

NAVIGATING SKYWARD

Tutorial for:

Entering Time Off Request

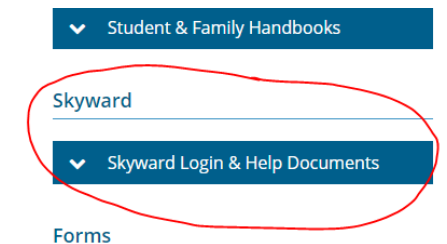
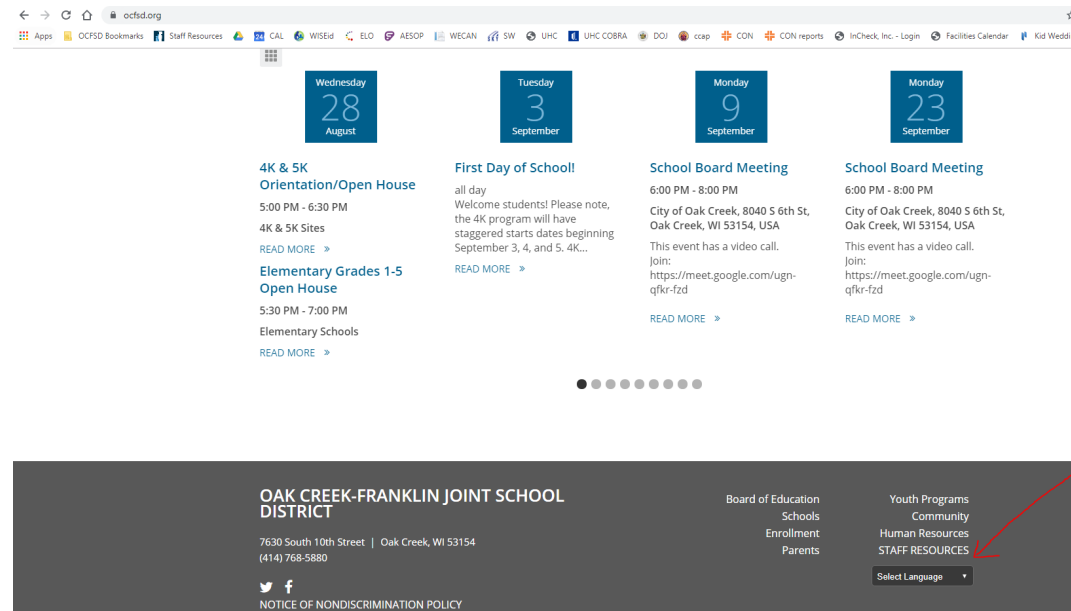
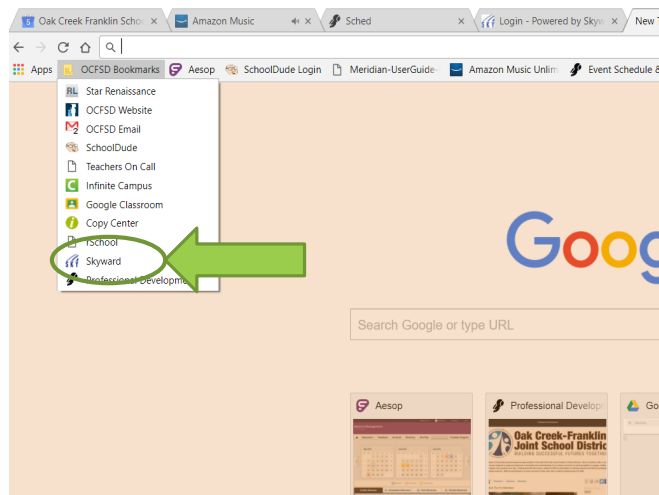
Punching In/Out (True Time)

Changing personal information

Viewing your paycheck statement

Log on to your internet browser and go to Skyward by going to the OCFSD bookmarks dropdown list and clicking the Skyward link. (pic 1)

You can also access SKYWARD by visiting the District's website www.ocfsd.org and selecting STAFF RESOURCES towards the bottom of the page. The Skyward link is located on the right hand side of the screen. (pic 2 & 3)





OAK CREEK-FRANKLIN JOINT SD, WI
Oak Creek-Franklin Joint School District, WI - Finance

Login ID:

Password:

Sign In

[Forgot your Login/Password?](#)

05.18.02.00.11

Login Area: All Areas ▼

If you forget your
password, click here
and follow prompts

Home

Employee Access

ent

Jump to Other Dashboards

- Skyward User
- Employee**
- Reset Dashboards
- Select Widgets

District News

No news to display

Calendar Events

No calendar events available

Online Forms to be Completed

No Online Forms to be Completed

Jump to Other Systems

- Employee Access
- Financial Management

Favorites

No favorites available.

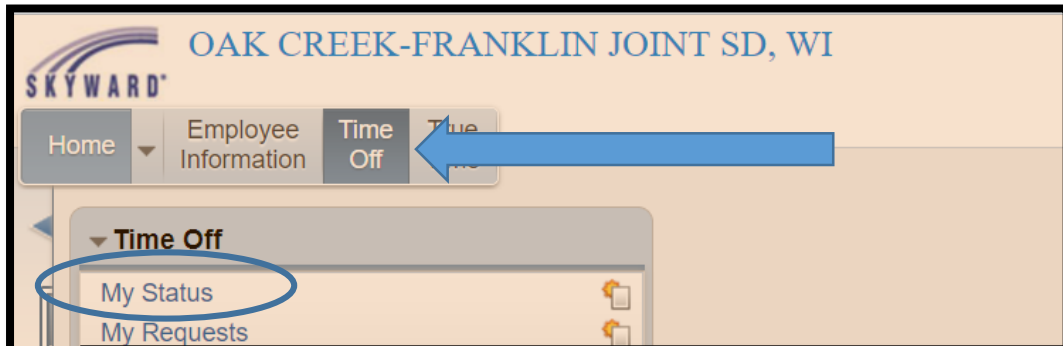
Recent Programs

- Financial Management Home
WF
- Employee Access Home
- View My Purchase Orders
WF\PU\VO\VO
- Quick Entry
- My Requests
- My Status
- Vendor Profile
WF\VE\VP
- History

Use the drop down arrow to take you to "Employee Access."

TIME OFF

Click "Time Off" to see your Time Off status...



Home Employee Information Time Off True Time

My Time Off Status ☆

Views: General Filters: *Skyward Default

Time Off Code ▲	Prior Year Remaining	Allocated	Used	Remaining	Approved	Waiting	Available	Unpaid	Future Remaining	Future Waiting	Future Available	Current Year Ending	Anniversary Date
PAID TIME OFF		56h 00m	44h 00m	12h 00m		10h 00m	2h 00m						07/01/2018 Sun

Whenever you see this little triangle, click to open for more information

Clicked to "drill down"

My Time Off Status ☆

Views: General Filters: *Skyward Default

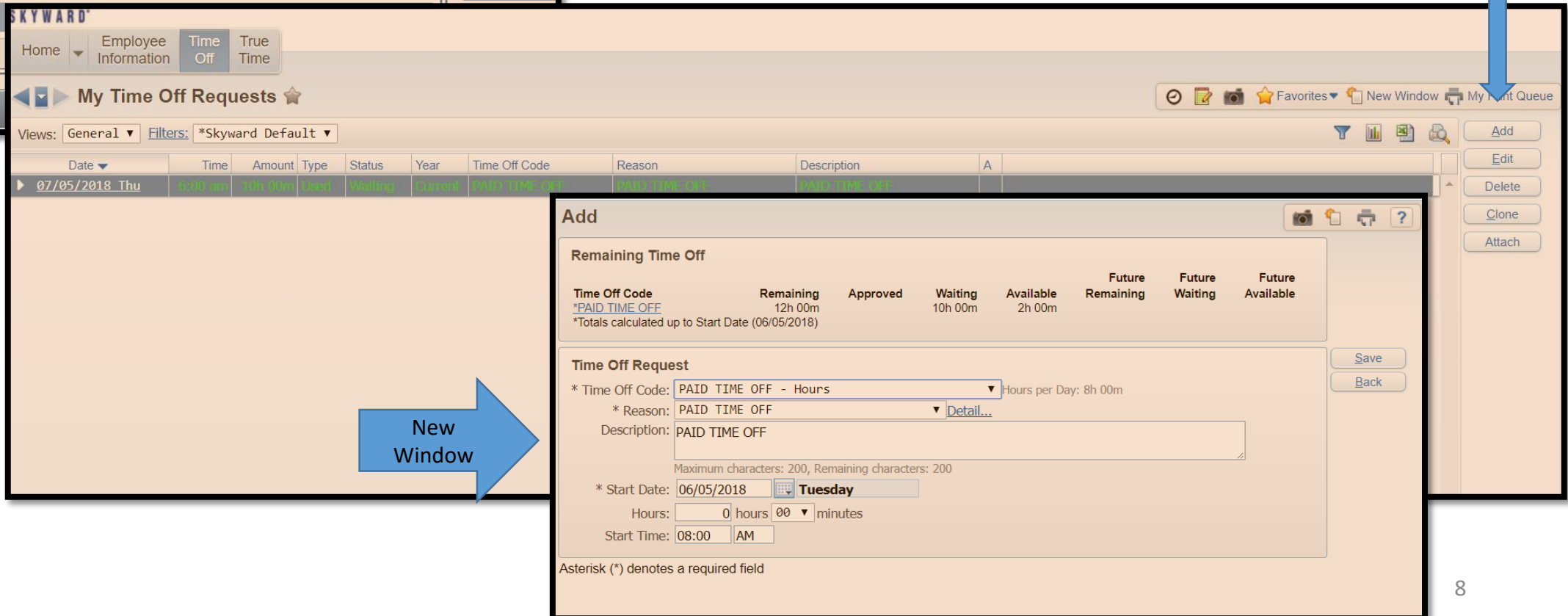
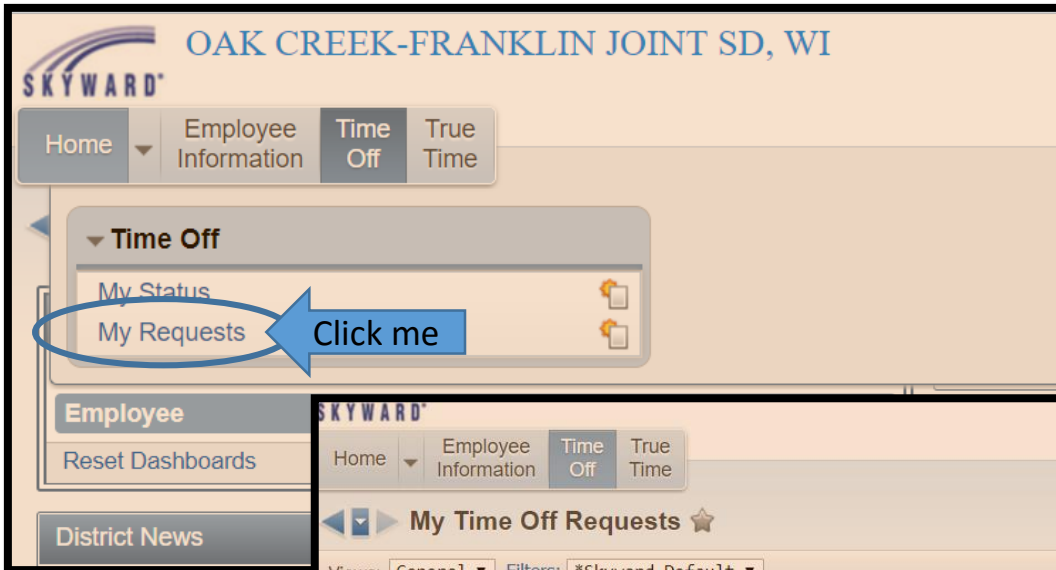
Time Off Code ▲	Prior Year Remaining	Allocated	Used	Remaining	Approved	Waiting	Available	Unpaid	Future Remaining
PAID TIME OFF		56h 00m	44h 00m	12h 00m		10h 00m	2h 00m		

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

Date	Description/Reason	Allocated	Used	Remaining	Unpaid	A
04/04/2018 Wed	SICK LEAVE / SICK LEAVE		8h 00m	12h 00m		
03/29/2018 Thu	PTO-12		4h 00m	20h 00m		
03/15/2018 Thu	PTO-12		8h 00m	24h 00m		
02/09/2018 Fri	PTO-12		8h 00m	32h 00m		

...and also to Request Time Off.

Use the buttons on the side. Click “Add” to open a new window for entering your request.



Add

At the top, you'll see your remaining and approved Time Off as well as Time Off requests waiting for approval and available Time Off left.

Remaining Time Off

Time Off Code

[*PAID TIME OFF](#)

*Totals calculated up to Start Date (06/05/2018)

Remaining

12h 00m

Approved

Waiting

10h 00m

Available

2h 00m

Future Remaining

Future Waiting

Future Available



You must add one day at a time. Click "Save" and then "Back" to add more days.

Time Off Request

* Time Off Code: PAID TIME OFF - Hours ▼

Hours per Day: 8h 00m

* Reason: PAID TIME OFF ▼

[Detail...](#)

Description: PAID TIME OFF

Maximum characters: 200, Remaining characters: 200

* Start Date: 06/05/2018



Tuesday

Hours: 0 hours 00 minutes

Start Time: 08:00 AM

Save

Back

Using the drop down arrows, enter your information in the fields with an (*) and a description

Asterisk (*) denotes a required field

TRUE TIME

(punching in and out)

TRUE TIME

OAK CREEK-FRANKLIN JOINT

SKYWARD®

Home Employee Information Time Off **True Time**

Employee Access

Jump to Other Dashboards

Skyward User

Employee

Reset Dashboards Select Widgets

District News

No news to display

Calendar Events

No calendar events available

Online Forms to be Completed

No Online Forms to be Completed

Jump to Other Systems

Employee Access

Financial Management

Favorites

No favorites available.

Recent Programs

My Print Queue

Going back to your home page, you'll see "True Time"

If you click it, the menu below will drop down.

SKYWARD®

Home Employee Information Time Off **True Time**

True Time

Quick Entry

My History

My Setup

Data Mining

Reports

My Time Sheets

Unsubmitted

History

District News

No news to display

to Other Systems

Employee Access

Financial Management

tes

No favorites available.

Recent Programs

My Setup

Employee Access Home

My Requests

My Status

For clocking in and out, click "Quick Entry."

Click “In” when
you arrive at
work,
and click “Gone
for the day”
when you end
your shift.

In **Gone for the day**

Current Status

Current Status:

Start Time:

Current Time:

Duration:

Scheduled Return:

Note:

Totals

Tue 06/05/18 Total:

Scheduled Hours:

Lunch Total:

Weekly Total:

[Refresh](#)

[<Prev Day](#) 06/05/2018 **Tuesday** [Next Day>](#) [View/Submit Time Sheets](#)

Transactions for Tuesday 06/05/2018 for

Status	Start Time	End Time	Duration	Note
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[Add a Missing Record](#)

Job Selection - 05.18.02.00.12 - Mozilla Firefox

https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinoakcreekwi/httemjobs000.w

Job Selection

Select Job for True Time Entry

Select ▲

☐

Primary

Yes

Pay Code

SEC

Description

SECRETARIAL

☐

No

CA3RD

CUST AIDE 3RD

☐

No

CU3RD

CUST - 3RD SFT

☐

No

CUST

CUSTODIAN

☐

No

CUSTA

CUSTODIAL AIDE

☐

No

FOOD

FOOD SERVICE

<

>

6 records displayed

Select

Back

If you work different shifts or have more than one job code, this window will pop up. Click the type of shift you will be working (2nd and 3rd shift vs first shift, “Food Service,” etc).

And you'll be taken back to the previous page.

The screenshot shows a web-based time sheet application. At the top left, there are two buttons: 'In' (with a clock icon) and 'Gone for the day' (with a house icon). Below these are two main sections: 'Current Status' and 'Totals'. The 'Current Status' section contains fields for 'Current Status', 'Start Time', 'Current Time', 'Duration', 'Scheduled Return', and a 'Note' field. The 'Totals' section contains fields for 'Tue 06/05/18 Total', 'Scheduled Hours', 'Lunch Total', and 'Weekly Total'. A 'Refresh' button is located to the right of the 'Totals' section. Below these sections is a navigation bar with links: '<Prev Day', '06/05/2018' (with a calendar icon), 'Tuesday', 'Next Day>', and 'View/Submit Time Sheets'. Below the navigation bar is a section titled 'Transactions for Tuesday 06/05/2018 for' followed by input fields for 'YOUR NUMBER' and 'YOUR NAME'. Below this is a table with columns: 'Status', 'Start Time', 'End Time', 'Duration', and 'Note'. The table is currently empty. A blue arrow points from the 'View/Submit Time Sheets' link to a green callout box on the right. Another blue arrow points from the table area to a green callout box on the right. A third green callout box is at the bottom left, pointing to the table area.

Current Status

Current Status:
Start Time:
Current Time:
Duration:
Scheduled Return:
Note:

Totals

Tue 06/05/18 Total:
Scheduled Hours:
Lunch Total:
Weekly Total:

Refresh

<Prev Day 06/05/2018 Tuesday Next Day> View/Submit Time Sheets

Transactions for Tuesday 06/05/2018 for YOUR NUMBER YOUR NAME

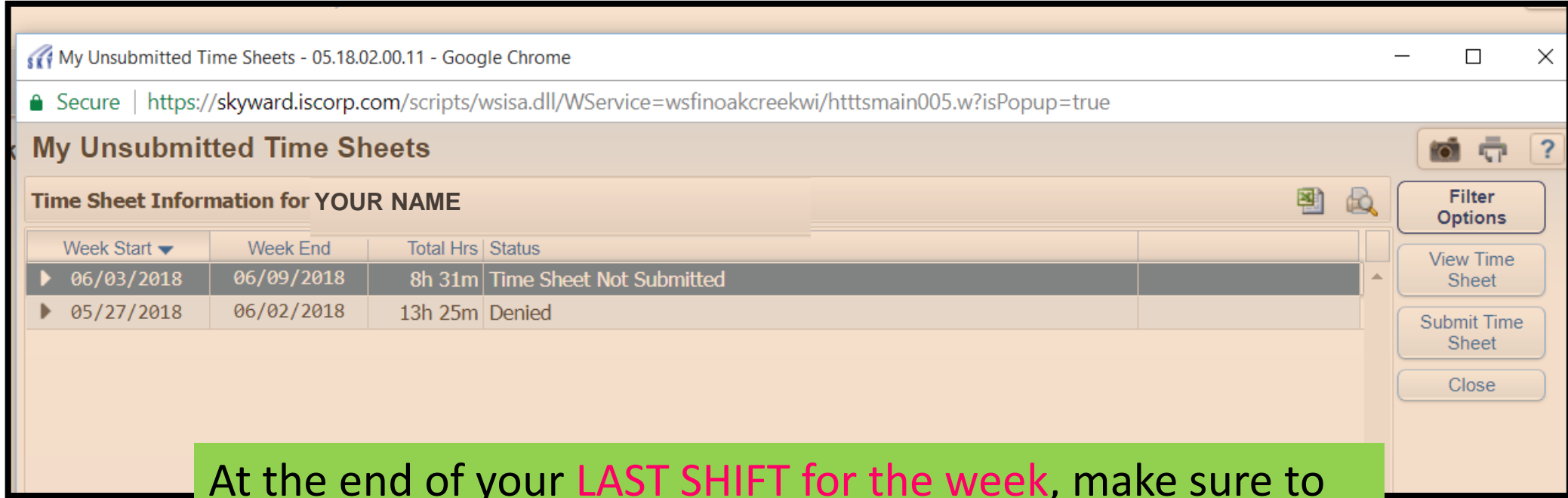
Status	Start Time	End Time	Duration	Note
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When working more than six hours, your lunch will automatically be added.

Click "Prev Day," "Next Day," or "View/Submit Time Sheets" for more info.

When you clock in and out, your time will appear here, and the fields above will populate.

Submitting your time sheet



The screenshot shows a web browser window with the title 'My Unsubmitted Time Sheets - 05.18.02.00.11 - Google Chrome'. The address bar shows a secure connection to 'https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinoakcreekwi/httpsmain005.w?isPopup=true'. The main content area is titled 'My Unsubmitted Time Sheets' and displays 'Time Sheet Information for YOUR NAME'. Below this is a table with the following data:

Week Start ▼	Week End	Total Hrs	Status
▶ 06/03/2018	06/09/2018	8h 31m	Time Sheet Not Submitted
▶ 05/27/2018	06/02/2018	13h 25m	Denied

On the right side of the interface, there is a sidebar with the following buttons: 'Filter Options', 'View Time Sheet', 'Submit Time Sheet', and 'Close'. A blue arrow points to the 'Submit Time Sheet' button.

At the end of your **LAST SHIFT for the week**, make sure to View your Time Sheet. Once reviewed, Submit your Time Sheet. **Clicking “Submit Time Sheet” allows you to view and submit at the same time.**

View/Submit This Weeks Time Sheet

YOUR NAME **06/03/2018 - 06/09/2018**

Period Summary

Type	Pay	Note	Hours
WORK			8h 31m
Total Hours:			8h 31m
Hours Paid:			8h 30m

Daily Totals

Status	Note	Hours
Monday 06/04/18		
7:30 AM - 4:00 PM IN		8h 30m
06/04/18		Total Hours: 8h 30m
Tuesday 06/05/18		
11:26 AM - 11:27 AM IN		0h 01m
06/05/18		Total Hours: 0h 01m

Adjustments

Workday	Type	Status	Adjusted		Pay Code	Original		Pay Code	Adjusted By	Note
			Start Time	End Time		Start Time	End Time			
06/04/18	Add	IN	7:30 AM	4:00 PM						
06/04/18	Del	IN	7:33 AM	10:21 AM						
06/04/18	Del	LNCH	10:21 AM	10:51 AM						
06/04/18	Del	IN	10:51 AM	11:42 AM						
06/04/18	Del	IN	11:42 AM	1:39 PM						
06/05/18	Del	IN	9:45 AM	9:45 AM						
06/05/18	Del	IN	9:46 AM	9:46 AM						
06/05/18	Del	IN	10:59 AM	10:59 AM						

Employee: _____

Date: _____

Approved By: _____

Date: _____

Submit
Time Sheet

Print

Back

Double-check your time here. Please email your supervisor for any corrections that need to be made.

Submit or Print your Timesheet here.

Remember: your "Back" button is your friend, please try to use it whenever possible.




Any adjustments that are made and who made them will appear here.

**IT'S VERY IMPORTANT THAT YOUR
TIME SHEET BE SUBMITTED AFTER
YOUR LAST SHIFT FOR THE WEEK,
BECAUSE SUPERVISORS NEED TO
APPROVE TIME SHEETS FIRST THING
MONDAY MORNING.**

Time Sheet Submission Information - 05.18.02.00.11 - Google Chrome

Secure | <https://skyward.iscorp.com/scripts/wsis.dll/WService=wsfinoakcreekwi/httpsalrt000>

Time Sheet Submission Information

Time Sheet Submission Information

The Time Sheet for 05/27/18 - 06/02/18 has been successfully submitted by YOUR NAME on 06/06/2018 at 11:58 AM.

The Time Sheet is currently Waiting for the Approval of YOUR SUPERVISOR

You can add any additional information about this time sheet in the Notes field below. These notes will be tied to the time sheet and be viewable by Payroll.

Notes:

Save

Click "Save."

After you click "Save" your timesheet will no longer appear in the "Unsubmitted Time Sheets" list.

Click the "True Time" button to go back to your Home Screen. Then click "History" to see...

SKYWARD®

Home Employee Information Time Off True Time

True Time

- Quick Entry
- My History
- My Setup
- Data Mining
- Reports

My Time Sheets

- Unsubmitted
- History

SKYWARD®

Home Employee Information Time Off True Time

My Time Sheet History ☆

Views: Time Sheet Information Filters: *Skyward Default

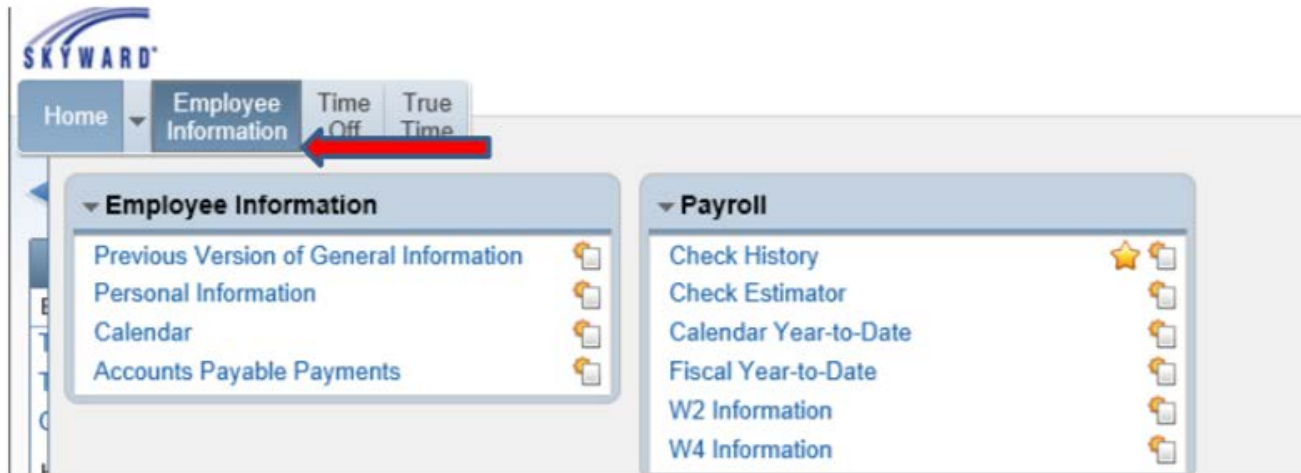
Week Start	Week End	Total Hrs	Hrs Paid	Overtime	Pd Hrs Off	Unpd Hrs Off	Status
06/03/2018	06/09/2018	47h 21m	47h 15m	7h 15m			Waiting
05/13/2018	05/19/2018	44h 04m	44h 00m		11h 00m		History

...it will appear in in your "History" instead.

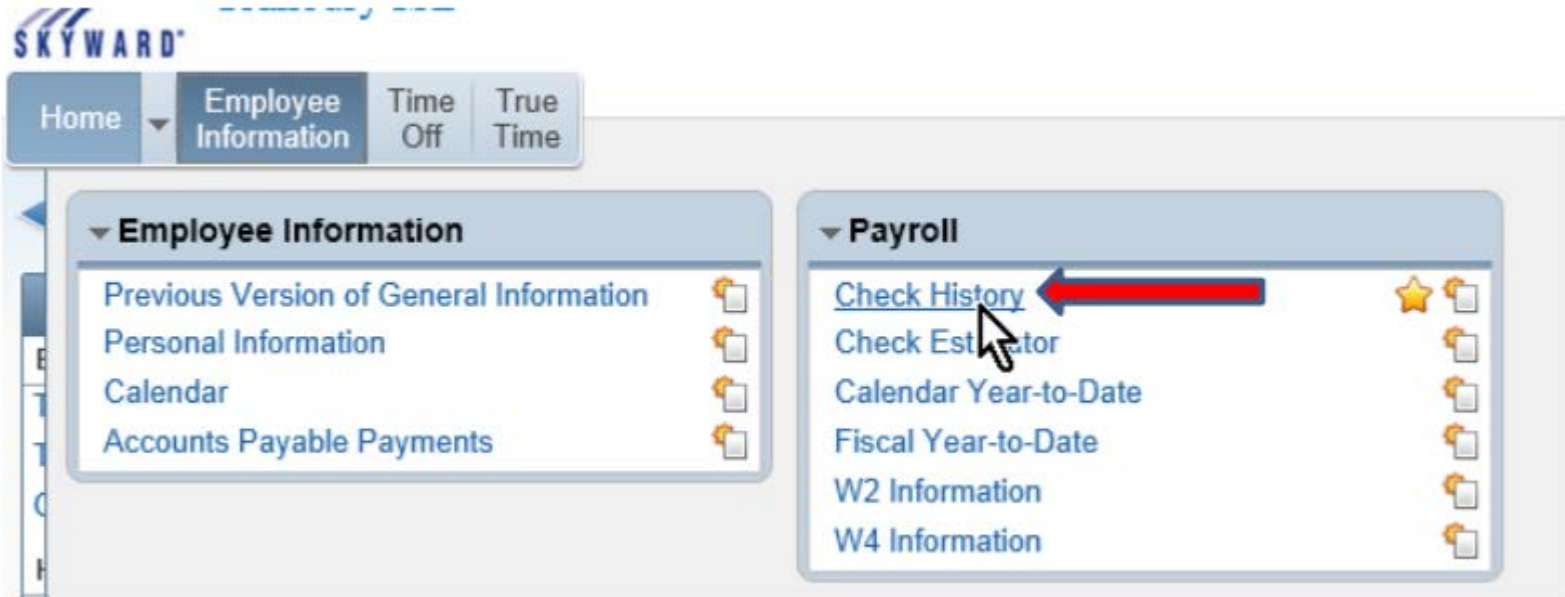
How to view your pay check stub on Skyward



Choose Employee Information on the top menu bar



Select check history



Click on a check and select Show Check

The screenshot displays a software interface with a navigation bar at the top containing 'Home', 'Employee Information', 'Time Off', 'True Time', and 'FastTrack Open Positions'. Below this is a 'Check History' section with a table of check records. The table has columns for 'Check Date', 'Check Number', 'Gross Wages', and 'Net Amount'. The first row is highlighted in purple. To the right of the table is a vertical menu with buttons: 'Show Check', 'Show Check with VTD Amts', and 'Timesheet Detail'. An arrow points from the text 'Click on a check' to the first row of the table, and another arrow points from the text 'select Show Check' to the 'Show Check' button.

Check Date	Check Number	Gross Wages	Net Amount
07/15/2014	900086183	2,164.98	1,333.52 R
06/12/2014	900084726	2,297.99	1,423.24 R
05/15/2014	900083713	2,414.33	1,501.70 R
04/15/2014	900082706	2,226.84	1,375.24 R

You can print your paycheck stub by selecting Print

Check Number 900086183

Check Information for SAMMY SALTHAWK

Employer Information
Name HUTCHINSON USD 300 KS
Address 1520 N PLUM
PO BOX 1908
HUTCHINSON, KS 67501-1908

Employee Information
Name SAMMY SALTHAWK
Address 101 BIRDIE LN
HUTCHINSON, KS 67501

Check Detail Information
Check Date 07/15/2014 Gross Wages 2,164.98
Check Number 900086183 Net Amount 1,333.52
Check Type Regular

Taxable Wage Information

	Federal	State	FICA	Medicare
Gross Wages:	2,164.98	2,164.98	2,164.98	2,164.98
Minus Deductions that Decrease Tax:	161.80	31.90	31.90	31.90
Plus Taxable Benefits:				
Taxable Gross Wages:	2,003.18	2,133.08	2,133.08	2,133.08

Pays

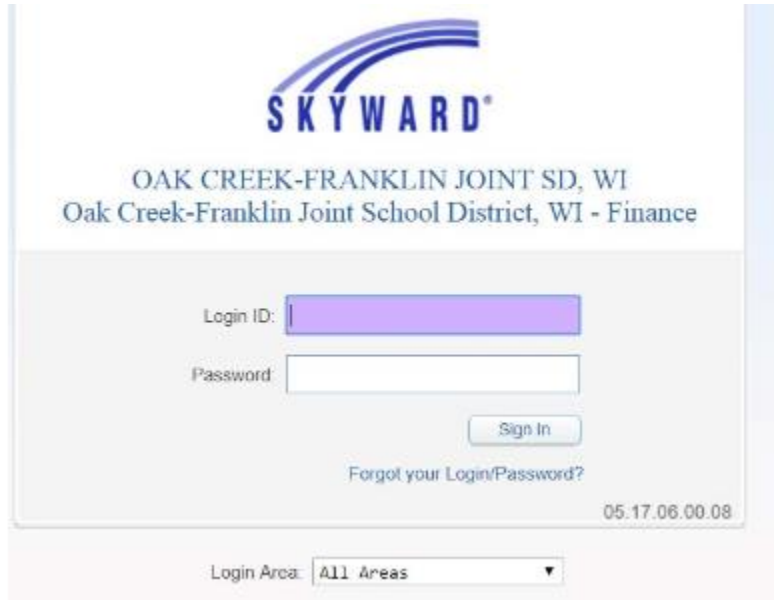
Description	Rate	Factor/Hours	Amount	Retire Hours	Hours Worked	Period End
<u>REG FULL TIME</u>	12.52	168.75	2,163.38	168.75	168.75	07/15/2014
<u>OT FULL TIME</u>	6.41	0.25	1.60			07/15/2014
Total:			2,164.98	168.75	168.75	

Print
View True Time Sheets
Back

HOW TO LOCATE AND CHANGE YOUR EMPLOYEE INFORMATION ON SKYWARD

STEP 1

LOG INTO SKYWARD USING YOUR LOGIN ID AND PASSWORD



The image shows the Skyward login interface. At the top is the Skyward logo, followed by the text "OAK CREEK-FRANKLIN JOINT SD, WI" and "Oak Creek-Franklin Joint School District, WI - Finance". Below this is a login form with two input fields: "Login ID:" and "Password:". A "Sign In" button is positioned to the right of the password field. Below the button is a link that says "Forgot your Login/Password?". In the bottom right corner of the login area, the date "05.17.06.00.08" is displayed. At the very bottom of the page, there is a "Login Area:" label followed by a dropdown menu currently set to "All Areas".

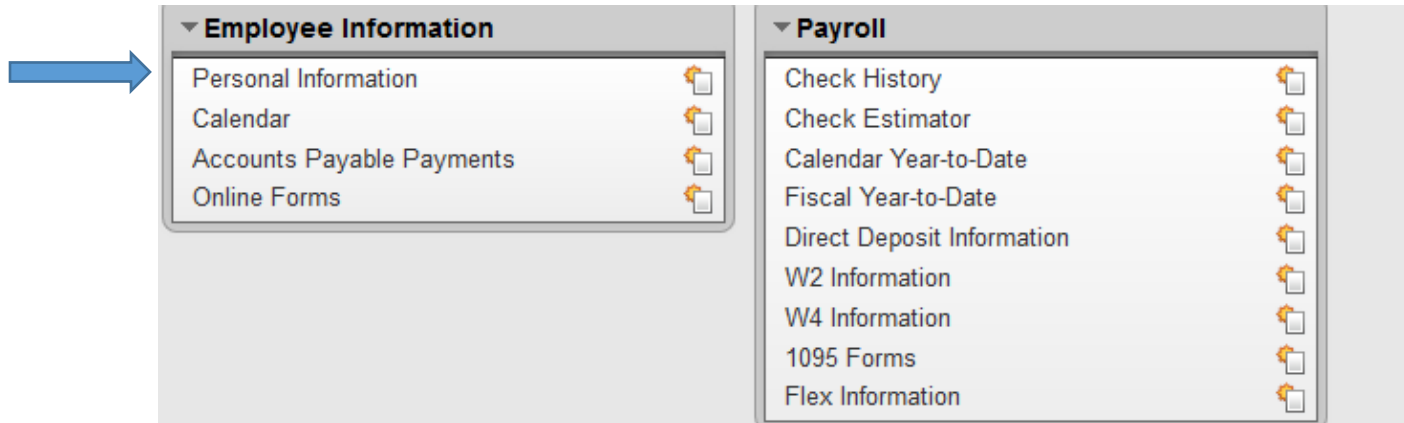
STEP 2

CLICK ON EMPLOYEE INFORMATION LOCATED ON THE LEFT HAND SIDE OF THE SCREEN



STEP 3

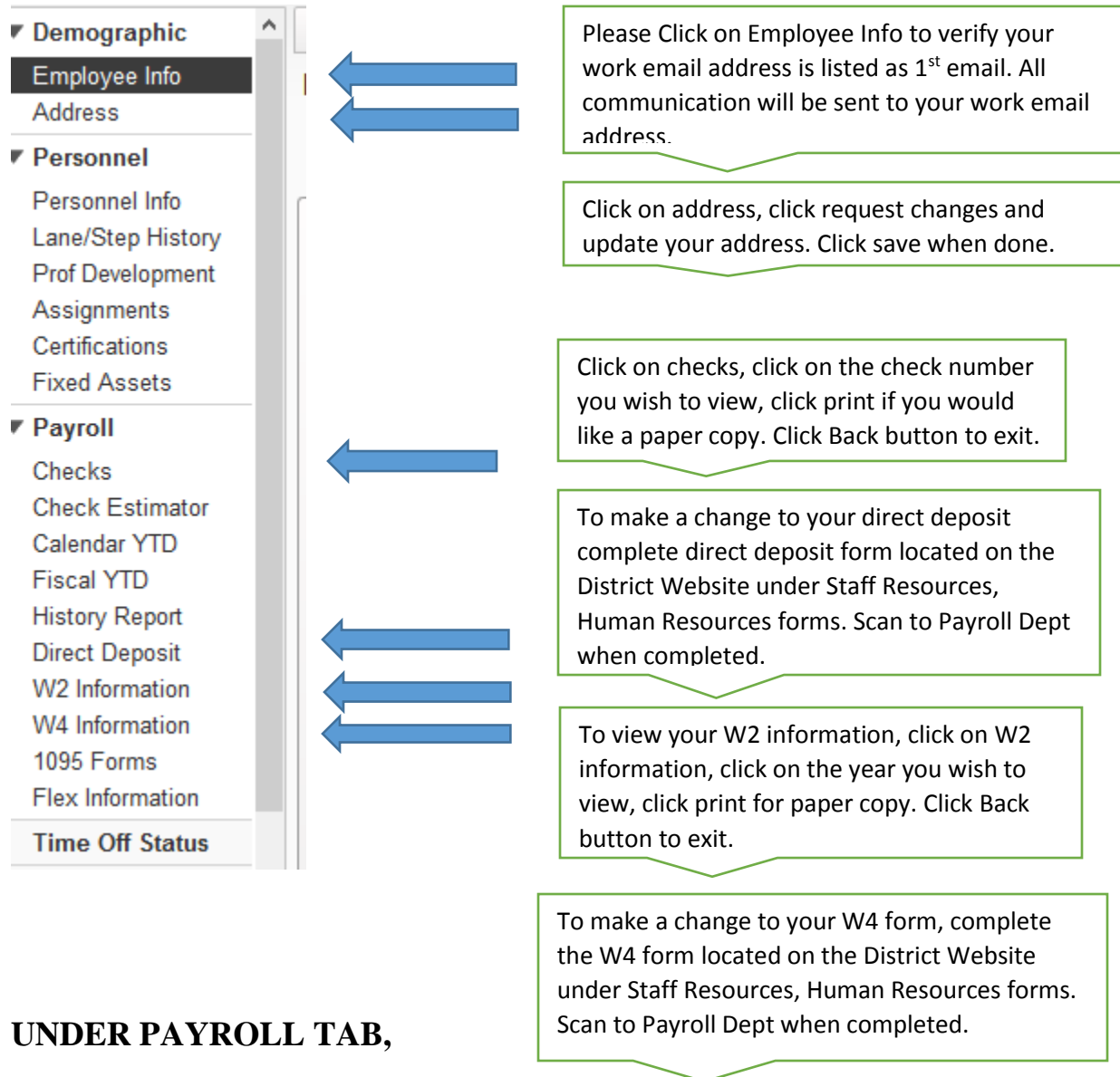
CLICK ON PERSONAL INFORMATION



A DROP DOWN MENU WILL APPEAR.

STEP 4

FROM THIS DROP DOWN MENU YOU ARE ABLE TO MAKE CHANGES TO YOUR ADDRESS OR YOUR PERSONAL INFORMATION.



The image shows a vertical sidebar menu with several categories. Blue arrows point from specific menu items to green-bordered text boxes containing instructions.

- Demographic**
 - Employee Info** (highlighted): Arrow points to a box stating: "Please Click on Employee Info to verify your work email address is listed as 1st email. All communication will be sent to your work email address."
 - Address**: Arrow points to a box stating: "Click on address, click request changes and update your address. Click save when done."
- Personnel**
 - Personnel Info
 - Lane/Step History
 - Prof Development
 - Assignments
 - Certifications
 - Fixed Assets
- Payroll**
 - Checks**: Arrow points to a box stating: "Click on checks, click on the check number you wish to view, click print if you would like a paper copy. Click Back button to exit."
 - Check Estimator
 - Calendar YTD
 - Fiscal YTD
 - History Report
 - Direct Deposit**: Arrow points to a box stating: "To make a change to your direct deposit complete direct deposit form located on the District Website under Staff Resources, Human Resources forms. Scan to Payroll Dept when completed."
 - W2 Information: Arrow points to a box stating: "To view your W2 information, click on W2 information, click on the year you wish to view, click print for paper copy. Click Back button to exit."
 - W4 Information: Arrow points to a box stating: "To make a change to your W4 form, complete the W4 form located on the District Website under Staff Resources, Human Resources forms. Scan to Payroll Dept when completed."
 - 1095 Forms
 - Flex Information
- Time Off Status**

UNDER PAYROLL TAB,

CLICK ON CHECKS TO VIEW YOUR PAST AND PRESENT PAY STUBS. YOU WILL ALSO BE ABLE TO PRINT YOUR PAY STUBS.

CLICK ON DIRECT DEPOSIT TO VIEW YOUR BANKING OR ACCOUNT INFORMATION. PLEASE COMPLETE FORM TO MAKE CHANGES.

YOU ARE ALSO ABLE TO PRINT AND VIEW YOUR PAST AND PRESENT W2 INFORMATION.

TO MAKE A CHANGE TO YOUR W4 INFORMATION, COMPLETE THE W4 FORM LOCATED ON DISTRICT WEBSITE UNDER STAFF RESOURCES, HUMAN RESOURCES FORMS, SCAN TO PAYROLL DEPT WHEN COMPLETED.

If you are not using your own computer,
make sure to **Log out!**