

# Skyward User's Manual



## Skyward School Business Suite, Substitute Transactions

Prepared for  
Leon County School District

Date: November 15, 2017  
Version 1.1



Check Number 900136996

Check Information for Bethel Engberscr

<b>Employer Information</b> Name: EMP 1 - Skyward Test School District Address: 7319 W Scramble avenue Scramble, WV 55555	<b>Employee Information</b> Name: Bethel Engberscr Address: 516 Scramble avenue Scramble, WV 55555
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Check Detail Information

Check Date: 02/14/2014	Gross Wages: 877.50
Check Number: 900136996	Net Amount: 798.97
Check Type: Regular	

Taxable Wage Information

	Federal	State	FICA	Medicare
Gross Wages:	877.50	877.50	877.50	877.50
Minus Deductions that Decrease Tax:	65.81			
Plus Taxable Benefits:				
<b>Taxable Gross Wages:</b>	<b>811.69</b>	<b>877.50</b>		<b>877.50</b>

Pays

Description	Rate	Factor/Hours	Amount	Retire Hours	Hours Worked	Period End
SUBST-HOURLY EM	70.00	1.00	70.00		7.50	02/14/2014
SUBST-HOURLY EM	70.00	4.00	280.00		28.00	02/14/2014
SUBST-HOURLY EM	75.00	1.53	114.50		14.50	02/14/2014
SUBST-HOURLY EM	75.00	0.47	35.50		7.50	02/14/2014
SUBST-HOURLY EM	75.00	0.12	8.82		7.50	02/14/2014
SUBST-HOURLY EM	75.00	0.88	66.18		7.50	02/14/2014
SUBST-HOURLY EM	82.50	1.00	82.50		8.25	02/14/2014
SUBST-HOURLY EM	75.00	1.00	75.00		7.50	02/14/2014
SUBST-HOURLY EM	72.50	2.00	145.00		14.50	02/14/2014
<b>Total:</b>			<b>877.50</b>		<b>102.75</b>	

Benefits

--Decrease Tax--		--Taxable--	
Amount	Fed St F/M	Description	Amount Fed St F/M
65.81	Y		
12.72			
<b>Total:</b>			

Sub Transactions

Views: General Filters: \*Skyward Default

Date	Time Code	Rate	Subbed For	Building	Pay Amount	Paid Date	CH*
02/03/2014	Mon	5.00	ITCHR	Ayanna D Berneyscr	RAA MIDDLE SCHO	0.00	
01/31/2014	Fri	7.25	ITCHR	Jannet X Waynerscr	SUCCESS ACADEMY	72.50	02/14/2014
01/30/2014	Thu	7.25	ITCHR	Jannet X Waynerscr	SUCCESS ACADEMY	72.50	02/14/2014
01/28/2014	Tue	7.00	ITCHR	Lizeth Y Wolinscr	COBB MIDDLE SCH	70.00	
01/27/2014	Mon	7.50	ITCHR	Kate W Norrickscr	ASTORIA PARK EL	75.00	02/14/2014
01/24/2014	Fri	7.50	ITCHR	Andera V Phalenscr	RAA MIDDLE SCHO	75.00	02/14/2014
01/17/2014	Fri	8.25	ITCHR	Lakenya S Escatelscr	BOND ELEMENTARY	82.50	02/14/2014
01/16/2014	Thu	7.50	ITCHR	Michel L Ohsscr	GODBY HIGH SCHO	75.00	02/14/2014
01/15/2014	Wed	7.50	ITCHR	Calista S Nyenhuisscr	RAA MIDDLE SCHO	75.00	02/14/2014
01/10/2014	Fri	7.00	ITCHR	Murray O Burellscr	COBB MIDDLE SCH	70.00	02/14/2014
01/09/2014	Thu	7.00	ITCHR	Murray O Burellscr	COBB MIDDLE SCH	70.00	02/14/2014
01/08/2014	Wed	7.00	ITCHR	Murray O Burellscr	COBB MIDDLE SCH	70.00	02/14/2014
01/07/2014	Tue	7.00	ITCHR	Elmer K Dougalscr	LEON HIGH	70.00	02/14/2014
12/16/2013	Mon	7.50	ITCHR	Wordell M Wittmannscr	SEALEY ELEMENTA	75.00	02/14/2014

## Logging into Employee Access Tutorial Video

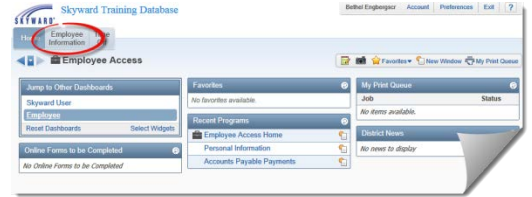
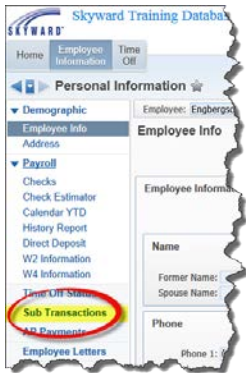
For assistance on logging into the portal, view the Employee Access Portal Tutorial video here ([.mp4](#) or [.wmv](#)). If you are unable to login, please contact the HelpDesk@ 487-7524 or e-mail us @ [HelpDesk@leonschools.net](mailto:HelpDesk@leonschools.net).

## Sub Transactions

Once logged into Skyward, click **Employee Information** → **Personal Information** - verify all address and contact information is accurate.

### Tracking sub dates

- Click the **Sub Transactions** button on the left menu
- View the days subbed in the list
- Multiple days are together one paycheck.
  - You can find these batched transaction dates under the **"Paid Date"** heading
  - Transactions can also be exported to Excel, CSV, or OpenOffice.org



Sub Transactions

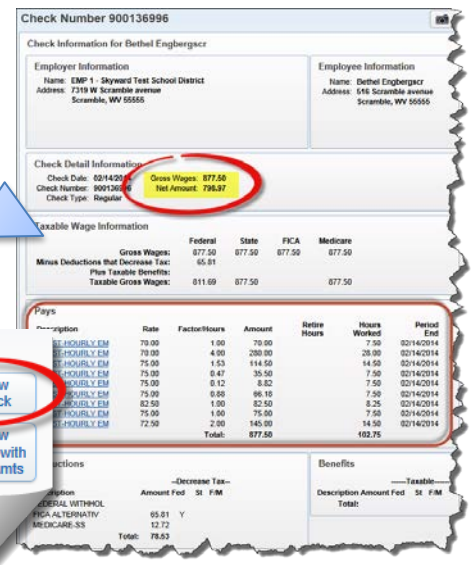
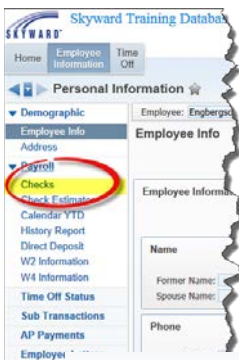
Views: General Filters: \*Skyward Default

Date	Time Code	Rate	Subbed For	Amount	Paid Date	CH*
02/03/2014 Mon	5.00	ITCHR	Ayanna D Berneyscr	0.00		N
01/31/2014 Fri	7.25	ITCHR	Jannet X Waynerscr	72.50	02/14/2014	N
01/30/2014 Thu	7.25	ITCHR	Jannet X Waynerscr	72.50	02/14/2014	N
01/28/2014 Tue	7.00	ITCHR	Lizeth Y Wolinscr	70.00	02/14/2014	N
01/27/2014 Mon	7.50	ITCHR	Kate W Norricksr	75.00	02/14/2014	N
01/24/2014 Fri	7.50	ITCHR	Andera V Phalenscr	75.00	02/14/2014	N
01/17/2014 Fri	8.25	ITCHR	Lakenya S Escatelscr	82.50	02/14/2014	N
01/16/2014 Thu	7.50	ITCHR	Michel L Ohsscr	75.00	02/14/2014	N
01/15/2014 Wed	7.50	ITCHR	Calista S Nyenhuisscr	75.00	02/14/2014	N
01/10/2014 Fri	7.00	ITCHR	Murray O Burellschr	70.00	02/14/2014	N
01/09/2014 Thu	7.00	ITCHR	Murray O Burellschr	70.00	02/14/2014	N
01/08/2014 Wed	7.00	ITCHR	Murray O Burellschr	70.00	02/14/2014	N
01/07/2014 Tue	7.00	ITCHR	Elmer K Dougalscr	70.00	02/14/2014	N
12/16/2013 Mon	7.50	ITCHR	Verdell M Wittmannscr	75.00	02/14/2014	N

You can also export these transactions to Excel, CSV, or Open Office.org

### Tracking issued checks

- Click the "Checks" button on the left menu
- View the checks issued in the list
- Highlight the desired/actual check to view
- Click **"Show Check"** to see actual check details
- Days will be batched together into one paycheck.



Checks

Views: Check Date Seq - Check Detail Information Filters: \*Skyward Default

Check Date	Check Number	Gross Wages	Net Amount	C	T
02/14/2014	900136996	877.50	798.97	R	
01/17/2014	900129810	755.01	687.43	R	
12/16/2013	921951	315.00	286.80	R	
11/15/2012	900051612	1,903.59	1,702.86	R	

Show Check  
Show Check with YTD Amts