SCHOOL DISTRICT OF MELLEN

Skyward Employee Access Instructions

- Prepared for use by School District of Mellen employees
- Questions about your Skyward Employee Access username and password? Contact Rachele Watson, Finance Manager
- Questions about your personnel information, address, telephone, name changes, paychecks, deductions, benefits, time off, etc? Contact Rachele Watson, Finance Manager

Employee Access Instructions

Contents

Best Practices

- **Security** – **<u>Do not share your Skyward username and password</u>**. Employee Access displays personal information that you may want to keep confidential.
- **Payroll Information Availability** – Biweekly paycheck information will be available for employees to view once the payroll process has been completed by the Finance Manager, approximately 2 days before each pay date. Deposits to bank accounts will not be made until the actual payday.
- **Separation from Employment** – If you separate from employment with the school district, your rights to Employee Access will be suspended. A W-2 for the year in which you separate from employment will be mailed to your forwarding address when the W-2 becomes available.

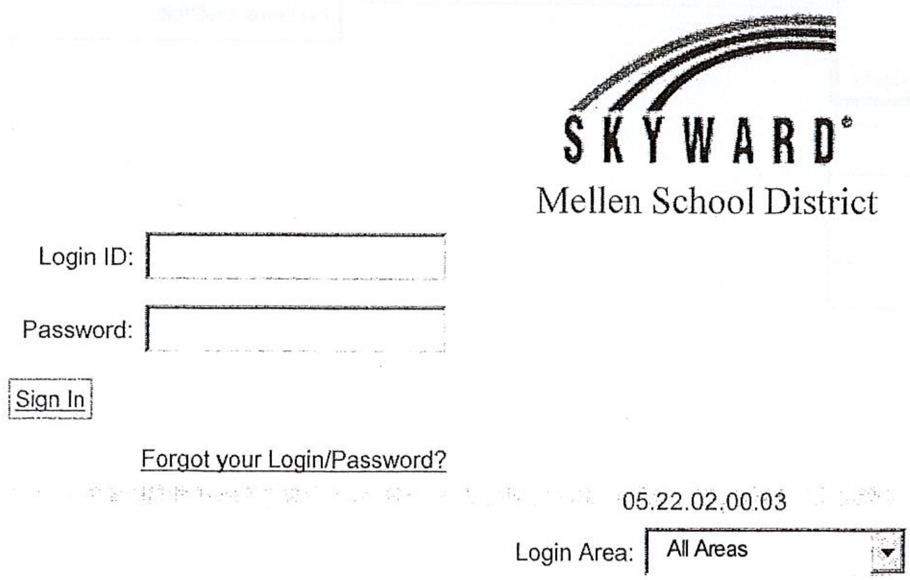
Introduction

Skyward Employee Access Module is a web based computer application that allows users to:

1. View your check history and print pay stubs with employer information.
2. View and print check history reports as well as Year to Date & Fiscal Year to Date information – this can be useful when applying for loans or other types of financing.
3. Use the check estimator – create different withholding and benefit scenarios to see how they will impact your take-home pay amount.
4. Check your personal information such as address or phone – Verify the information used by payroll. You may not change your data however if you need anything changed, please inform the Finance Manager.
5. Check your Calendar Year to Date payroll totals.
6. Check your Fiscal Year to Date (July 1 through June 30) payroll totals.
7. Verify your W-4 information – View your current withholding status. You may not change your data but you can have the Finance Manager make changes.
8. View and print W-2 information – not an actual W-2 for tax purposes. Your annual W-2 form will still be created and distributed to employees by the district.
9. Check your time off balances and submit time off requests for approval.

Accessing Employee Access

The School District of Mellen has a quick link to access Employee Access on its website or you can obtain access by going to this address:
https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinmellenwi/seplog01.w

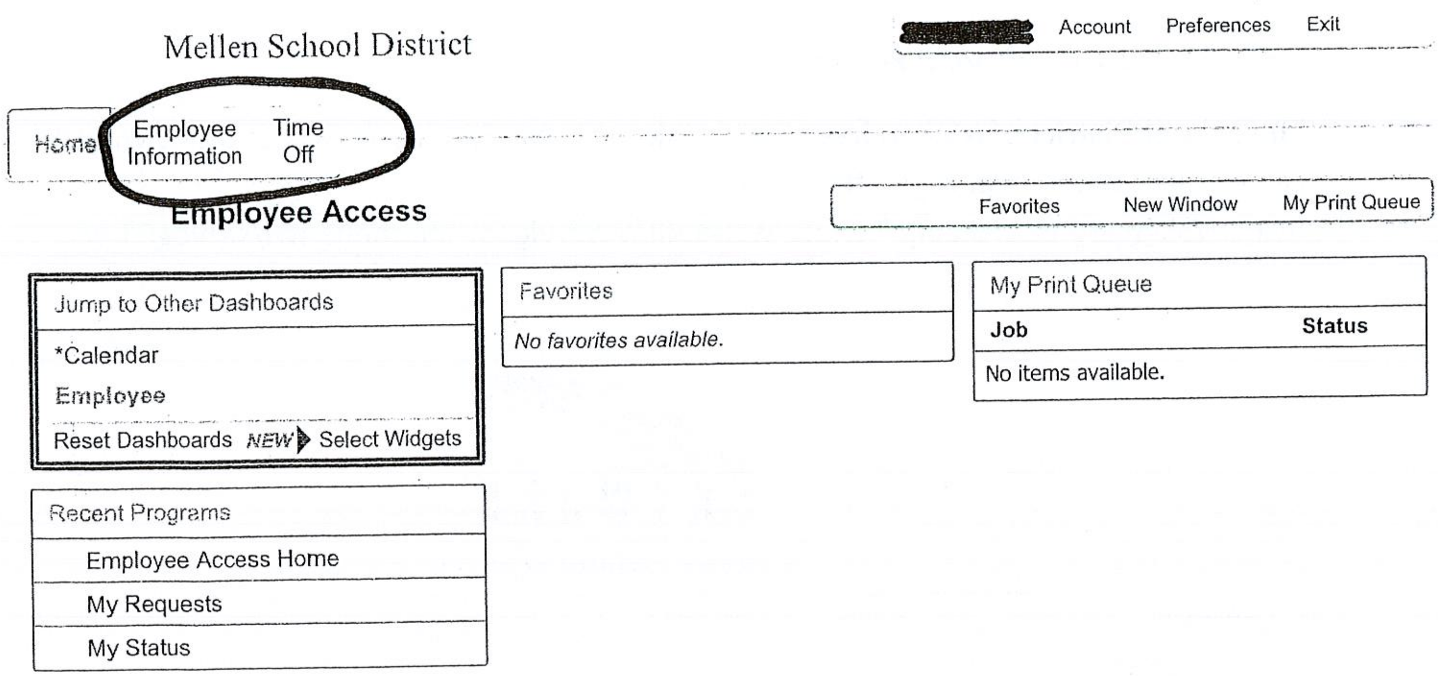


Your login and password are as follows:

Login – firstname.lastname (Ex. Jane Smith login would be jane.smith)
Password – first initial of first name last name last 4 digits of SSN
(Ex. For Jane Smith – jsmith1234)

Please see the Finance Manager if you have any questions regarding your assigned login or password.

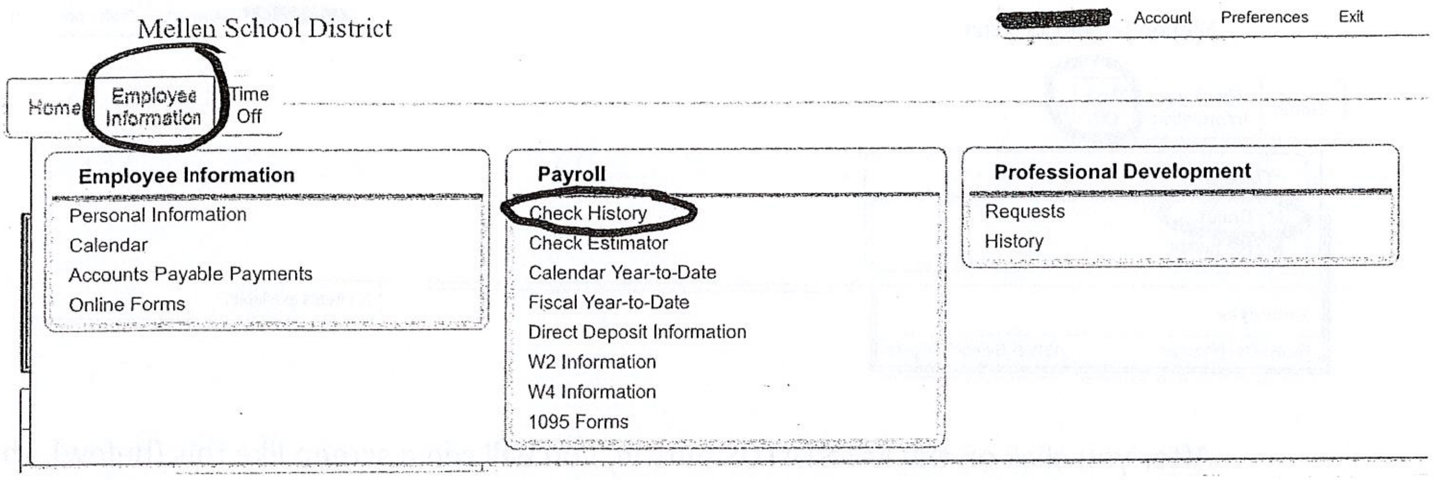
Once logged into Skyward, you may see more than Employee Access based upon your security settings. Depending on your security, you may have more or less tabs available than shown in the figure below.



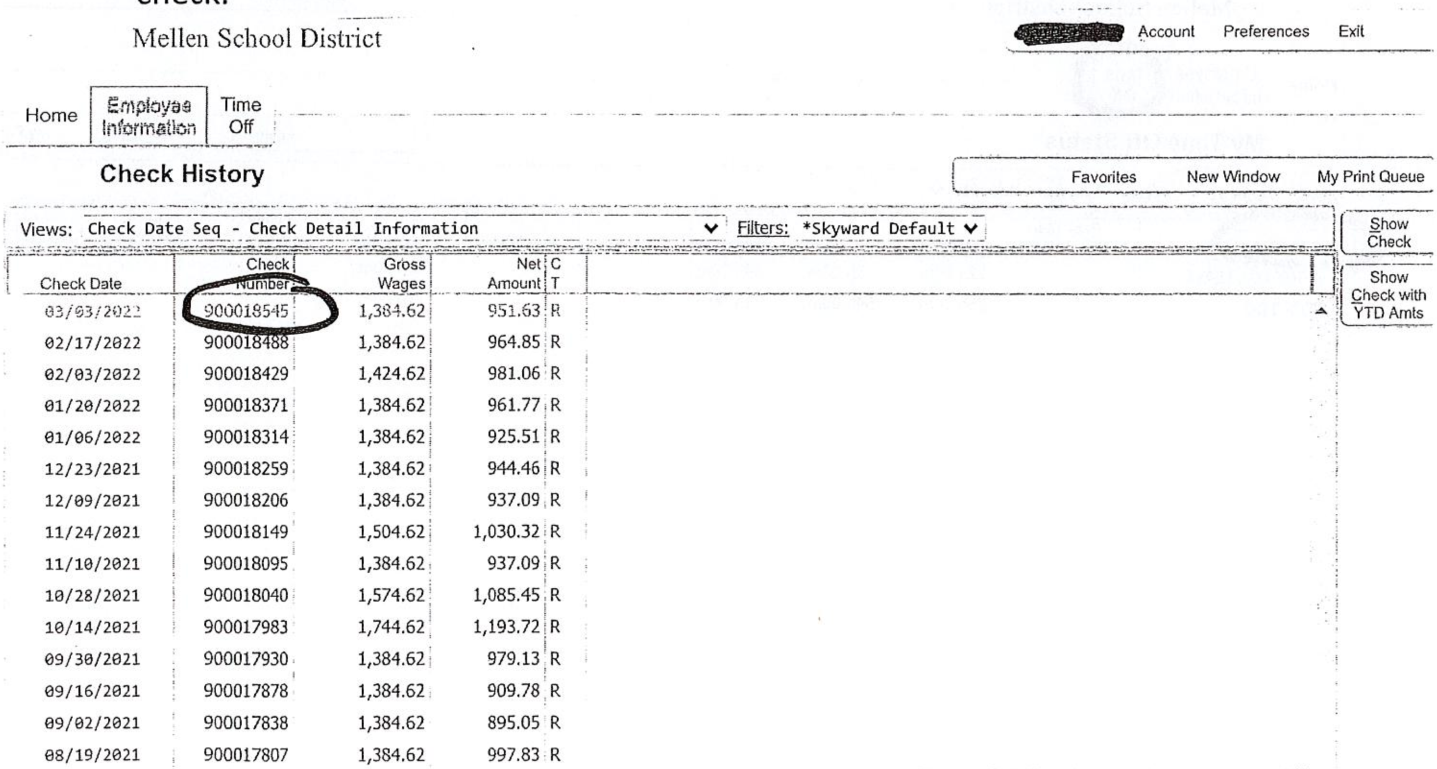
The remainder of this document describes the information available to all Staff through the Employee Access module.

Viewing and Printing your Check History

To view your check history, click on the EMPLOYEE INFORMATION tab then in the PAYROLL field, click on CHECK HISTORY.



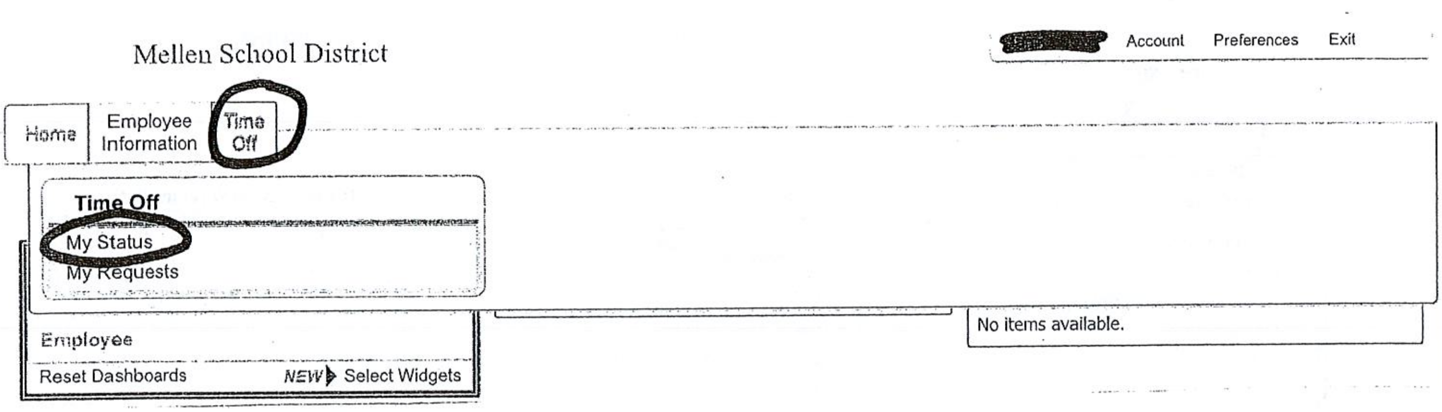
Your check information will be listed from the latest to the earliest.
Clicking on the underlined check number will bring up your payroll information for that check.



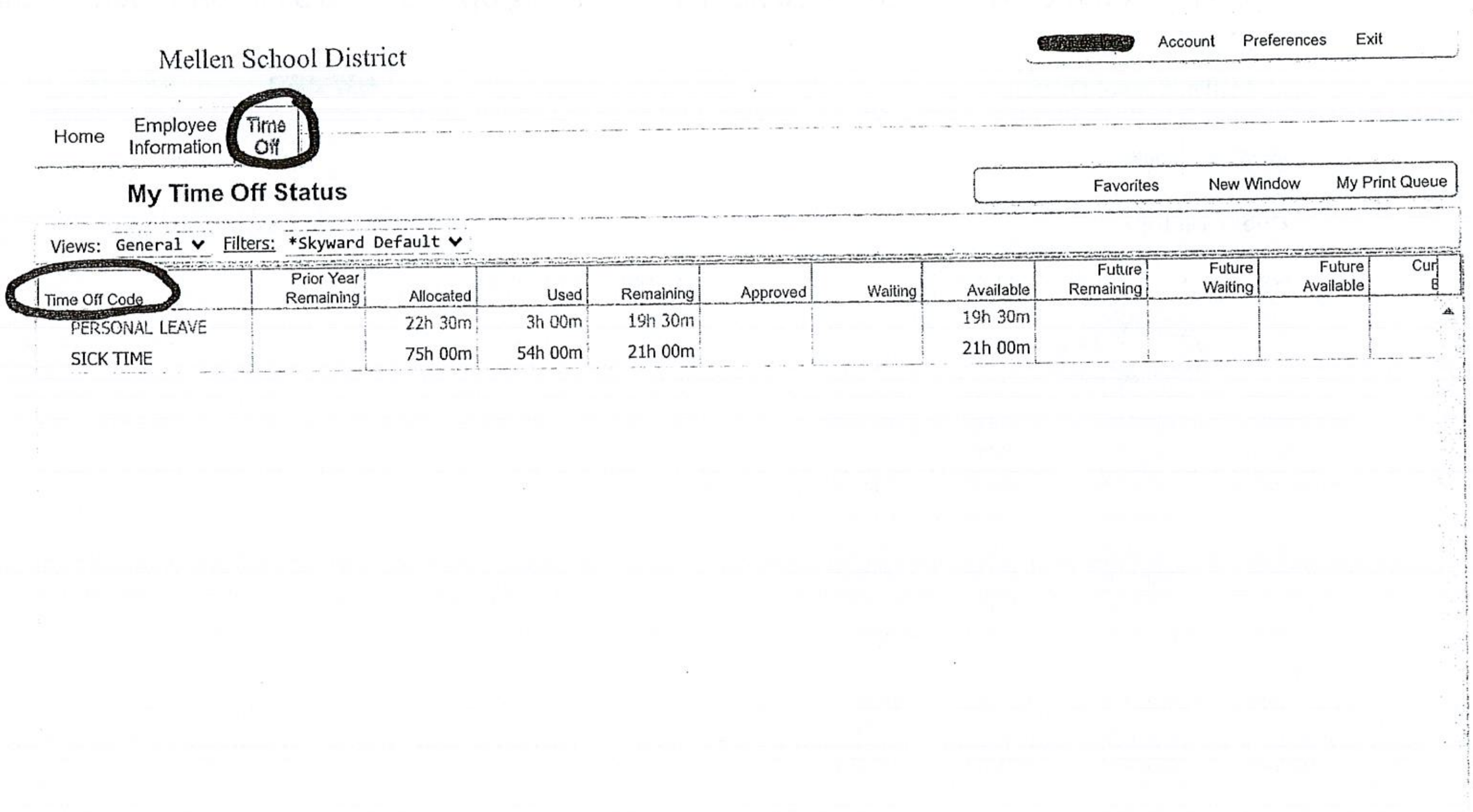
Check Date	Check Number	Gross Wages	Net Amount	C T
03/03/2022	900018545	1,384.62	951.63	R
02/17/2022	900018488	1,384.62	964.85	R
02/03/2022	900018429	1,424.62	981.06	R
01/20/2022	900018371	1,384.62	961.77	R
01/06/2022	900018314	1,384.62	925.51	R
12/23/2021	900018259	1,384.62	944.46	R
12/09/2021	900018206	1,384.62	937.09	R
11/24/2021	900018149	1,504.62	1,030.32	R
11/10/2021	900018095	1,384.62	937.09	R
10/28/2021	900018040	1,574.62	1,085.45	R
10/14/2021	900017983	1,744.62	1,193.72	R
09/30/2021	900017930	1,384.62	979.13	R
09/16/2021	900017878	1,384.62	909.78	R
09/02/2021	900017838	1,384.62	895.05	R
08/19/2021	900017807	1,384.62	997.83	R

Viewing Time Off Balances

Time Off balances are updated in real time. As soon as they are entered into the system they will be reflected in your balances. If you feel that something was entered incorrectly, please contact the Finance Manager. To view your time off balances and activity, Click on the TIME OFF tab, then the MY STATUS button.



After you click on the MY STATUS button, you will see a screen like this (below), showing each category of time off available to you in the TIME OFF CODE column, along with the amount ALLOCATED at the start of the fiscal/school year, amount USED and REMAINING/AVAILABLE time off balances.



Beside each leave TIME OFF CODE there is an arrow pointing to the right. Clicking on the arrow beside each time off category shows leave transaction details recorded to date (see below)

Home | Employee Information | Time Off

My Time Off Status

Favorites | New Window | My Print Queue

Views: General Filters: *Skyward Default

Time Off Code	Prior Year Remaining	Allocated	Used	Remaining	Approved	Waiting	Available	Future Remaining	Future Waiting	Future Available	C
PERSONAL LEAVE		22h 30m	3h 00m	19h 30m			19h 30m				
SICK TIME		75h 00m	54h 00m	21h 00m			21h 00m				

Current Year (Includes all dates)

Pending Requests Add a Time Off Request

There are no Pending Requests available.

Time Off Transactions (up to today's date) Print Time Off Transactions

Date	Description/Reason	Allocated	Used	Remaining	A
02/18/2022 Fri	FAMILY ILLNESS (2/14 (2 H		32h 00m	21h 00m	
01/27/2022 Thu	MEDICAL APPT		7h 30m	53h 00m	
01/17/2022 Mon	PERSONAL ILLNESS		7h 30m	60h 30m	
12/17/2021 Fri	MEDICAL APPT		4h 00m	68h 00m	
11/17/2021 Wed	FAMILY ILLNESS		3h 00m	72h 00m	
07/01/2021 Thu	ALLOTTED SIC / ALLOTTED S	75h 00m		75h 00m	

Submitting Time Off Requests for Approval

To submit a request for time off, Click on the TIME OFF tab, then the MY REQUESTS button. You will see any previous time off requests you entered and will also see the status of whether they were approved or denied.

Mellen School District [redacted] Account Preferences Exit

Home | Employee Information | Time Off

My Time Off Requests

Favorites | New Window | My Print Queue

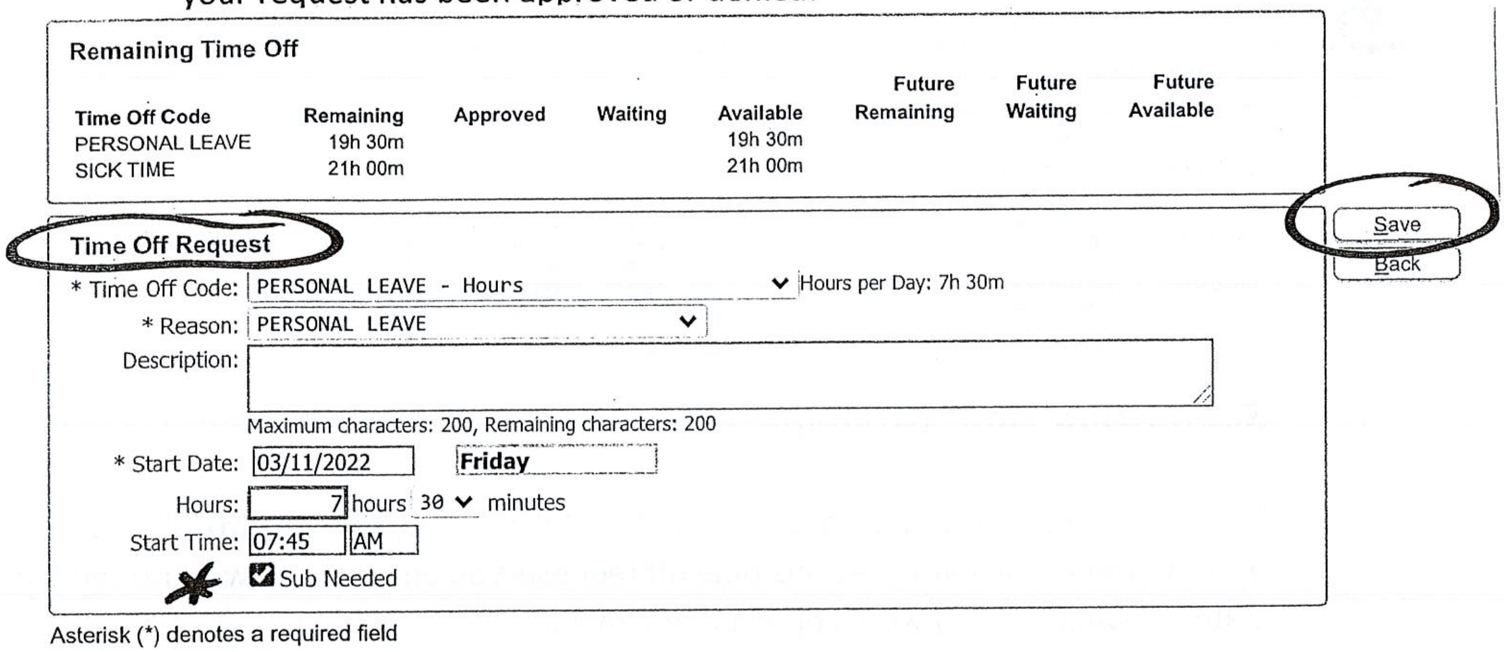
Views: General Filters: *Skyward Default

Date	Time	Amount	Status	Year	Time Off Code	Reason	Description	A	SN
02/21/2022 Mon	7:45 am	7h 30m	Denied	Current	SICK TIME	MEDICAL APPT.			

Add | Edit | Delete | Clone | Attach

To add a request, click on the ADD button on the right. Select the correct TIME OFF CODE (personal leave, sick leave, etc). Then select the REASON (personal leave, sick leave, etc.) DESCRIPTION is not required. Enter the STATE DATE and HOURS you will be absent and START TIME (time you will be gone). **Be sure to mark the SUB NEEDED box if you need a sub so coverage can be arranged.

To submit your Time off Request, click the SAVE button. You will receive an email once your request has been approved or denied.



Remaining Time Off

Time Off Code	Remaining	Approved	Waiting	Available	Future Remaining	Future Waiting	Future Available
PERSONAL LEAVE	19h 30m			19h 30m			
SICK TIME	21h 00m			21h 00m			

Time Off Request

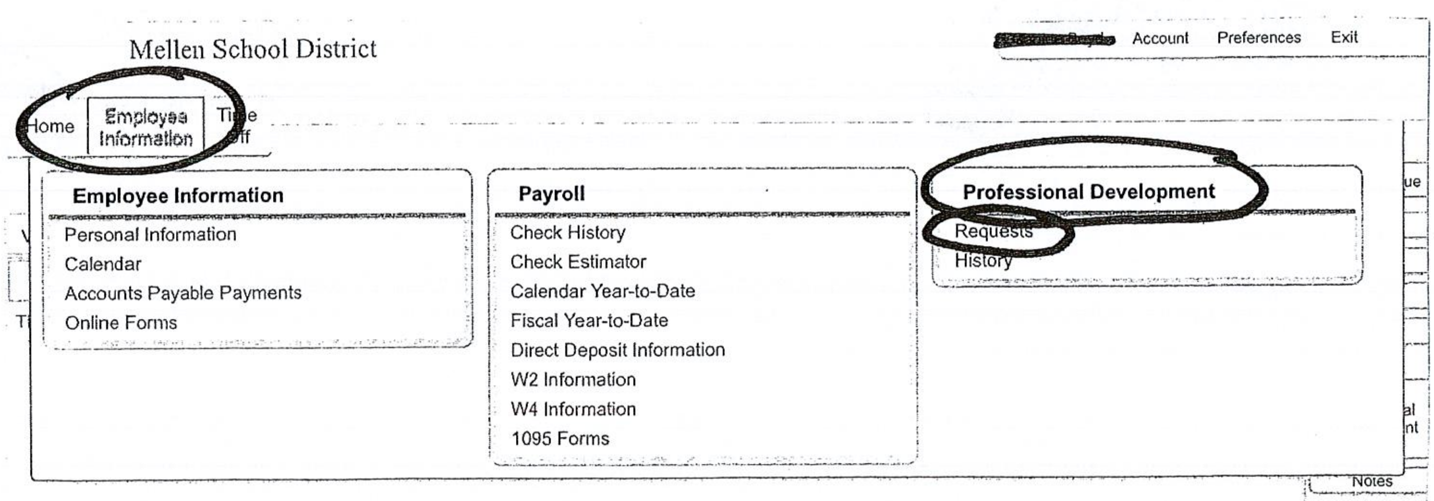
Save
Back

* Time Off Code: PERSONAL LEAVE - Hours   Hours per Day: 7h 30m
* Reason: PERSONAL LEAVE
Description:
Maximum characters: 200, Remaining characters: 200
* Start Date: 03/11/2022 Friday
Hours: 7 hours 30 minutes
Start Time: 07:45 AM
Sub Needed

Asterisk (*) denotes a required field

Submitting Professional Development Requests for Approval

To submit a request for Professional Development, click on the EMPLOYEE INFORMATION tab, then PROFESSIONAL DEVELOPMENT, REQUESTS.



Mellen School District

[redacted] Account Preferences Exit

Home | Employee Information | Time Off

Employee Information
Personal Information
Calendar
Accounts Payable Payments
Online Forms

Payroll
Check History
Check Estimator
Calendar Year-to-Date
Fiscal Year-to-Date
Direct Deposit Information
W2 Information
W4 Information
1095 Forms

Professional Development
Requests
History

On the next screen, click ADD to enter a request. Complete the request and click SUBMIT FOR APPROVAL. As there is not an area to indicate a sub is needed, please indicate your sub needs in the COMMENTS section. ****You will still need to submit supporting documentation/conference information, etc for the professional development event you are requesting to attend.** You will receive an email once your request has been approved or denied.

Professional Development Request

Submit for Approval

Save and Submit Later

Back

Requested By: [redacted]

Date Entered: 03/14/2022

Email Address: [redacted]

Grade or Subject:

* Course Start Date: Course End Date:

Course Start Time: 12:00 AM

* Institution:

* Course Type:

* Course Title:

Course Number:

Credits Attempted: 0.0000 Cost of Credits: 0.00

Comments:

Maximum characters: 250, Remaining characters: 250

Processing Date: Update Date: (If Update Date contains a value, this Credit entry will not count towards Professional Development.)

Approved Date:

Earned Date: Credits Earned: 0.0000

District Credit Type: Factor: 1.0000

Recognition Criteria: Un-Factored Credits: 0.0000 (Credits Earned divided by Factor)

Wisconsin PI34 Standards

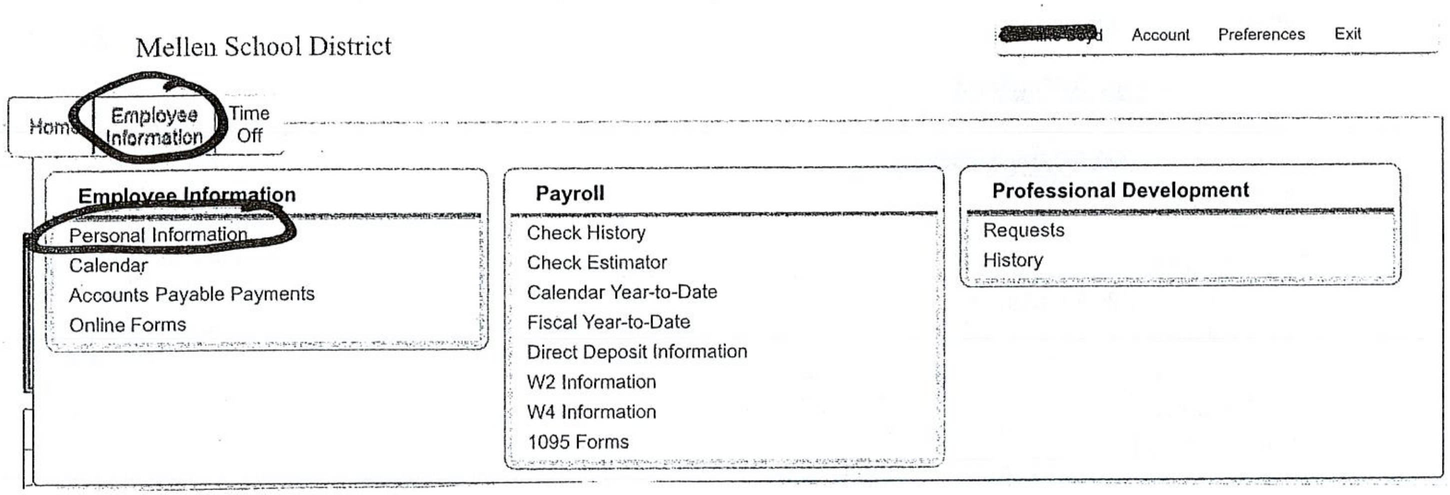
◉ Teacher Standards ○ Administrator Standards

- ☐ 1. Pupil Development.
- ☐ 2. Learning Differences.
- ☐ 3. Learning Environments.
- ☐ 4. Content Knowledge.
- ☐ 5. Application of Content.
- ☐ 6. Assessment.
- ☐ 7. Planning for Instruction.
- ☐ 8. Instructional Strategies.
- ☐ 9. Professional Learning and Ethical Practice.
- ☐ 10. Leadership and Collaboration.

Asterisk (*) denotes a required field

Viewing Personal Information

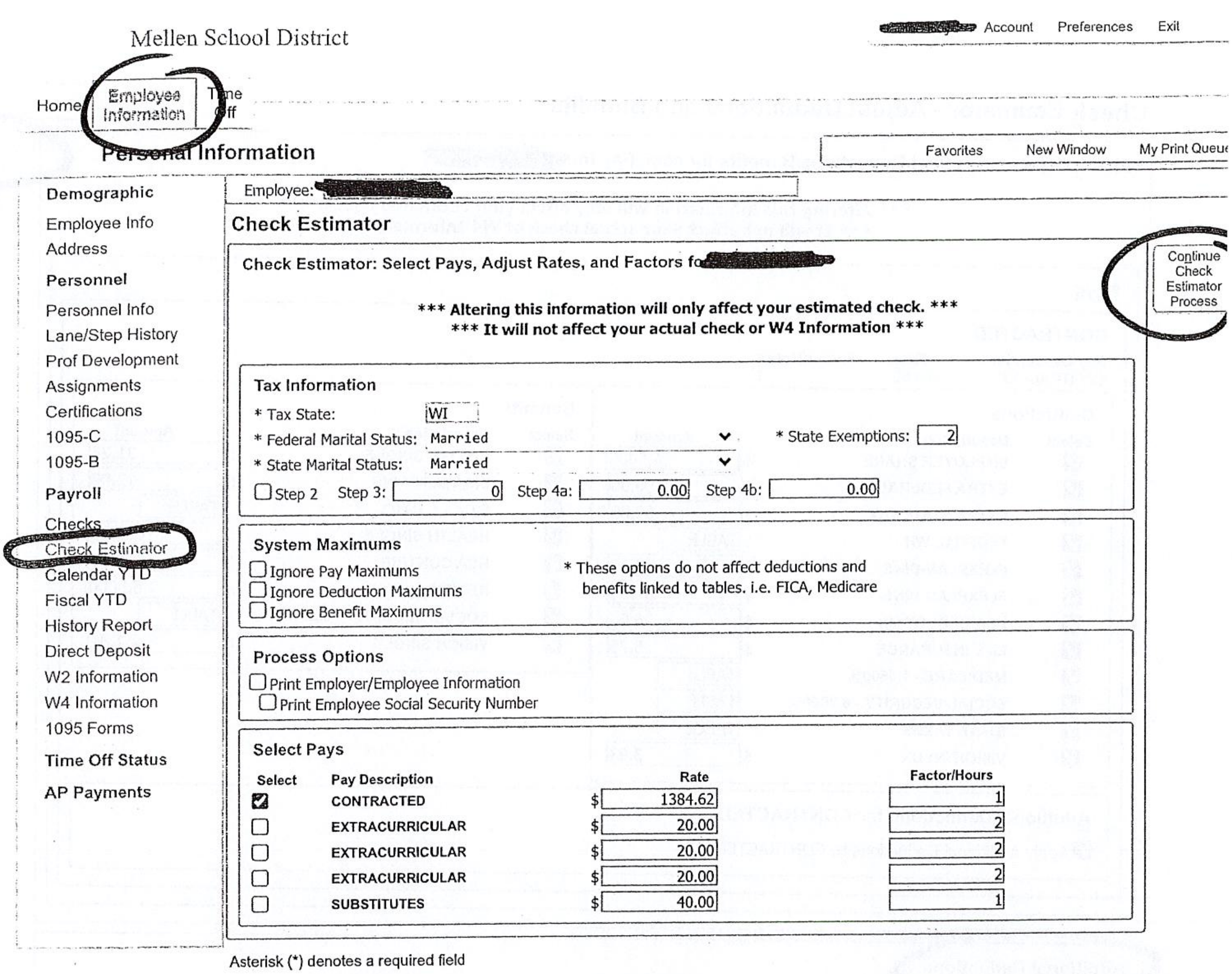
Personal information such as Address and Phone may be verified using Employee Access. To view your personal information, click on the EMPLOYEE INFORMATION tab, then PERSONAL INFORMATION. From this area, you can verify your information and make the Finance Manager aware of any changes that need to be made.



Using the Check Estimator

If you would like to see what your check looks like with difference deductions, or other changes, you can use the Check Estimator tool. Go to EMPLOYEE INFORMATION, PERSONAL INFORMATION, and under the payroll section, choose CHECK ESTIMATOR.

The first screen (shown on page 11) enables you to make changes to withholding status and pay rate information. When finished entering the changes you wish to calculate on the first screen, select CONTINUE CHECK ESTIMATOR PROCESS. **Make sure at least one of the pay types is selected or the estimator will not work.



The second screen (shown on page 12) allows the user to adjust the deductions and benefits of each payroll assignment. For example, at the bottom of the screen you can add Additional Deductions, such as a deduction to put money into a savings account. Once all deduction/benefit changes have been made, click CALCULATE CHECK to complete the Check Estimator Process.

Note: This process does not make changes to your payroll.

Check Estimator - Adjust Deductions and Benefits

Calculate Check

Back

Check Estimator: Adjust Deductions/Benefits for each Pay for [redacted]

***** Altering this information will only affect your estimated check. *****
***** It will not affect your actual check or W4 Information *****

Pays

CONTRACTED

Pay Description	Rate	Factor/Hours
CONTRACTED	1384.62	1

Deductions

Select	Description		Amount
☑	EMPLOYEE SHARE	%	6.5000
☑	EXTRA FEDERAL	$	50.00
☑	EXTRA STATE TAX	$	50.00
☑	FEDERAL WH		TABLE
☑	FLEXPLAN-DINS	$	4.59
☑	FLEXPLAN-HINS	$	46.34
☑	HSA DEDUCTION	$	25.00
☑	LIFE INSURANCE	$	5.76
☑	MEDICARE - 1.4500%		TABLE
☑	SOCIAL SECURITY - 6.2000%		TABLE
☑	STATE TAXES		TABLE
☑	VISION INSUR	$	3.93

Benefits

Select	Description		Amount
☑	DENTAL SINGLE	$	31.26
☑	DISABILITY INS	$	12.00
☑	FICA - 1.4500%		TABLE
☑	HEALTH SINGLE	$	631.38
☑	HSA CONTRIB	$	375.00
☑	RET/EMPLOYER	%	6.5000
☑	SOCIAL SECURITY - 6.2000%		TABLE
☑	VISION SINGLE	$	1.31

Additional Deductions for CONTRACTED

☑ Apply Additional Deductions to CONTRACTED

Additional Deductions

☐ Deduction 1:

☐ Deduction 2:

☐ Deduction 3:

☐ Deduction 4:

☐ Deduction 5:

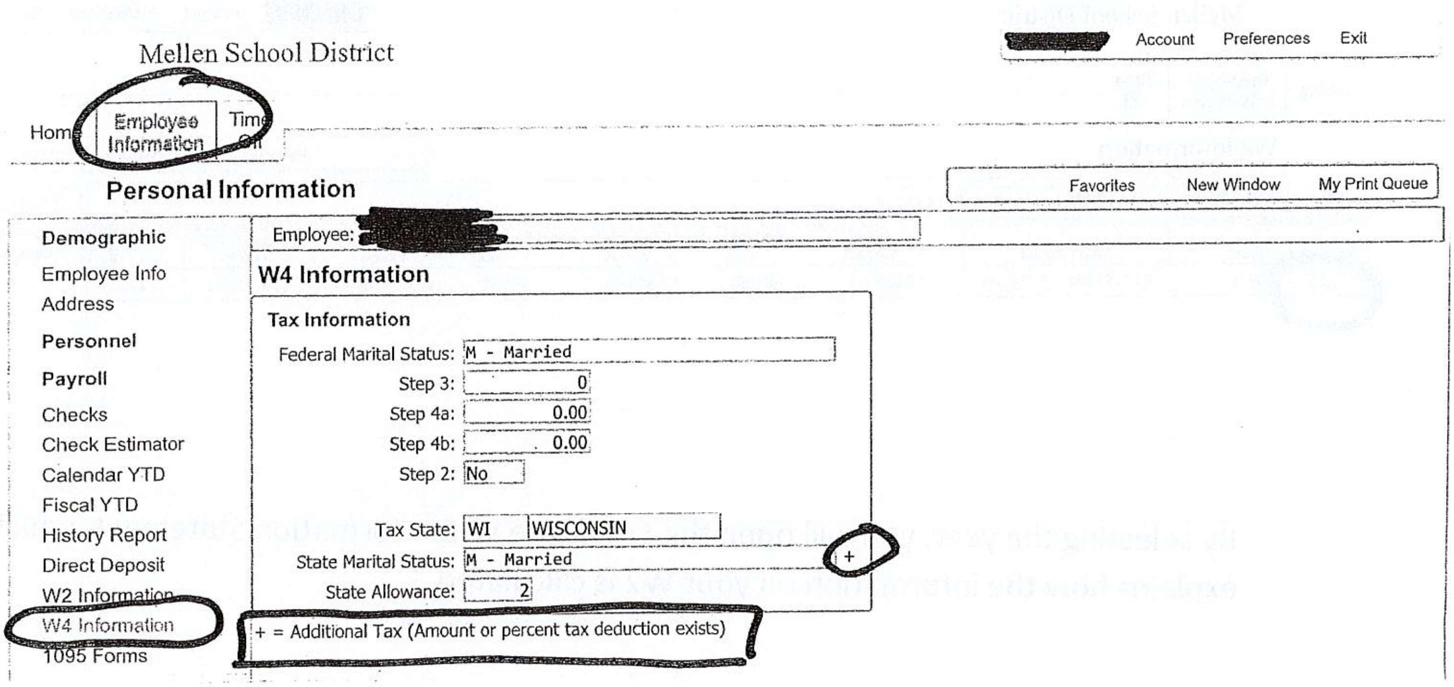
Verify your W-4 Information

Employee Access enables you to view the withholding status from your W-4 form.

The information in this area is informational only. If you want to make a change, you will need to contact the Finance Manager.

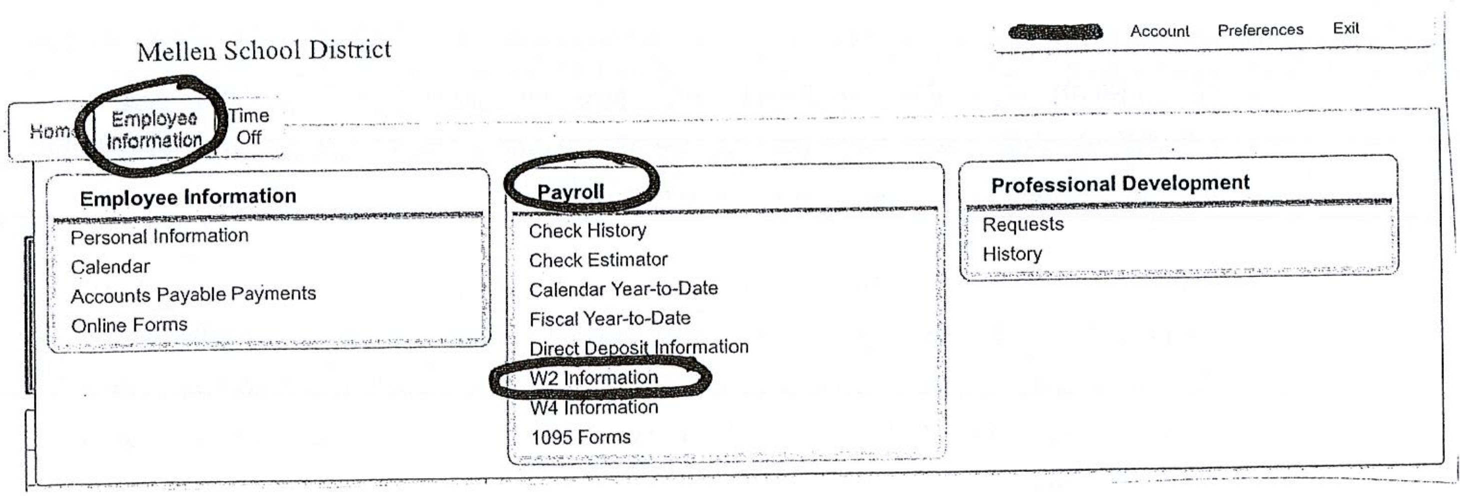
Go to EMPLOYEE INFORMATION, PERSONAL INFORMATION, PAYROLL, W4 INFORMATION. From here you will be able to view the information currently being used by payroll to calculate your federal withholding.

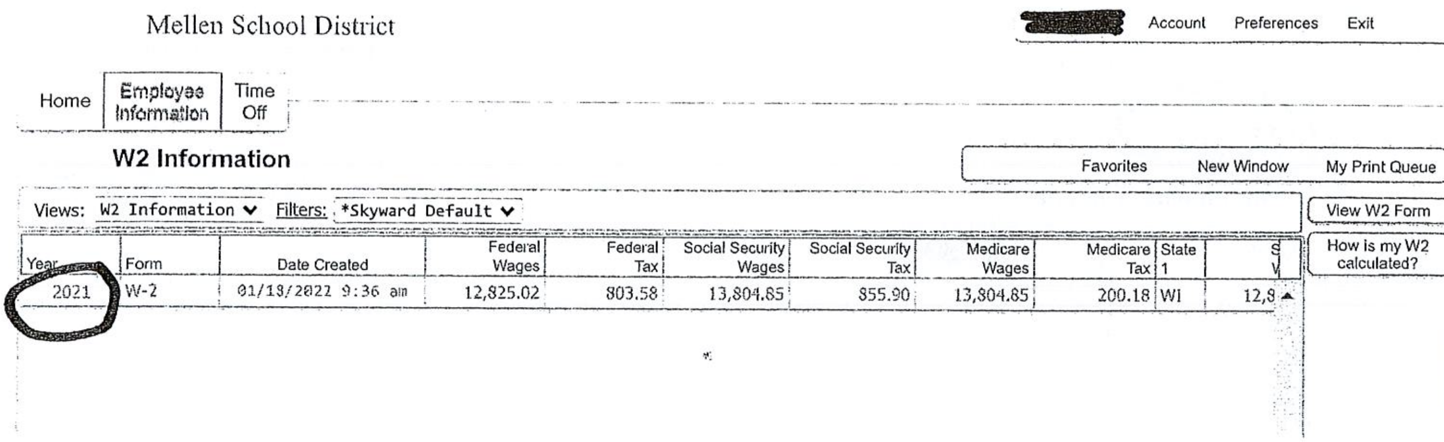
Note – if you have additional federal or state taxes withheld, that is only indicated by a + sign on this screen and you cannot see the extra amounts being withheld. To find out the extra amount, you can either ask the Finance Manager or go to the Check Estimator area and when you pull up the second screen, you will see the amounts you are currently having deducted.



Viewing your W-2 Information

Employee Access enables you to view your W-2 information. Go to EMPLOYEE INFORMATION, PAYROLL, W2 INFORMATION. You will be redirected to the W2 Information screen, which lists all calendar years for which the system has W2 information.





By selecting the year, you will open the Employee W-2 Information Statement, which explains how the information on your W2 is calculated.

Questions

For any questions regarding the Employee Access Module, please contact the Finance Manager.