



<b>Skyward Access Request Form</b>				Circle one: <b>Add</b> <b>Change</b> <b>Delete</b>
<b>Last Name:</b>		<b>First Name:</b>		<b>Position</b>
<b>Cost Center Name &amp; #:</b>		<b>Date:</b>		<b>LCS Network ID:</b> _____

Please Select (✓) **ONE** Role below or select individual function below. (For a description of these roles, please see the back page.)

✓	Skyward Roles	TIS Use Only (footer symbols)
	School Bookkeeper Role	! * @ % \$ # +
	Principal/Assistant Principal Role <b>Circle One: YES or NO (Purchase Order Approver for Site)</b>	! * % \$ #
	District Level Bookkeeper Role	! * @ % \$ # +
	District Administrator Role	! * % \$ #
	EDEP Manager Role	! * \$
	Techcon Role	

If the permissions needed are **NOT Role related**, please select (✓) the individual access under Skyward Functions needed below or on the back page:

<b>Skyward WEB</b>				
✓	Skyward Functions	TIS Only: Skyward Security Group Description		
	SBAA Entry (Internal Accounts) <b>Schools Only</b>	WFM	SBAA USERS	* % #
	Financial Inquiry	WFM	WEB-Financial Inquiry-BK	%
	PO Entry/Receiving	WFM	WEB-PO Entry/Receiving	* %
	Budget Transfers	WFM	Budget Transfers	@ *
	Inventory Update (Warehouse)	WFM	Inventory Update	@ *
	Employee Profile Inquiry	WHR	WEB-EP Inquiry All-BK	
	Employee Time Off Entry	WHR	Emp Profile Time Off Update-BK	+
	Sub Tracking Payroll	WHR	WEB-Sub Tracking Payroll	

<b>Skyward PaC</b>				
✓	Skyward Functions	TIS Only: Skyward Security Group Description		
	Financial Inquiry	F/M	FM-Financial Inquiry-BK	
	Web Run Button	F/M	WebRun	
	Employee Payroll Entry	H/R	EMP Payroll Entry-BK	! \$

<b>Site Authorization:</b>	
<b>Personnel Authorization:</b>	
<b>Payroll Authorization:</b>	
<b>Finance Authorization:</b>	

TIS Office Use Only:	Date Completed:	Initials:
Skyward Account (A-C-D)		
Set Employee Profile Range		
Account Clearance Groups		
PO Groups		
Payroll Worksheet		
SBAA Entity		
Time Off Setup		

!=Requires ISCorp ID   \* = Requires Account Clearance Groups   % = Requires PO Groups   @ = Requires Budget Transfer Groups  
 \$ = Requires Payroll Worksheets   # = Requires SBAA Entity Setup   + = Requires Time Off Setup   January 2021



**School Bookkeeper Role:**

**Web Functions:**

SBAA Entry	SBAA-USERS	WFM	SBAA USERS
Budget Transfers	WBBDGTTTRS	WFM	Budget Transfers
Financial Inquiry	WFM-INQ-BK	WFM	WEB-Financial Inquiry-BK
Inventory Update (Warehouse)	WFMINVTUPD	WFM	Inventory Update
PO Entry/Receiving	WFMPPOUPD	WFM	WEB-PO Entry/Receiving
Employee Time Off Entry	EMP-TO-UP-BK	WHR	Emp Profile Time Off Update-BK
Custom Rpts Leave Acct Cont	WbCrLAC	WHR	WH- Custom Rpts Leave Acct Cont
Employee Profile Inquiry	WB-EP-IN-BK	WHR	WEB-EP Inquiry All-BK
Sub Tracking Payroll	WB-SUB-PAY	WHR	WEB-Sub Tracking Payroll

**PaC Functions**

SBAA Button	SBAAbutton	F/M	SBAA Button
Run Web Button	WebRun	F/M	WebRun
Employee Payroll Entry	EMP-PAY-EN-B	H/R	EMP Payroll Entry-BK

**School Principal/Assistant Principal Role:**

**Web Functions:**

SBAA Approvals	SBAA-Prin/AP	WFM	SBAA Principals/AP
Financial Inquiry	WFM-INQ-BK	WFM	WEB-Financial Inquiry-BK
Inventory Update (Warehouse)	WFMINVTUPD	WFM	Inventory Update
PO Entry/Receiving	WFMPPOUPD	WFM	WEB-PO Entry/Receiving
Employee Profile Inquiry	WB-EP-IN-MNG	WHR	WEB-EP Inquiry All-PRNC/ADMN
Sub Tracking Payroll	WB-SUB-PAY	WHR	WEB-Sub Tracking Payroll

**PaC Functions**

Run Web Button	WebRun	F/M	WebRun
Employee Payroll Entry	EMP-PAY-EN-B	H/R	EMP Payroll Entry-BK

**District Level Bookkeeper Role:**

**Web Functions:**

Budget Transfers	WBBDGTTTRS	WFM	Budget Transfers
Financial Inquiry	WFM-INQ-BK	WFM	WEB-Financial Inquiry-BK
Inventory Update (Warehouse)	WFMINVTUPD	WFM	Inventory Update
PO Entry/Receiving	WFMPPOUPD	WFM	WEB-PO Entry/Receiving
Employee Time Off Entry	EMP-TO-UP-BK	WHR	Emp Profile Time Off Update-BK
Custom Rpts Leave Acct Cont	WbCrLAC	WHR	WH- Custom Rpts Leave Acct Cont
Employee Profile Inquiry	WB-EP-IN-BK	WHR	WEB-EP Inquiry All-BK

**PaC Functions**

Run Web Button	WebRun	F/M	WebRun
Employee Payroll Entry	EMP-PAY-EN-B	H/R	EMP Payroll Entry-BK

**District Administrator Role:**

**Web Functions:**

Financial Inquiry	WFM-INQ-BK	WFM	WEB-Financial Inquiry-BK
Inventory Update (Warehouse)	WFMINVTUPD	WFM	Inventory Update
PO Entry/Receiving	WFMPPOUPD	WFM	WEB-PO Entry/Receiving
Employee Profile Inquiry	WB-EP-IN-MNG	WHR	WEB-EP Inquiry All-PRNC/ADMN

**PaC Functions**

Run Web Button	WebRun	F/M	WebRun
Employee Payroll Entry	EMP-PAY-EN-B	H/R	EMP Payroll Entry-BK

**EDEP Manager Role:**

**Web Functions:**

Financial Inquiry	WFM-INQ-BK	WFM	WEB-Financial Inquiry-BK
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**PaC Functions**

Financial Inquiry	FMFININQBK	F/M	FM-Financial Inquiry-BK
Run Web Button	WebRun	F/M	WebRun
Employee Payroll Entry	EMP-PAY-EN-B	H/R	EMP Payroll Entry-BK

**Techcon Role:**

**Web Functions:**

Fixed Assets	FA-Techcon	WFM	Fixed Assets-Techcon
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**PaC FM Functions:**

✓	Skyward Function	Description	Group ID	Intended Staff
	Budget Transfers	Allows users to access the Budget Transfer Options.	FMBDGTTRNS	Select Facilities bookkeepers

**PaC HR Functions:**

✓	Skyward Function	Description	Group ID	Intended Staff
	Employee Profile Search	Allows users to look up employee name keys district-wide.	EMP-PRF-SRCH	Select Site bookkeepers
	HR-Staff Dev User Defined Flds	Allows user inquiry to the HR employee tabs with update to the user defined (Misc Staff Dev Data) and (Beginning Teacher Data).	HR-UDF-STFDV	Select Staff Development Staff
	Payroll Account Adjustments	Allows user to modify Payroll Account adjustments.	HR-PAY-ACAD	Select Admin Staff

**Web WFM Functions:**

✓	Skyward Function	Description	Group ID	Intended Staff
	Submitting Journal Entries (9614, 9611, 9613)	Allows user more options on submitting journal entries for centers 9614, 9611 & 9613.	WFMSubJE	Select Facilities bookkeepers
	Budget Entry – Staffing Services	Allows user update capability to the budget entry processing screen.	WFM-BE-STSRV	Select Staffing Services staff
	Web-Vendor Browse	Allows user to inquire on the Vendor information.	WF-Vendor-SS	Safety & Security dispatchers
	WFM-Fixed Assets Inquiry	Allows user to inquire on Fixed Assets Profile and Browse options.	WFM-FA-INQY	Maintenance staff.
	Fixed Assets – Techcon	Allows user to run the FINANCE-Fixed Asset Inventory Report under WFM Custom Reports.	FA-Techcon	School Techcons

**Web WHR Functions:**

✓	Skyward Function	Description	Group ID	Intended Staff
	WH-EP Inquiry Grants Coord	Allows user to inquire on the following HR data, district-wide: Employee profile, Personnel, Years of Experience, Pay Check History, Certifications, Degrees, Credits, and Employee Management Position Assignments. Allows update to HR Data Mining.	WH-EP-GRANTS	Grants Coordinator
	Web-HR-Staff Dev Employee Prof	Allows user to inquire on the following HR data district-wide: Employee Address, Phone/Email, Personnel, Certifications, Degrees, Credits, Positions, DOE Endorsements and User Defined data. Allows update to Custom Form- Misc Staff Dev Data.	WB-EP-StaffD	Staff Development employees.
	Web-Employee Browse	Allows user to inquire on the following HR data district-wide. Name, Address, Phone, Email, and building code.	WB-EP-Safety	Safety & Security dispatchers
	Web-Employee Inquiry (Profile/Browse) TR&E #1	Allows inquiry to the following data in Employee Profile/Browse District-Wide: Name, SSN, Address, Phone/Email, Building Code, Yrs of Exp, Position, Degrees, Certifications, Pay Records, Check History, Leave History, and ESOL.	WB-EP-IN-TR1	Testing, Research & Evaluation limited staff.
	Web-Employee Inquiry (Profile/Browse) TR&E #2	Allows inquiry to the following data in Employee Profile/Browse District-Wide: Name, Address, Phone/Email, Building Code, Yrs of Exp, Position, Degrees, Certifications, Leave History, ESOL, and Change History.	WB-EP-IN-TR2	Testing, Research & Evaluation limited staff.
	WH Position Control Inquiry	Allows user to inquire on Position Control Groups in Employee Management.	WH-PsCt-Inq	Select Safety & Security staff.
	WH Federal/State Reporting	Allows user access to the HR Random Moment Medicaid Sampling (all options) under Federal/State Reporting.	WHR-FSR-MED	Select Admin. Staff
	Employee Time Off Inquiry	Allows user to view the Time Off data for the staff at their site. Allows access to Time Off Reports.	EMP-TO-INQ	

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 \$ = Requires Payroll Worksheets    # = Requires SBAA Entity Setup    + = Requires Time Off Setup    January 2021