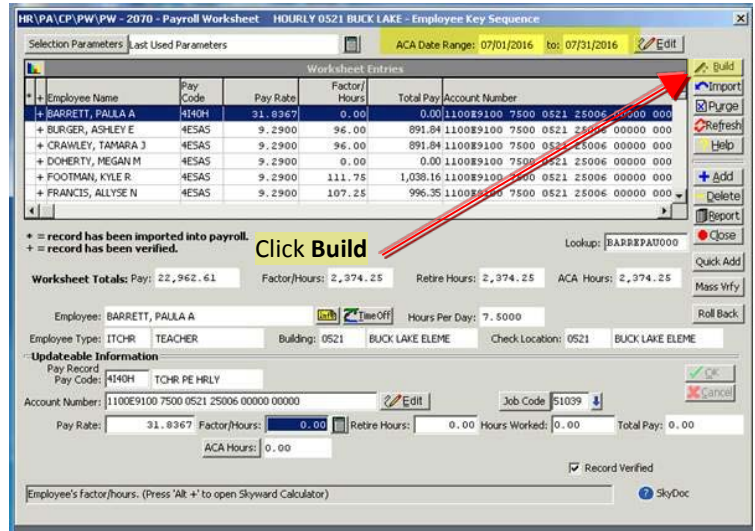
2b) Click the **[Entry]** button



Step 3: Build the Worksheet

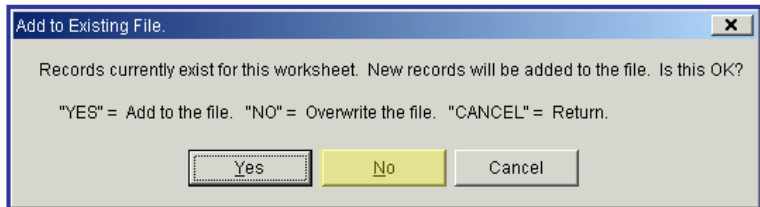
3a) Click the **[Build]** button and follow the on screen prompts.

💡 The Build process downloads the current employee information from HR. This includes any pay changes and staffing changes.

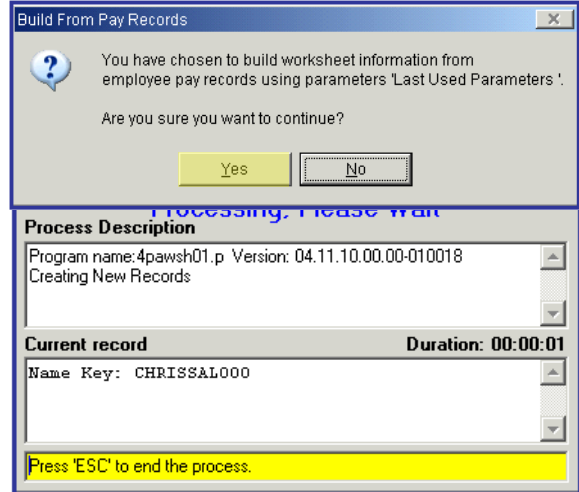


3b) Click **[No]** to rebuild the worksheet and overwrite all entries

💡 Click **[Yes]** to add any new employees to the list since the last time the list was rebuilt. No changes will be made to the existing records in the list



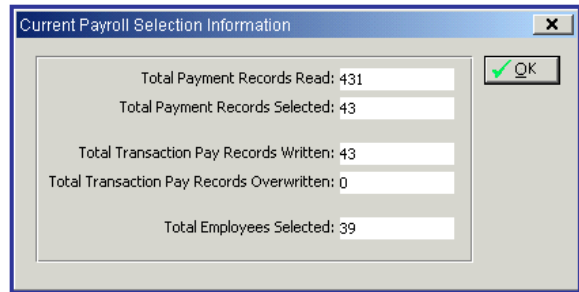
3c) Click the **[Yes]** button



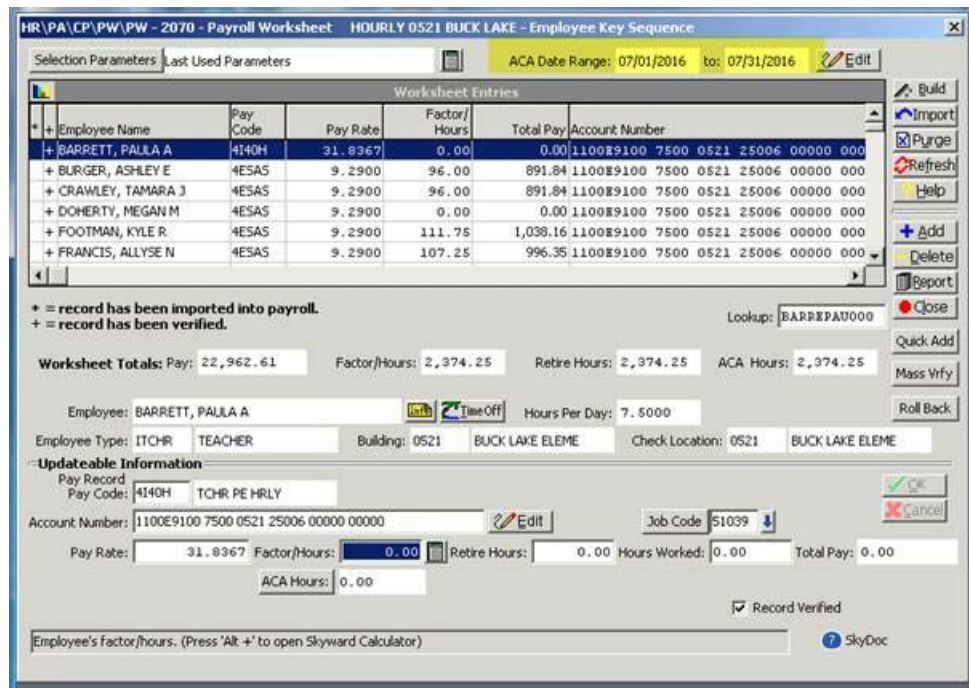
💡 The system will process the request.

💡 Total records processed are displayed

3d) Click the **[OK]** button.



You will be returned the **Worksheet Entries** screen after the Build process completes.



Chapter 6. Verifying a Payroll Worksheet

Overview

The supervisor will receive an email from the Bookkeeper or other designated staff notifying them that the Payroll Worksheet is complete and ready to be verified.

Payroll will only pay employees whose records have been verified.

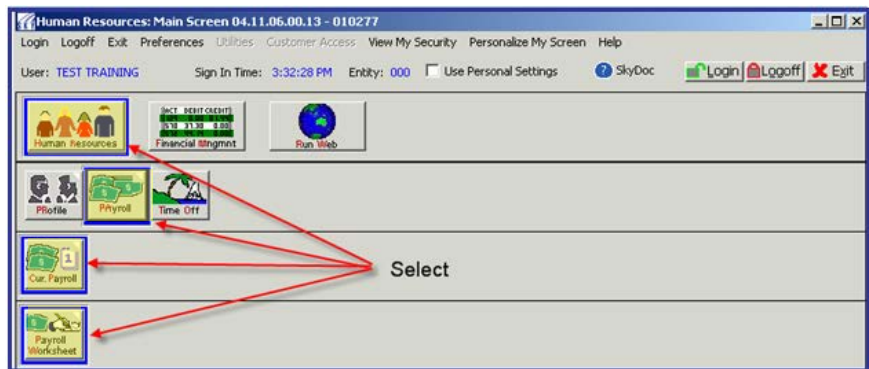
The Payroll Worksheet is accessible through the **PaC** version of Skyward.

Step 1: Navigate to the Payroll Worksheet

Click on Human Resources (HR), Payroll (PA), Cur Payroll (CP), Payroll Worksheet

Breadcrumbs: HR\PA\CP\PW

The **Payroll Worksheet Master Screen** opens.

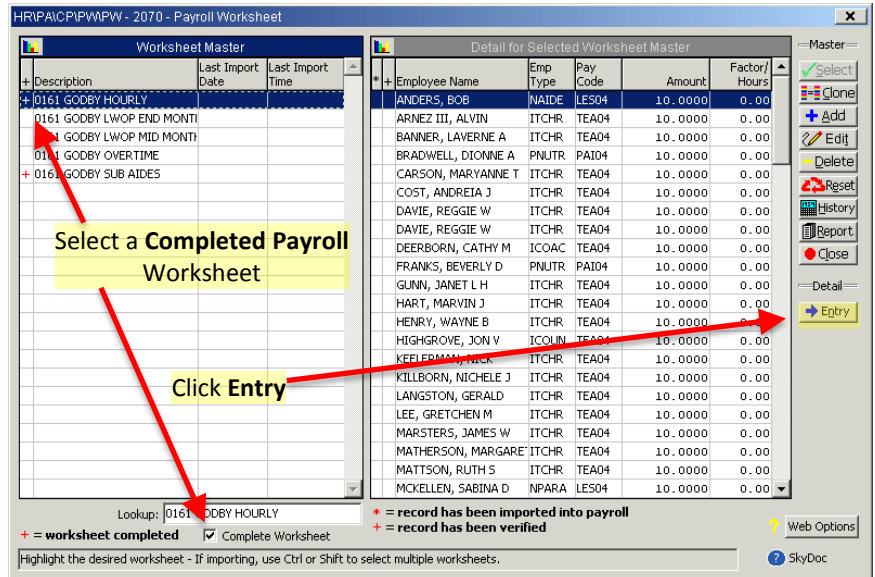


Step 2: Select Completed Worksheet to Verify

Select a Complete worksheet as indicated by the red **[+]** next the worksheet name.

Click the **[Entry]** to begin verifying the Worksheet.

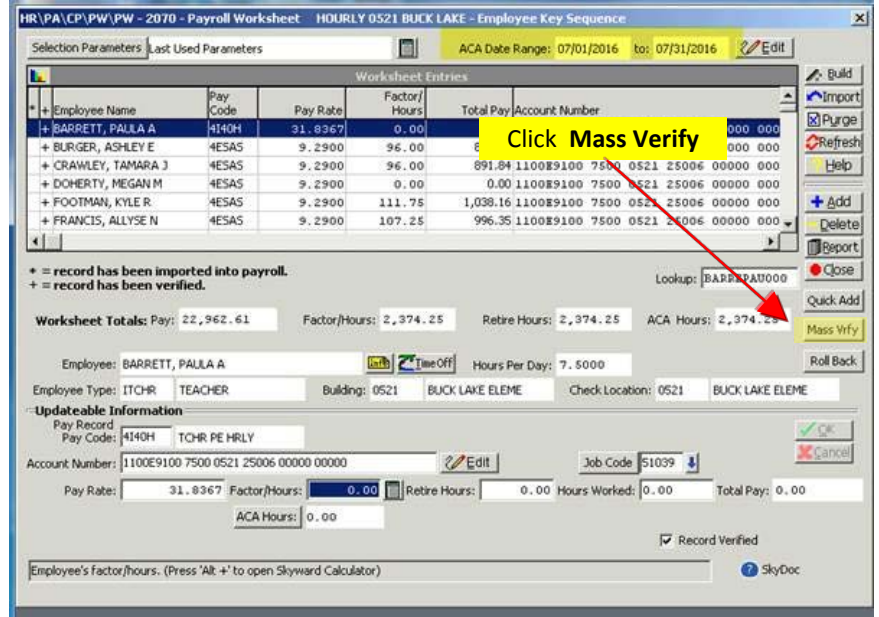
The **Worksheet Entries** screen opens



Step 3: Mass Verify Records

3a) Click the **[Mass Verify]** button.

The **Mass Verify Worksheet Entries** screen opens.

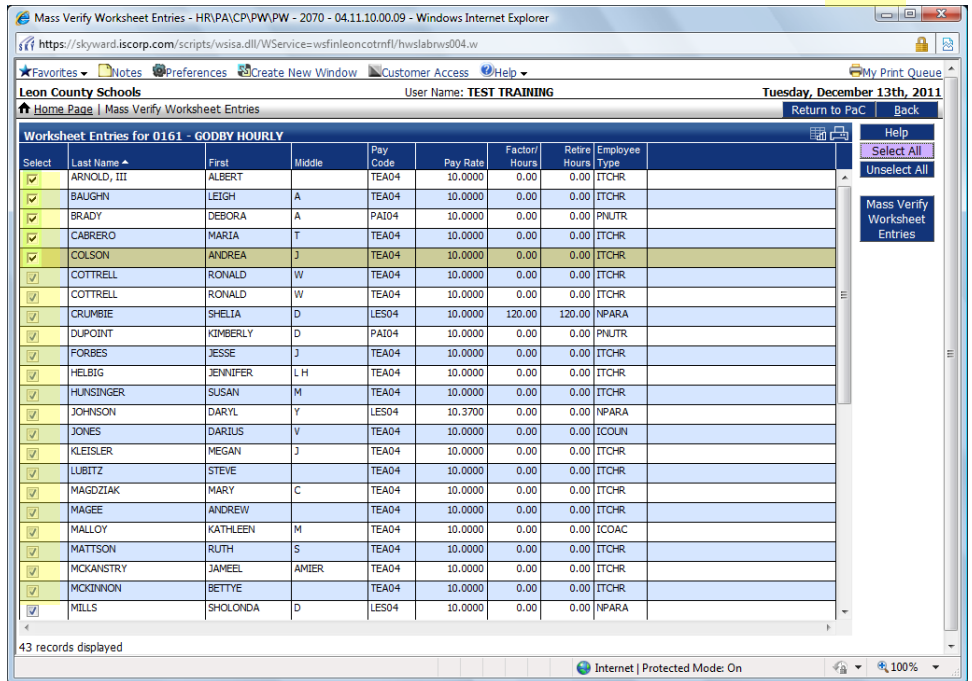


3b) Select records for approval by clicking the Select box next to each selection or

3c) Click the **[Select All]** button to select all entries

3d) Click the **[Mass Verify Worksheet Entries]** button

Payroll will only pay employees that have records that have been verified.



Chapter 7. Entering Hours for Substitute Teachers

Hourly time for substitute teachers will be entered through Aesop (Automated Substitute Placement & Absence Management). The transactions will be imported into Skyward SUB TRACKING.

The Payroll department will determine the cutoff dates for entry in Aesop and when access is available for Skyward Sub Tracking.

The SUB TRACKING module of Skyward has been preconfigured with all district subs and teachers located at your School.

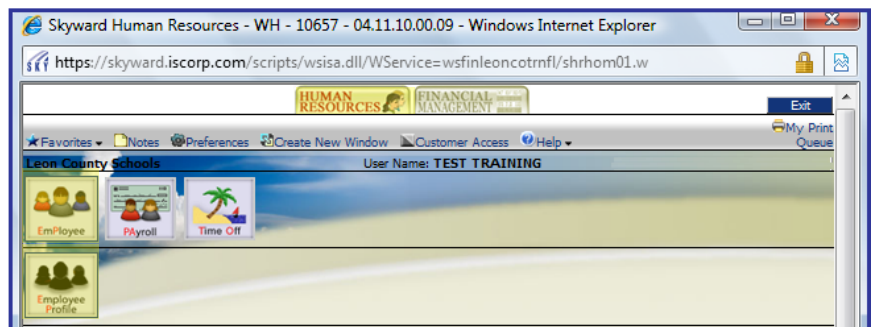
- 💡 Substitutes are paid for the hours worked, not by the day.
- 💡 Substitutes are paid from the project of the teacher that they are substituting for.
- 💡 The Employee Profile is accessible via the Skyward Web Client.

Step 1: Navigate to the Employee Profile

From the Skyward Web Client Main Screen, Click Human Resources (WH), Employee (EP), Employee Profile (EP).

- 💡 Breadcrumbs: WH\EP\EP

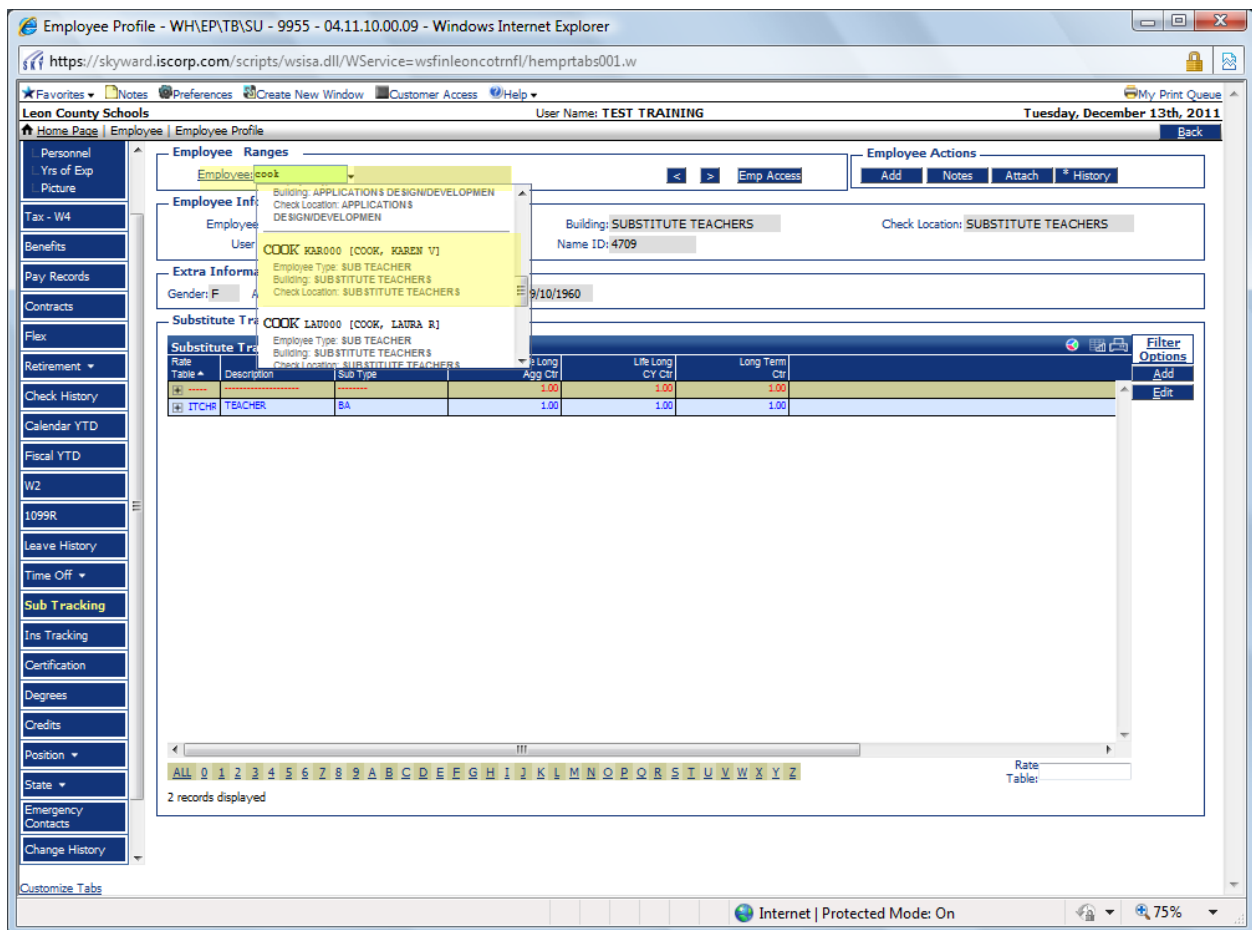
The **Employee Profile** screen opens.



Step 2: Select the Substitute

- Type the name of the sub that needs to be edited, added or deleted in the Employee field. A drop down list of matching results will display.
- Select the substitute from the list
- Click the **[Sub Tracking]** link from the menu located along the left side of the Employee Profile.

The Sub Tracking options are displayed.



i. Edit the transaction

- Click the Detail Transaction link under Sub Tracking
- Highlight the transaction that needs to be edited and click the EDIT button on the right side of the screen. (Note: Once a transaction has been paid, it cannot be edited or deleted. These buttons will be ghosted out.)
- Make any necessary changes to the transaction and
- click the SAVE button

5. To change to the account dimensions refer to the example screen shot below

Substitute Tracking Detail Record Maintenance

Substitute Name: HENNING, NANCY G. Employee Type: SUBST SUB TEACHER Building: 9999 SUBSTITUTE TEAC
 Calendar: 12M12CHSUB 2013-14 SUBSTITUTE 12MO 12 CHKS

Subbed For: HENNINAN001 HENNING, NANCY G. Rate Table: ITCBR
 * Building: 0451 FAIRVIEW MIDDLE
 * Date Subbed: 09/17/2013 Tuesday
 * Time Code: 1.00 1 HOUR 00 MINUTES Time Code Factor: 100.0000
 * Pay Code: SUB04 SUBST-HOURLY EMPLOYEE

Account Number	Job Code	Percent	Amount
1100E5100 7560 0451 00000 00000 051		100.00	0.00

Buttons: Add, Edit (circled), Delete, Select From Subbed For, Select From Substitute

Payroll/Service Information: Pay Rate: 0.0000, Retro Date: , Life Long Counter: 0.0000, Retro Time Code: , Long Term Counter: 0.0000, Retro Pay Amount: 0.0000, Paid Date: , ***** Pre-Calculated *****

Asterisk (*) denotes a required field

Account Selection

* Account: 1100E5100 7560 0451 00000 00000 05100 - GENERAL/BASIC K-12/REG SUB TEACHER/FAIRVIE \$
 % Applied: 100.00 % Remaining: 0.00
 Job Code:

Asterisk (*) denotes a required field

Click for a drop down list of available accounts. Call Finance if the account needed is not listed.

When finished making changes, click the SAVE button.

ii. Add a transaction

1. Click the [ADD] button on the right side of the screen.

- When the Substitute Master Selection screen appears, highlight and select the appropriate rate table.

The **Substitute Tracking Detail Record Maintenance** screen opens.

Substitute Tracking Detail Record Maintenance

Substitute
 Substitute Name: HILL MELOOD HILL, MELONIE
 Employee Type: SUBST SUB TEACHER Building: 9999 SUBSTITUTE TEAC
 Calendar: 12M12CHSUB 2013-14 SUBSTITUTE 12MO 12 CHKS

Substitute Detail Information
 Subbed For: [Dropdown] Rate Table: ITCHR
 * Building: [Dropdown]
 * Date Subbed: 09/20/2013 Friday
 * Time Code: [Dropdown] Time Code Factor: 100.0000
 * Pay Code: [Dropdown]
 Comment: [Text Box]

Account Distribution

Account Number	Job Code	Percent	Amount
No records available			

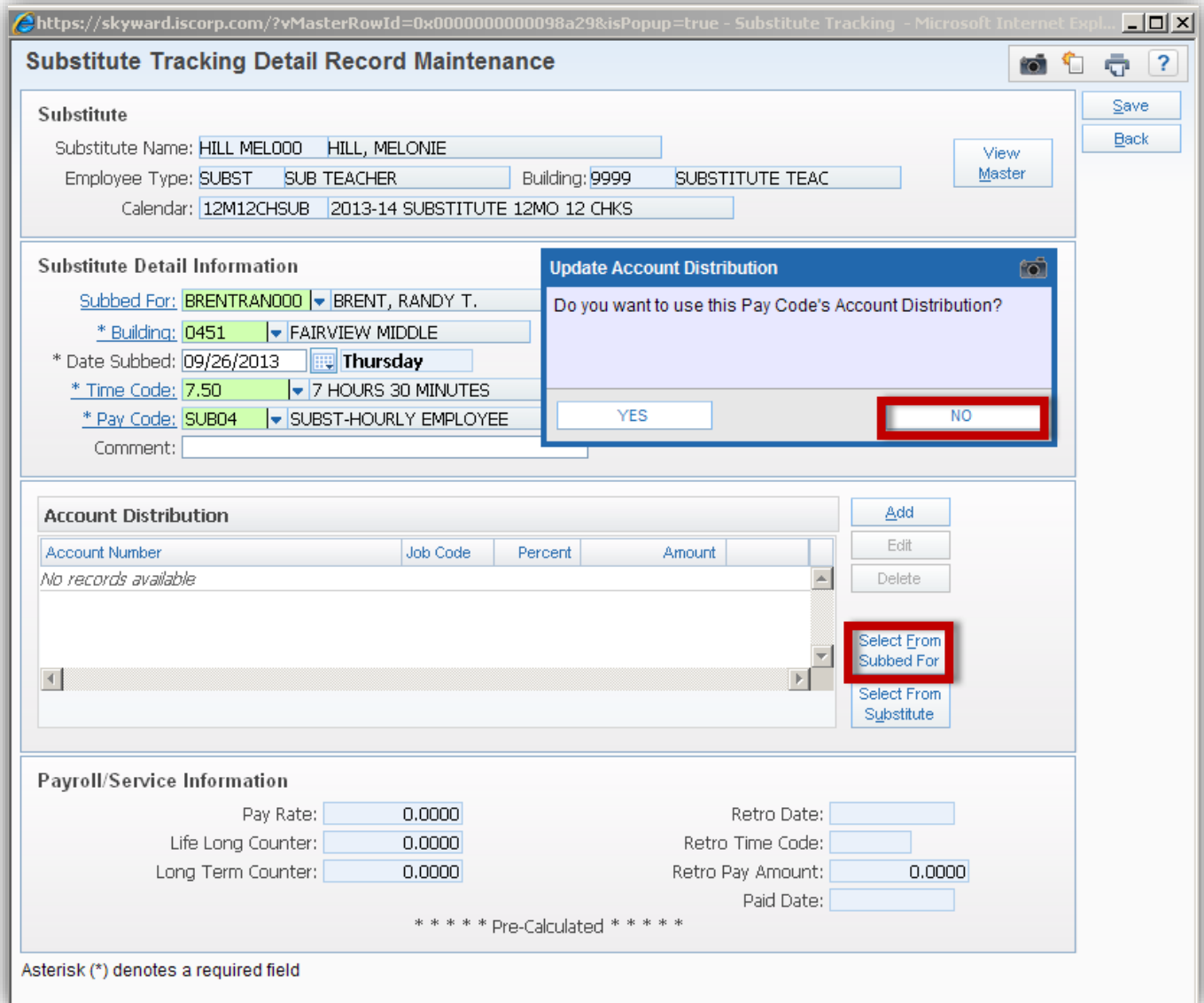
 Add, Edit, Delete, Select From Subbed For, Select From Substitute

Payroll/Service Information
 Pay Rate: 0.0000 Retro Date: [Text Box]
 Life Long Counter: 0.0000 Retro Time Code: [Text Box]
 Long Term Counter: 0.0000 Retro Pay Amount: 0.0000
 Paid Date: [Text Box]

***** Pre-Calculated *****
 Asterisk (*) denotes a required field

- Click the Subbed for field to select the teacher that was subbed for. Press the Tab key and the Building Code will pre-populate based on the location of the selected teacher.
- The date defaults to today's date. Enter the date the teacher was subbed for.

5. Enter the appropriate Time Code. The Time Code refers to the number of actual hours worked by the sub up to the contract hours of the subbed teacher. Using the Time Code link screen **or** type the time in the Time Code field. Press the TAB key through the field Pay Code. Pay Code will default to SUB04. Press TAB again and the following Update Account Distribution box will appear as shown below.



Substitute Tracking Detail Record Maintenance

Substitute
 Substitute Name: HILL MELOD HILL, MELONIE
 Employee Type: SUBST SUB TEACHER Building: 9999 SUBSTITUTE TEAC
 Calendar: 12M12CHSUB 2013-14 SUBSTITUTE 12MO 12 CHKS

Substitute Detail Information
 Subbed For: BRETRAN000 BRENT, RANDY T.
 * Building: 0451 FAIRVIEW MIDDLE
 * Date Subbed: 09/26/2013 Thursday
 * Time Code: 7.50 7 HOURS 30 MINUTES
 * Pay Code: SUB04 SUBST-HOURLY EMPLOYEE
 Comment:

Update Account Distribution
 Do you want to use this Pay Code's Account Distribution?
 YES NO

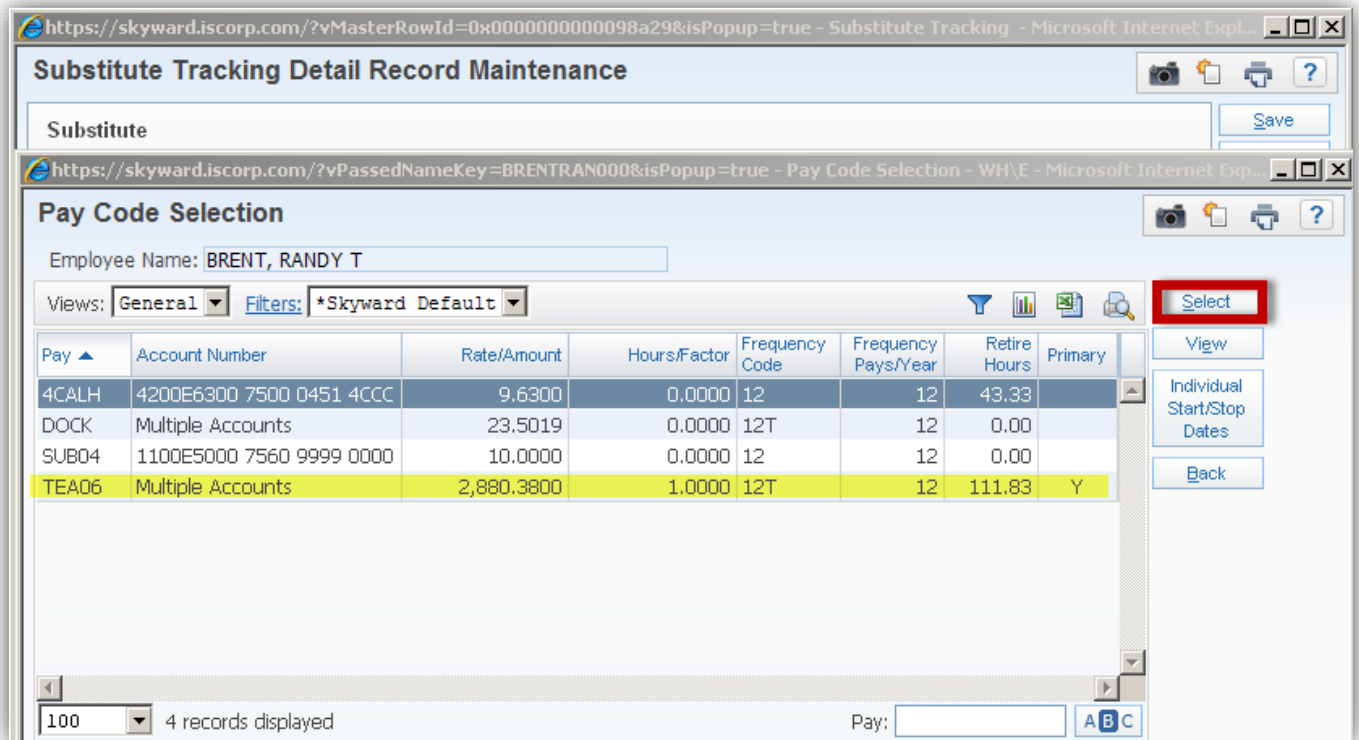
Account Distribution
 No records available
 Select From Subbed For
 Select From Substitute

Payroll/Service Information
 Pay Rate: 0.0000 Retro Date:
 Life Long Counter: 0.0000 Retro Time Code:
 Long Term Counter: 0.0000 Retro Pay Amount: 0.0000
 Paid Date:
 ***** Pre-Calculated *****

Asterisk (*) denotes a required field

6. Select the **[NO]** option.
7. To change the Pay Code to reflect the account line that the teacher subbed for is paid from click **[Select From Subbed For]** button to add the appropriate accounting line.

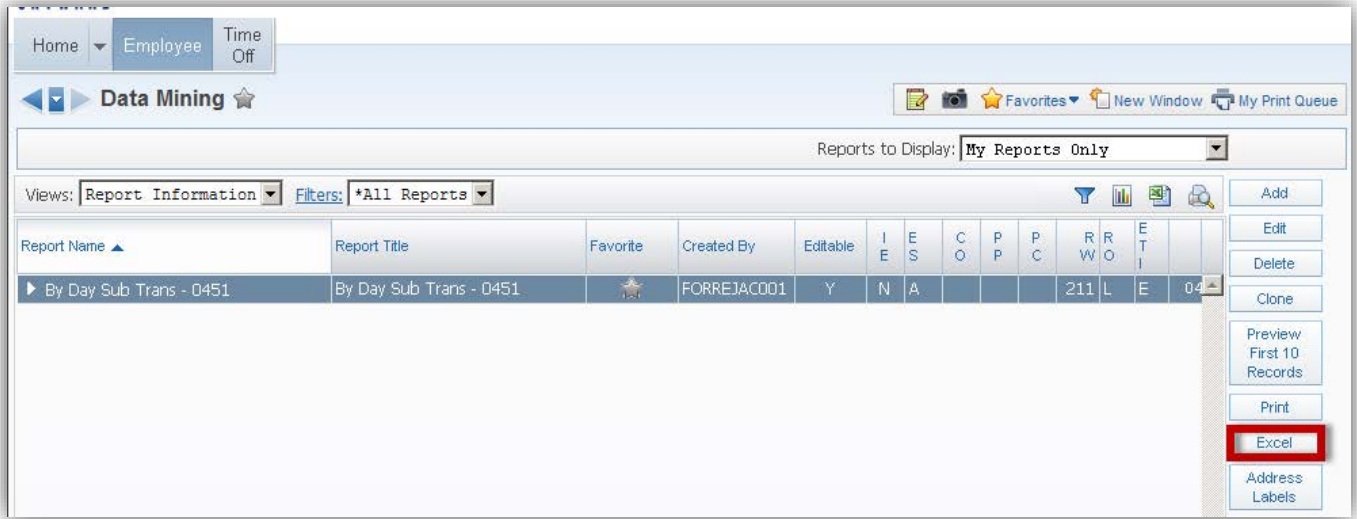
The **Pay Code Selection** screen opens.



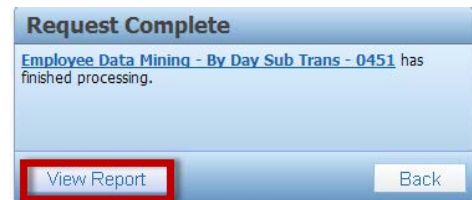
1. Select the appropriate pay record and click the **[Select]** button, to return to the Substitute Tracking Detail Record Maintenance screen.
2. Click the **[SAVE]** button to add the transaction and return to the employee profile Sub Tracking Detail Transactions screen.

Step 3: Run Verification Report

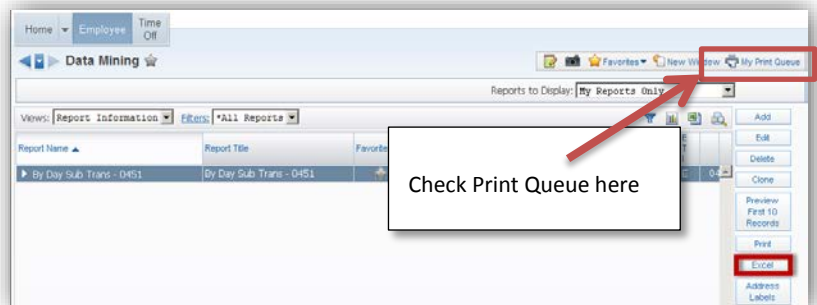
- a. Select Employee **Data Mining** and when the screen appears, select the **By Day Sub Trans-####** report and click the **EXCEL** button.



b. At this time Skyward will Process the Request (run the report). This report can take up to 20 minutes to process. If you stay on the dialog box, when the report is finished, you will receive the following prompt.



c. You do not have to wait for the report to complete as it will continue to run in the background. You can hit the back button on the box above and just periodically check your print queue if you want to work on other tasks.



d. Click the [View Report] button. You will then be prompted to **Open, Save or Cancel**. Click the **Open** button to open the report. At this time the Excel spreadsheet will be displayed. You can then print or save the report.