Skyward User’s Manual

Skyward School Business Suite, Employee Access Portal -

Prepared for
Leon County School District

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employee Access Portal

logging into Skyward

1. From Leon County Schools home page click on “EMPLOYEES” tab.

2. Scroll down the page and click on “SKYWARD Login”. This will display the SKYWARD logon screen.

3. 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: If an employee does not have a network log on, they will need to contact their local TECHCON.

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 & True Time**

### 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. **My Status** shows the following for each employee type:
   a. **Teachers (10/mo. job position)**: My Status will show Allocated, Used and Remaining **Sick Leave**
   b. **Staff, LESPA and other Mgr (12/mo. job position)**: My Status will show Allocated, Used and Remaining **Sick Leave** and **Annual Time**.
   c. **Administrators & Exempt (12/mo. job position)**: My Status will show Allocated, Used and Remaining **Sick Leave**, **Annual Time**, **Admin Sick Leave** and the current **Pool #**.
2. **My Requests** includes employee’s time off requests. Employees can submit time off requests and view the status of leave requests.

### True Time Tab
1. True Time section includes:
   - (Quick Entry, My History, My Setup, Data Mining and Reports)
2. **My Time Sheets** section includes:
   - (Un-submitted and History)

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**Time Off**

The **Time Off** tab includes an employee’s time off status and time off requests. Here are examples of what to expect on employee Time Off Status 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
Time Off Requests

The My Time Off Requests section contains a list of the employee’s time off requests. The list displays the details of each request along with the request’s status. Requests that have green text are requests for a future date/time. These requests may be deleted up until the date/time occurs no matter of the request’s status. Requests for a past date are listed in black text. Past date requests may only be deleted if the status of the request is waiting.

Click on the Add button to submit a new request.

The Add screen will open. At the top is a summary of the remaining time off that the employee has accrued.

**Time Off Code:** Select the Time Off Code, Required field

**Reasons:** Select the reason, each Time Off Code has its own reasons. Required field.

**Description:** Brief note that describes the Time Off request.

**Type:** Single day request or a Date Range. When selecting Date Range, it will change the request to a start date and end date. Eight hours of leave time is accounted for on each day within the range. Employees will need to use Single day if taking less than 8 hours within a day.

**Start Date:** The date in which the time off request first occurs. Required field

**Hours:** The number of hours the employee is requesting off. Minutes may only be taken in units of 15 minutes.

**Start Time:** The time of the day that your leave begins. For a full day, this is your start time.

Employee may add any other additional employees for notification to the Time Off request, by using the last box. The last step is to click **Save.** Teachers will have an additional check box **Sub Needed.** When a teacher checks this box, the request will automatically be recorded and AESOP will open. Teachers will then follow the AESOP instructions to find a substitute.
Employees who are requesting Bereavement or Jury Duty requests will need to attach documentation to their Time Off Request. [Attaching documentation is easy.] After submitting the Time Off Request on the My Time Off Requests screen select the bereavement or jury duty request then click the Attach button. The next step is to click Add File.

On the following screen, select the type, add a description, then click Browse and select the scanned document file. Finally click Save.

Employees will see the scanned file on the Available Attachments for Time Off Requests. The next step is to select it from the list if you have more than one piece of documentation and click Add File.

### Approving Time Off

Supervisors and Managers will need to approve their employee’s time off requests. Please approve any Time Off Requests the Monday after the end of the week so that Employee’s may edit their Time Off Requests as required. It is recommended to use the Time Off Awaiting My Approval widget. There are multiple ways to get to the My Approvals page, by clicking the yellow exclamation point on the quick menu, by clicking on the Time Off Awaiting My Approval widget, or by clicking on Time Off then My Approvals.
Employee Access Portal

The Time Off Requests will be sorted by Date. Supervisors may expand the request to see more details. Click on the Approve or Deny box then click Submit Approvals and Denials button to complete. A dialog box will then open asking, “Are you sure you want to approve/deny the selected Time Off Requests?” simply click OK then the process for approving time off is completed.

True Time

The True Time section contains two sections True Time and My Time Sheets. The True Time section contains links to quickly clock in and out for the day, view employee personal time sheet history, and view employee personal weekly schedule. The My Time Sheets section contains employee’s un-submitted time sheets and a history of employee’s submitted time sheets. Only non-exempt (pay type 2, 3, 4 and hourly OPS) employees will be required to clock in and out.

Clocking In and Out

There are a three different ways in which an employee may clock in and out for the day: by logging into Skyward from your office computer, using the Skyward App from a connected device, or thru the Skyward Time Clock. Employees may use any of these ways in any combination to clock in and out for the day.

Click on Quick Entry from the True Time menu or click on the clock icon from your quick menu.
Employee Access Portal

The True Time Quick Entry screen will open. Click on the icon to clock in. Current Status will change to **IN** and the **IN** transaction will be shown below.

Employee should either click on **Lunch** or **Gone for the Day** buttons to clock out. The Lunch button should only be used when the employee is taking lunch and will return back to work that day. The Gone for the Day button should only be used when the employee is not expected to return back to work that day.

Each Status change is logged, employees may add a note to any of the transactions if they wish. The notes are viewable by the employee’s manager on their Time Sheets. Please keep these notes brief.

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**Submitting Time Sheets**

Time Sheets may only be submitted through the Skyward Website. Employees will need to submit their time sheets by the end of the day the following Monday or next work day if a holiday. Full time (non-hourly) employees will need to account for 40 hours each week.

There are two menu sections that employees may use to get to the time sheet submit page. The first is to click on the un-submitted menu choice in the My Time Sheets section, then click on the **Submit Time Sheet** button. The second is by clicking on My History in the True Time section, then expanding the Previous Time Sheets area and clicking on View/Submit Timesheet for the prior week. The Submit Time Sheet screen should then open in a new window.

Employees will see a period summary detailing any time off and work hours for the week; daily totals detailing clock in and out times for each day along with any time off taken for that day, and finally adjustments if any were made on their time sheets.
Period Summary:

<table>
<thead>
<tr>
<th>Type</th>
<th>Pay</th>
<th>Note</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TimeOff</td>
<td>LES02 (LESPA PT 2)</td>
<td>ANNUAL</td>
<td>17h 30m</td>
</tr>
<tr>
<td>TimeOff</td>
<td>LES02 (LESPA PT 2)</td>
<td>COMPENSATORY TIME</td>
<td>0h 45m</td>
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<tr>
<td>Work</td>
<td>LES02 (LESPA PT 2)</td>
<td></td>
<td>21h 45m</td>
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Total Hours: 40h 00m

Hours Paid: 40h 00m

Daily Totals:

<table>
<thead>
<tr>
<th>Status</th>
<th>Note</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:45 AM (8:47) - 2:15 PM (2:19) IN</td>
<td></td>
<td>5h 30m</td>
</tr>
<tr>
<td>2:15 PM (2:19) - 3:00 PM (2:56) LUNCH</td>
<td></td>
<td>0h 45m</td>
</tr>
<tr>
<td>3:00 PM (2:56) - 5:45 PM (5:39) IN</td>
<td></td>
<td>2h 45m</td>
</tr>
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05/08/17 Total Hours: 8h 15m Hours Paid: 8h 15m

Adjustments:

<table>
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<tr>
<th>Workday</th>
<th>Type</th>
<th>Status</th>
<th>Start Time</th>
<th>End Time</th>
<th>Pay Code</th>
<th>Start Time</th>
<th>End Time</th>
<th>Pay Code</th>
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<tbody>
<tr>
<td>05/10/17</td>
<td>Del</td>
<td>IN</td>
<td>11:15 AM</td>
<td></td>
<td>LES02</td>
<td></td>
<td></td>
<td></td>
<td>MICHELLE C ATKINSON</td>
<td></td>
</tr>
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</table>

The next step is to click on the button. When a full time non-exempt employee does not have a total 40 hours a message will appear and the employee will be unable to submit the time sheet. The employee will need to request leave for the week to account for the missing time. Additionally, when an employee has more than 40 total hours worked in a week, a message prompting them to request comp time will appear.
Click the OK button, then the Request Comp Time page will open. Employees will need to click the Submit Comp Time Request button. The employee’s time sheet will then have an additional box for COMP time totals. The last step is then to click Save on the Time Sheet Submission Information box that appears.

💡 **COMP Time** is factored at 1.5 when an employee works over 40 hours + the number of holiday hours that occur during that week.

## Approving Time Sheets

Supervisors and Managers will need to approve their employee’s time sheets. It is recommended to use the Time Sheets Awaiting My Approval widget. There are multiple ways to get to the My Employees Unapproved Timesheets page, by clicking the yellow exclamation point on the quick menu, by clicking on the Time Sheets Awaiting My Approval widget, or by clicking on True Time then Unapproved.

The My Employees Unapproved Time Sheets screen then opens. On that screen supervisors will see a list of their employees and the time sheets they have submitted. It is recommended to expand the individual
employees and view their workweek totals from here due to the ability for supervisors to make any needed edits to the employee’s clock in and out transactions from this screen.

Editing is done easily by clicking on the date listed within Workweek Totals and under work day. A new screen opens named True Time Quick Entry. Supervisors may use the buttons displayed to edit existing time, add a record or delete a record.

Supervisors will click the View/Approve/Deny Individual Time Sheet button to approve the selected employee’s time sheet.

The View/Process Time Sheet screen will then open. On this screen the next step is to click Approve if the total hours look correct or to click Deny if there is an issue with the total hours listed. COMP Time will also be displayed.

The final step after clicking on Approve or Deny is to click Save on the next screen that opens. Please add a brief note if Deny is selected.
When the time sheet is denied the employee will receive an email. Depending upon the reason for denying the time sheet a number of things may need to happen, the supervisor may make the needed edits to an employee’s clock in and out hours or the employee will need to make an edit to a Time Off Request. In the situation where COMP Time is not approved, the supervisor will deny the COMP time and then edit the employee’s clock in and out hours on the date where the COMP time was earned. After any edits are made to view the employee’s time sheets click on Refresh.

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

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 button next to Primary address. To make **Mailing Address** changes, select the button next to Mailing address right below the **Primary Address** section.

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 selections.
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.

**Checks - View Pay Check(s)**

From Employee Access, the Main Screen will open displaying modules that you have access to.

To view online Pay Check(s):

- Click on “Employee Information” then “Personal Information”.

Click on “Payroll”, “Checks”, highlight & double click the check number or click “Show Check”.
Click “Print” will send your check to “My Print Queue”. From there you can print locally.

Checks – View and Print Online Check(s)

From Employee Access, the Main Screen will open displaying modules that you have access to.

To view and print online Pay Check(s):

1. Click on “Employee Information” then “Personal Information”.
2. Click on “Payroll”, “Checks”, highlight & double click the check number or click “Show Check”.
3. Click “Print” will send your check to “My Print Queue”. From there you can print locally.
Employee Access Portal

Printing from “My Print Queue”

SKYWARD routes all printouts to an internal virtual printer called “My Print Queue”. Each employee will have their own print queue. 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”.
   a) You can go back to the HOME Page or
   b) in the middle top right of the screen is “My Print Queue”. 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.

Setting up Favorites

All FAVORITES are saved under the HOME Page – “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 now you will see “Check Pay Stubs” short cut was recorded under My Favorites.

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.