

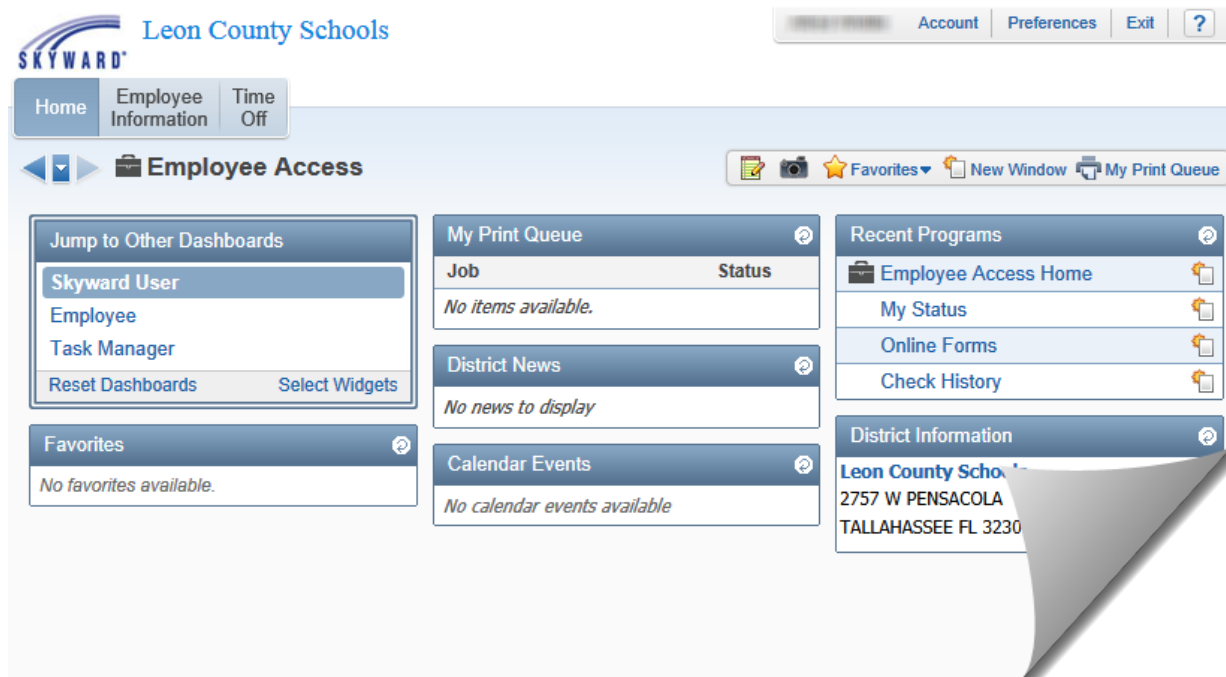
Skyward User's Manual



Skyward School Business Suite, Employee Access Portal – Helpdesk / Techcons

Prepared for
Leon County School District

Date: August 25, 2015
Version v1.2



The screenshot displays the Skyward Employee Access Portal. At the top left is the Skyward logo and "Leon County Schools". Navigation tabs include "Home", "Employee Information", and "Time Off". A top right menu contains "Account", "Preferences", "Exit", and a help icon. Below the navigation is a toolbar with "Favorites", "New Window", and "My Print Queue". The main content area is titled "Employee Access" and contains several widgets:

- Jump to Other Dashboards:** A list with "Skyward User", "Employee", and "Task Manager". It includes "Reset Dashboards" and "Select Widgets" links.
- My Print Queue:** A table with columns "Job" and "Status". It displays "No items available."
- District News:** A section displaying "No news to display".
- Calendar Events:** A section displaying "No calendar events available".
- Recent Programs:** A list with "Employee Access Home", "My Status", "Online Forms", and "Check History".
- District Information:** A box containing "Leon County Schools", "2757 W PENSACOLA", and "TALLAHASSEE FL 3230".



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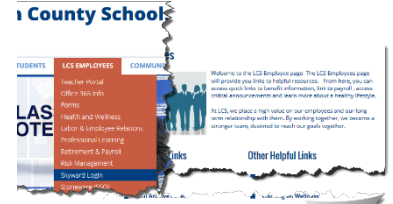
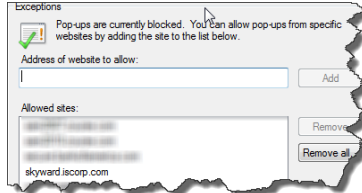
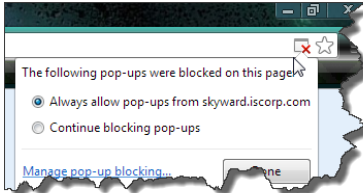
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DOCUMENT CONTROL

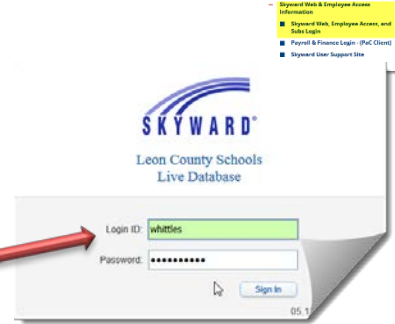
Author		Skyward Management Team	
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1.0	05/29/2013	Created Document	Scott Whittle / David Conner
1.1	12/2/2013	Added Employee Info Change Request section	Scott Whittle / David Conner
1.2	8/25/2015	Updated screenshots for new LCS district website	Scott Whittle

Logging into Skyward

1. From [Leon County Schools home page](#) click on “LCS EMPLOYEES” tab.
2. Scroll down the page and click on “[Skyward Login](#)”. This will display the SKYWARD logon screen.
3. **Note:** Skyward utilizes pop ups for the login screen. User will need to either temporarily disable or allow pop ups for Skyward.



4. Logon with your Network ID and Password.
(No need to use Admin or Schools in front of logon)



Note:

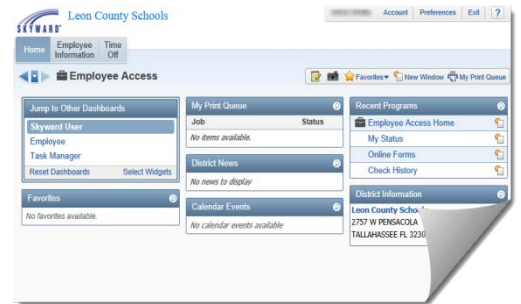
- a) If an employee doesn't have a network log on, you will need to add them to your AD.
- b) Push out desktop ICON or in a district wide email include instructions to install ICON short cut on employees desktop.



Employee Access HOME Page sections.

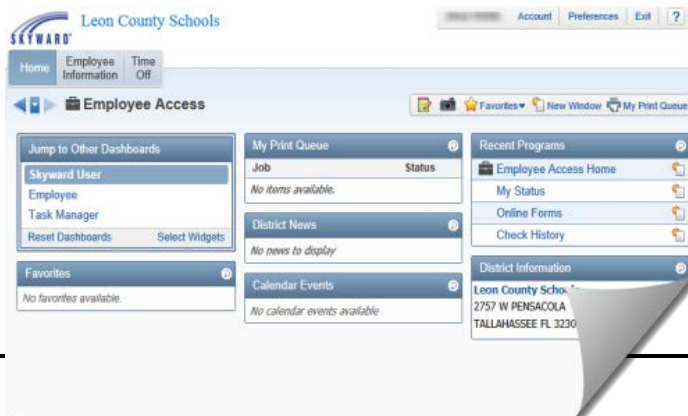
1. **My Favorites** (Bottom left side)
2. **My Print Queue** (center)
3. **District News** (center middle)
4. **Calendar Events** (Center bottom)
5. **Recent Programs** (Top right side)
6. **Jump to Other Systems** (Top left side). If an employee has security to more than one system in Skyward, there will be a section in the top right-side of the screen called “Jump to Other Systems”.

For example: HR, Payroll, Principals or Bookkeepers will see this section on their Home page because they have access to Human Resources and Financials.



Navigating in Skyward

The Employee Access Portal starts off with a SKYPORT dashboard. Your dashboard configuration may vary based upon your security profile. To get started, click on “**Employee Information**” tab.



The Employee Access Portal contains three parts: **Home, Employee Information & Time Off**

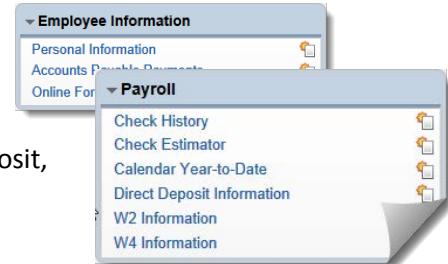
Home Tab

Returns the User back to their Home Page Dashboard



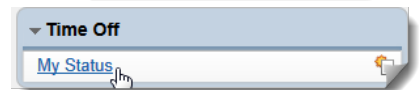
Employee Information Tab

1. Employee Information section includes: (Personal Information, Accounts Payable Payments, and Online Forms-*not currently used*).
2. Payroll section includes: (Check History, Check Estimator, Calendar Year –to-Date, Direct Deposit, W2 and W4 Information).



Time Off Tab

1. Teachers (10/mo. job position): Time Off will show Allocated, Used and Remaining **Sick Leave**
2. Staff, LESPA and other Mgr (12/mo. job position): Time off will show Allocated, Used and Remaining **Sick Leave** and **Annual Time**.
3. Administrators & Exempt (12/mo. job position): Time off will show Allocated, Used and Remaining **Sick Leave, Annual Time, Admin Sick Leave** and the current **Pool #**.



Time Off Tab

Time Off tab includes an employee’s time off information. Here are examples of what to expect on employee Time Off based on their job classification.

1. Teachers on 10 month job position will only earn Sick Time.
2. Administrators and Exempt 12 month employees will earn Annual Time, Sick Time and accrue POOLS.
3. Supporting Staff, LESPA and other managerial 12 month employees will earn both Annual and Sick Time

Demographics – Employee Info Change Requests




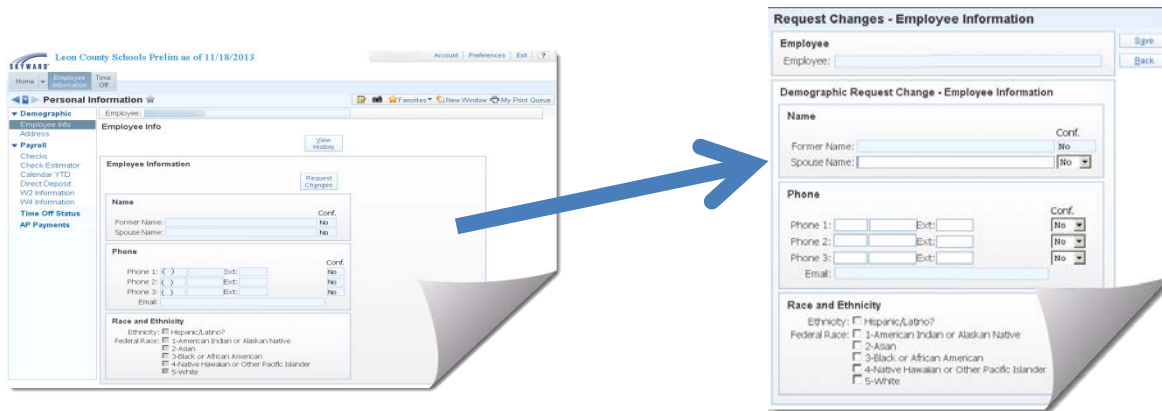
The Demographics section contains two sub menu selections. Both Employee Information and Address sub menus will allow employees to make demographic changes to their personal information. Employee can request changes from the **Employee Access, Employee Information, and Personal Information** tab.



1. **Employee Information** contains three sections: **Name, Phone, Race and Ethnicity**.

The steps to make changes to Employee Information are as follows:

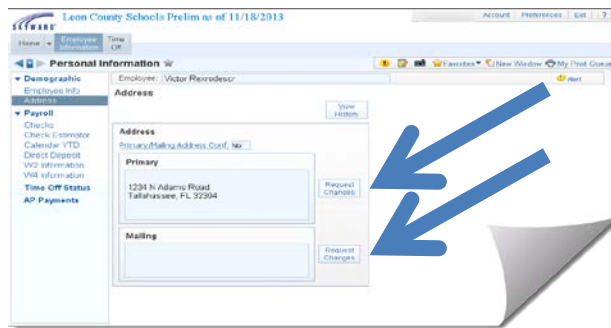
- a. Select Employee Information then click on the  button.
- b. Employees will be prompted with a screen to make their changes.
 - i. Employee can enter changes in any available fields and clicks Save.
 - ii. No changes can be made to read only fields like *Email*.



2. Address contains two sections: Primary Address and Mailing Address.

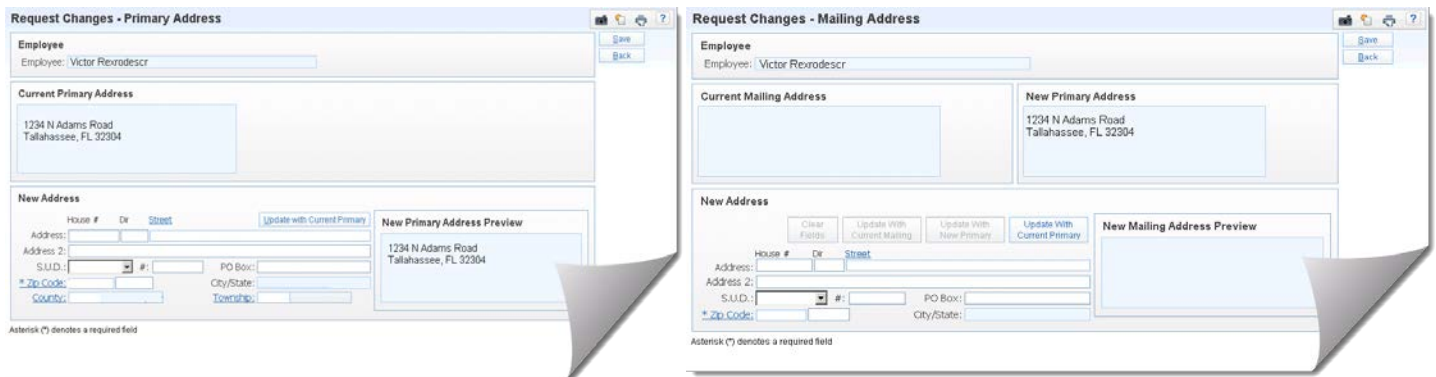
The steps to make changes to employee primary and mailing addresses are as follows:

- a. To make **Primary Address** changes, select Address then click on the [Request Changes](#) button next to Primary address. To make **Mailing Address** changes, select the [Request Changes](#) button next to Mailing address right below the **Primary Address** section.



Note: Address change requests require final approval by Human Resources.

- b. To add or change an address, the employee can enter changes in the New Address section and click **Save**. If no changes are required, click **Back** to not apply any changes.

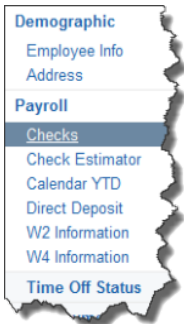




- c. To add or change an address, the employee can enter changes in the New Address section and click **Save**. If no changes are required, click **Back** to not apply any changes. Listed below are four New Mailing Address options.
 - i. Clear Fields
 - ii. Update With Current Mailing
 - iii. Update With New Primary
 - iv. Update With Current Primary

Payroll

The Payroll section contains six sub menu selections.

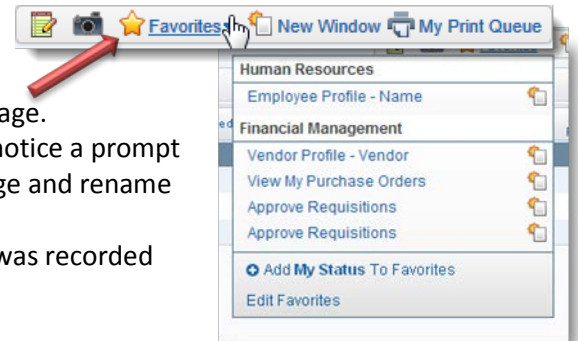


1. **CHECKS** will list all your checks in descending order (current to last). To print a check, see “My Print Queue” instructions.
2. **Check Estimator** will quickly estimate your tax deductions based on your W4 s.
3. **Calendar YTD** will summarize your checks total Gross Wages and Net Amounts.
4. **Direct Deposit** will show you which bank your check is being deposited to.
5. **W2 Information** will list all your wages and tax information by year.
6. **W4 Information** includes Tax State, Federal Marital Status, State Marital Status, Federal Allowances and State Allowances.

Setting up Favorites:

All FAVORITES are saved under the HOME Page– “My Favorites”.

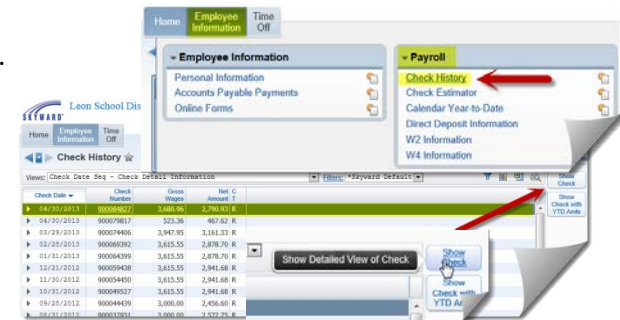
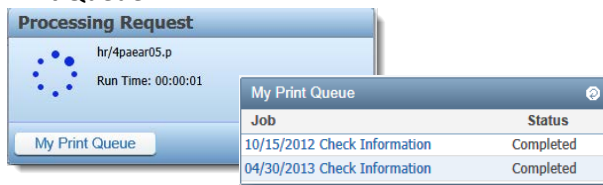
- 1) From any Web page you can setup a FAVORITE.
- 2) Click on the GOLD ★ in middle of the top right side of the page.
- 3) From the dropdown, click on the plus (+) symbol and you will notice a prompt to name the short cut. For example, click on “Checks” Web page and rename short cut to “Check Pay Stubs” then click OK.
- 4) Return to the HOME Page and you will see “Check Pay Stubs” was recorded under “My Favorites”.



Printing from “My Print Queue”:

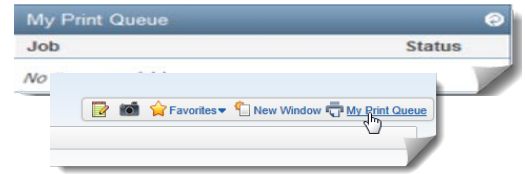
SKYWARD routes all printouts to an internal virtual printer called “My Print Queue”. Every employee will have their own print queue. For example, listed below are the procedures to print a copy of your most recent check.

1. Go to Employee Information → Payroll → Check History.
2. Select and click on the date of the check that you wish to print.
3. Click on “Show Check” on the RIGHT SIDE of the screen.
4. Click PRINT. This print will route a copy of the check to “My Print Queue”





5. There are two ways to view “My Print Queue”.
 - i) You can go back to the HOME Page or in the middle top right of the screen is “My Print Queue”.
 - ii) Click on “My Print Queue” to view the re-printed check.
6. Next click on PRINT button and this will route all print out puts to your local printer.



Logging into Employee Access Tutorial Video

For assistance on logging into the portal, view the Employee Access Portal Tutorial video here ([.mp4](#) or [.wmv](#)). If you are unable to login, please contact the HelpDesk@ 487-7524 or e-mailing us @ HelpDesk@leonschools.net.