LEON COUNTY SCHOOL DISTRICT





SKYWARD USERS MANUAL

LEON COUNTY SCHOOL DISTRICT

Employee Profile Browse



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Chapter 1: Employee Browse

What is Employee Profile?

The Employee Profile holds a library of specific personal information on employees.

Step 1: Navigate to the Employee Profile Screen

- 1) Log in to the **WEB** version of Skyward.
- 2) Click on Human Resources (HR), Employee, Employee Profile (EP)



The Employee Profile screen opens.

Step 2: Using the Employee Search

When the Employee Profile screen appears, you can highlight the 'name key' and start typing in the last name of the employee you wish to display. A drop down box will appear with possible matches. Select the name you want by clicking once on the employee name.

The name key consists of the first 5 characters of the person's last name followed by the first three characters of the first name and a three digit number. If more than one employee exists with the same name key consecutive numbers will be attached to the end of the name key.

Example:	SMITHANN000	ANN	SMITH
	SMITHANNOOL	ANNIE	SMITH



Step 3: Navigation Menu

There will be a navigation menu on the left side of the screen. This navigation menu will allow you to display particular data on an employee such as name, address, phone/email, pay records, certifications, etc.

To change to a different type of information, click once on the link in the navigation menu. Note: You may have to 'scroll' to see all of the available options.

To 'customize' the Navigation Menu, click the link at the top of the menu that states 'customize tabs'. The following screen will appear.

ston	nize Tabs		i 🕆 🖶 ?
Mm	ize Tabs	V	Save
1ove	Tab Name	Display Tab	Reset
<u> </u>	Employee		Back
	Tax - W4	V	
	Benefits	V	
	Deductions	V	Sort A-Z
Φ	Pay Records	Z	
Φ	Contracts	Z	
Φ	Flex	Z	
	Retirement	K	
	Check History	K	
	Calendar YTD	K	
	Fiscal YTD	K	
	W2	K	
	1099R		
	Leave History		
	Time Off		
	Sub Tracking		
	Certification	<	
	Degrees	K	
	Credits		
	Position		
	State		
	PPC		
	ESOL		
	Fast Track		
	Custom Forms		
	UDF Tables		
	Emergency Contacts		
\$	Change History		
\$	Confidentiality Flag		
	Org Chart		

With this screen, you can select or deselect the tabs that you want to see in your navigation menu.

You can also rearrange the tabs so that the data you use most is at the top of the navigation menu.

After making changes, click the **SAVE** button to save your changes.

Step 4: Using the Employee Advanced Search

From the Employee Profile screen, click the **Employee** link to open the **Advanced Employee Lookup**.

Leon Scho	ol District - Training Database	Deborah	Flavorsscr Account Preferences Exit ?
Home 🔻 Employee Ti	me Q		
◀ 🖬 🕨 Name 😭			🛔 😭 Favorites 🔻 怕 New Window 🖷 My Print Queue
Customize Tabs	Employee: JONKEELLOOO V Jonkescr, Ellis A	Attack Attack	tach * History
▼ Employee			
Name	Employee Type: TEACHER	User Name: emp1412	Name ID: 4059
Address	Building: BUILDING -1091	Check Location: CHECK LOCATION -1091	
Phone/Email	Customize		
Personnel	Gender: M Age: 31 Hire Date: 08/08/2005	Birth Date: 10/17/1982	
Yrs of Exp			

The following screen should appear:



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First Name Dr	ogios		Res	et	Full Name (Last	First Middle	e):			•	
HISC NAME BE	eyins:		V Lico		F	ormer Nam	e:			•	
Middle Name Be	egins:		i Ose	Employee Nanges		Alphake	y;	-			
Former Name Be	egins:					Name II	D:	-			
Date of	Birth:					mployee II	D:	•			
Phone (1,	,2,3):					State II	D:	•			
						551	N:				
Ge	nder: O Male – O Fe	emale 💿 Both				Loct 4 CCI	N De	_			
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Ge Reference T	ender: O Male O Fe Type: O Employee	emale © Both © Reference © Bo	th			Last 4 SSI	N:	▼			
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