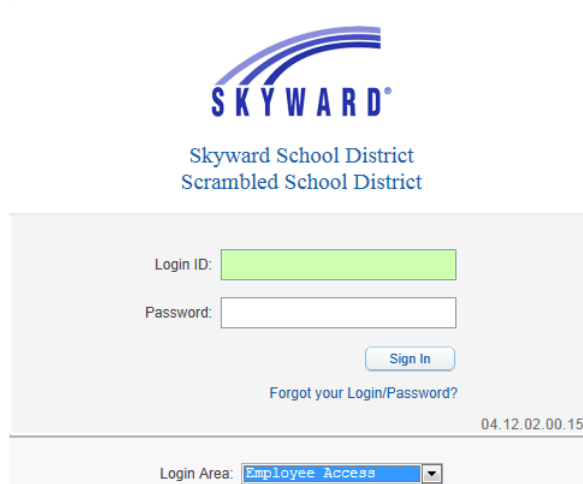



Skyward Employee Access Information

1. Login

- Go to following web address: <https://www2.nerdc.wa-k12.net/scripts/cqiip.exe/WService=wninemis71/seploq01.w>



The login page features the Skyward logo at the top, followed by the text "Skyward School District" and "Scrambled School District". Below this is a login form with two input fields: "Login ID:" and "Password:". A "Sign In" button is positioned below the password field. A link for "Forgot your Login/Password?" is located below the button. The date "04.12.02.00.15" is displayed in the bottom right corner. At the bottom of the page, there is a "Login Area:" dropdown menu with "Employee Access" selected.

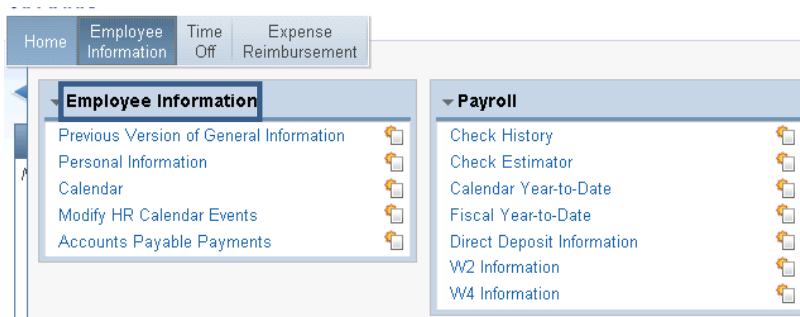


The dashboard is titled "Employee Access" and includes a navigation bar with "Home", "Employee Information", and "Time Off". The main content area is divided into three columns: "My Favorites" (empty), "My Print Queue" (containing a table of "Security Cache Reset Utility" jobs with "Error" status), and "Recent Programs" (containing "Employee Access Home"). A "District News" section at the bottom is also empty.

Job	Status
Security Cache Reset Utility	Error
Security Cache Reset Utility	Error
Security Cache Reset Utility	Error

Employee Information

The available applications under the **Employee Information** tab will display a new window. Each of the application buttons contains different information.




The interface shows two expandable application lists. The "Employee Information" list includes: "Previous Version of General Information", "Personal Information", "Calendar", "Modify HR Calendar Events", and "Accounts Payable Payments". The "Payroll" list includes: "Check History", "Check Estimator", "Calendar Year-to-Date", "Fiscal Year-to-Date", "Direct Deposit Information", "W2 Information", and "W4 Information".

2. Payroll

View detailed check information for each deposit issued through payroll. Here you will be able to print your earning statement.

The screenshot shows a software interface with a top navigation bar containing 'Home', 'Employee Information', 'Time Off', and 'Expense Reimbursement'. Below this, there are two main menu panels. The left panel, titled 'Employee Information', includes links for 'Previous Version of General Information', 'Personal Information', 'Calendar', 'Modify HR Calendar Events', and 'Accounts Payable Payments'. The right panel, titled 'Payroll', includes links for 'Check History', 'Check Estimator', 'Calendar Year-to-Date', 'Fiscal Year-to-Date', 'Direct Deposit Information', 'W2 Information', and 'W4 Information'. Each link in both panels has a small document icon to its right.

Click the  next to the Check Date, click the Check Number, or highlight an individual check and click the Show Check button to the right to get more detailed information.

The screenshot shows the 'Check History' window. At the top, it says 'Views: Check Date Seq - Check Detail Information' and 'Filters: *Skyward Default'. Below this is a table with the following columns: 'Check Date', 'Check Number', 'Gross Wages', and 'Net Amount'. The first row of data is highlighted in blue and contains the following values: '05/31/2012', '402769', '10,000.00', and '7,222.66'. To the right of the table are two buttons: 'Show Check' and 'Show Check with YTD Amts'.

Check Date	Check Number	Gross Wages	Net Amount
05/31/2012	402769	10,000.00	7,222.66

The screenshot shows the detailed 'Check Information' page for check number 402769. The page is titled 'Check Number 402769' and has 'Print' and 'Back' buttons on the right. The information is organized into several sections:

- Check Information for Peter Principal:**
 - Employer Information:** Name: EMP1497-Skyward Test School District, Address: 508 Scramble avenue, PO Box 217, Scramble, WV 55555.
 - Employee Information:** Name: Peter Principal, Address: 123 N MAPLE ST, Scramble, WV 55555.
- Check Detail Information:** Check Date: 05/31/2012, Gross Wages: 10,000.00, Check Number: 402769, Net Amount: 7,222.66, Check Type: Regular.
- Taxable Wage Information:**


	Federal	State	FICA	Medicare
Gross Wages:	10,000.00	10,000.00	10,000.00	10,000.00
Minus Deductions that Decrease Tax:				
Plus Taxable Benefits:				
Taxable Gross Wages:	10,000.00	10,000.00	10,000.00	10,000.00
- Pays:**

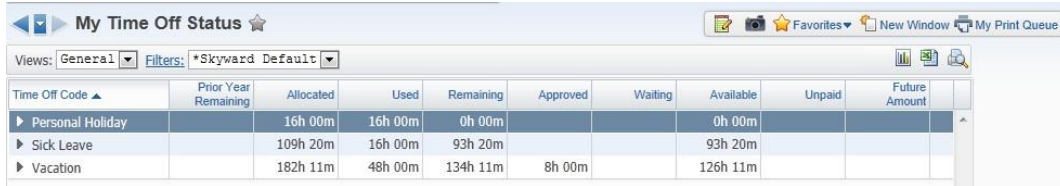
Description	Rate	Factor/Hours	Amount	Retire Hours	Period End
ADMIN	10,000.00	1.00	10,000.00	1,840.00	05/31/2012
- Deductions:**

Description	--Decrease Tax--		
	Amount	Fed	St F/M
Fed Inc Tax	2,204.87		
FICA	420.00		
Medicare	145.00		
TRS Plan 0			Y
Workers' Comp	7.47		
Total:	2,777.34		
- Benefits:**

Description	-----Taxable-----		
	Amount	Fed	St F/M
FICA	620.00		
Medicare	145.00		
TRS Plan 0			
Unemployment 00			
Workers' Comp	31.66		
Total:	796.66		

3. Time Off

Use the  on the left of the screen to view detailed transactions for each leave type. Leave used and allocated leave will be displayed.



Time Off Code ▲	Prior Year Remaining	Allocated	Used	Remaining	Approved	Waiting	Available	Unpaid	Future Amount
▶ Personal Holiday		16h 00m	16h 00m	0h 00m			0h 00m		
▶ Sick Leave		109h 20m	16h 00m	93h 20m			93h 20m		
▶ Vacation		182h 11m	48h 00m	134h 11m	8h 00m		126h 11m		