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)
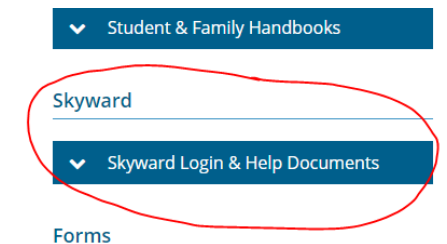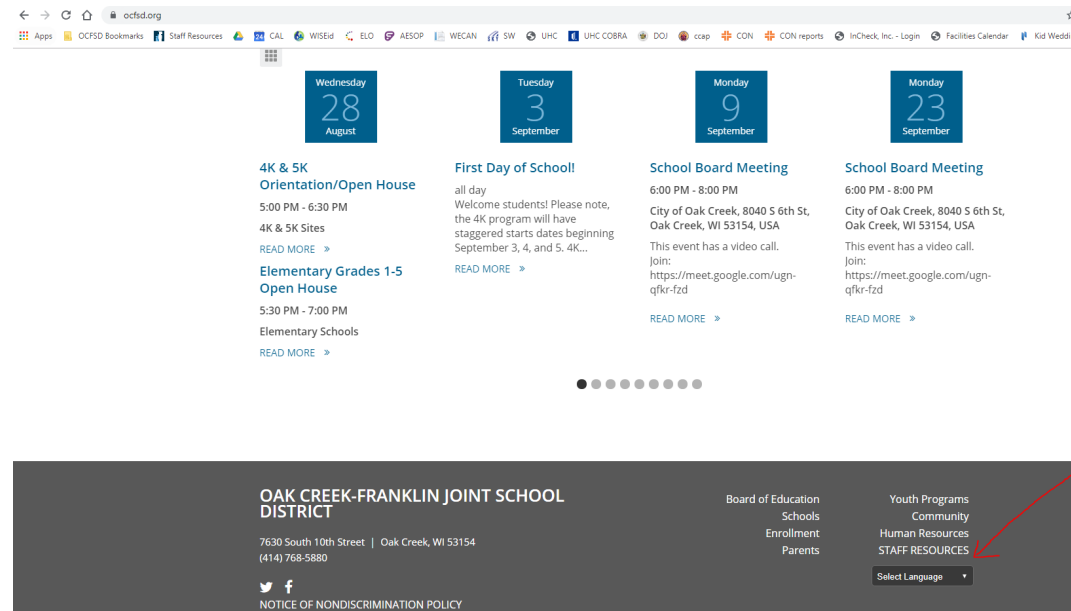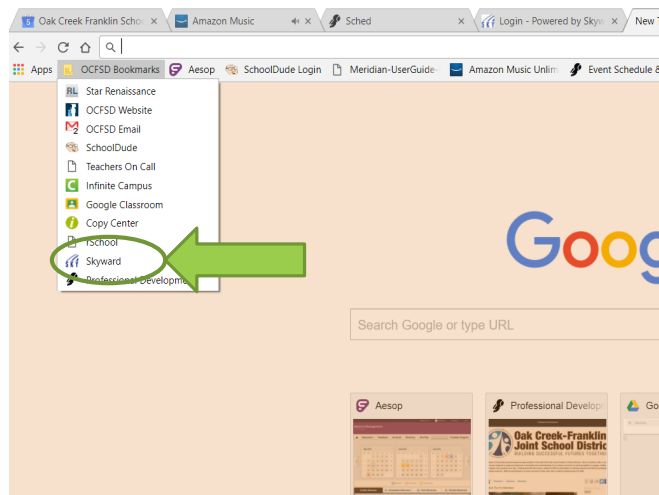
Home ▾

Employee Access

◀ ▾ ▶ ...ent

⊘ 📝 📷 ⭐Favorites▾ 🗔 New Window 🖨 My Print Queue

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   🗐
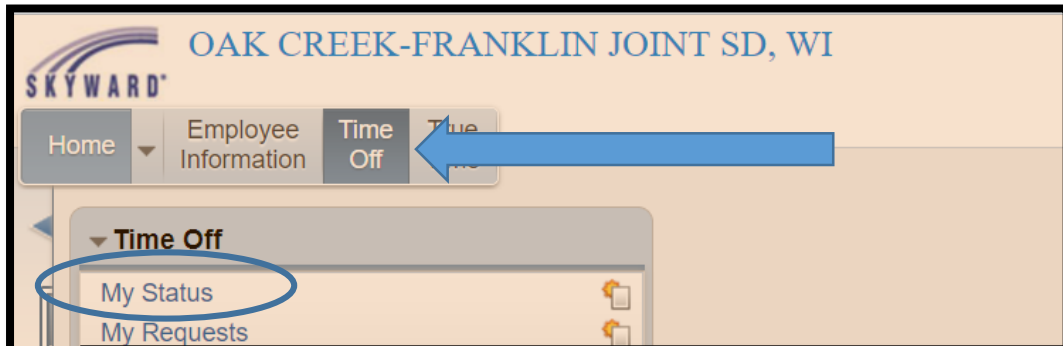   WF

💼 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."

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OAK CREEK-FRANKLIN JOINT SD, WI

SKYWARD

Home		Employee Information	Time Off	True Time

Start off on your Home page at tabs on the top left.

Employee Access

Jump to Other Dashboards

Skyward User

Employee

Reset Dashboards   Select Widgets

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

District News

No news to display

Clicking the "Employee Information" button will direct you to a menu of links that you can click for more information on your profile.

OAK CREEK-FRANKLIN JOINT SD, WI

SKYWARD

Home		Employee Information	Time Off	True Time

▼ 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

Flex Information

TIME OFF

OAK CREEK-FRANKLIN JOINT SD, WI

SKYWARD®

Home ▾ | Employee Information | Time Off | True Time

▾ **Time Off**

My Status

My Requests

Home ▾ | Employee Information | Time Off | True Time

◀ ▾ ▶ **My Time Off Status** ☆

⊘ 📝 📷 ⭐Favorites▾ 🔖New Window 🖨My Print Q

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.
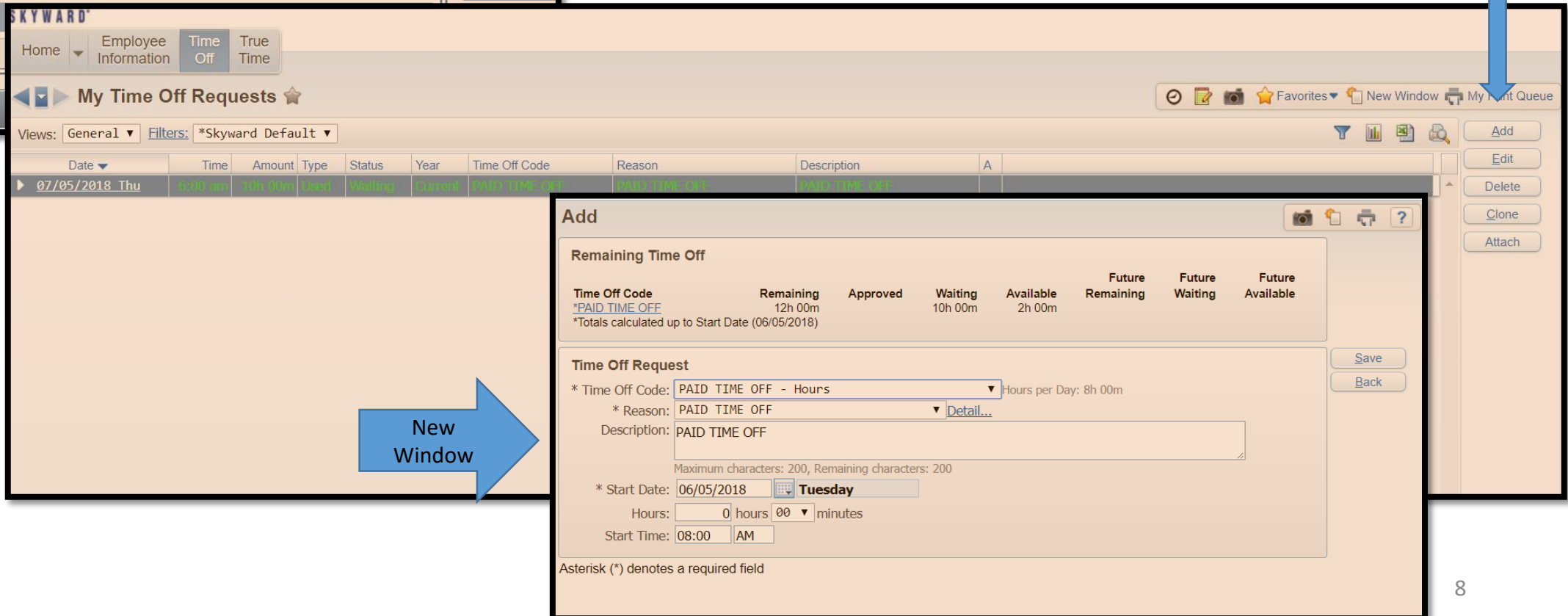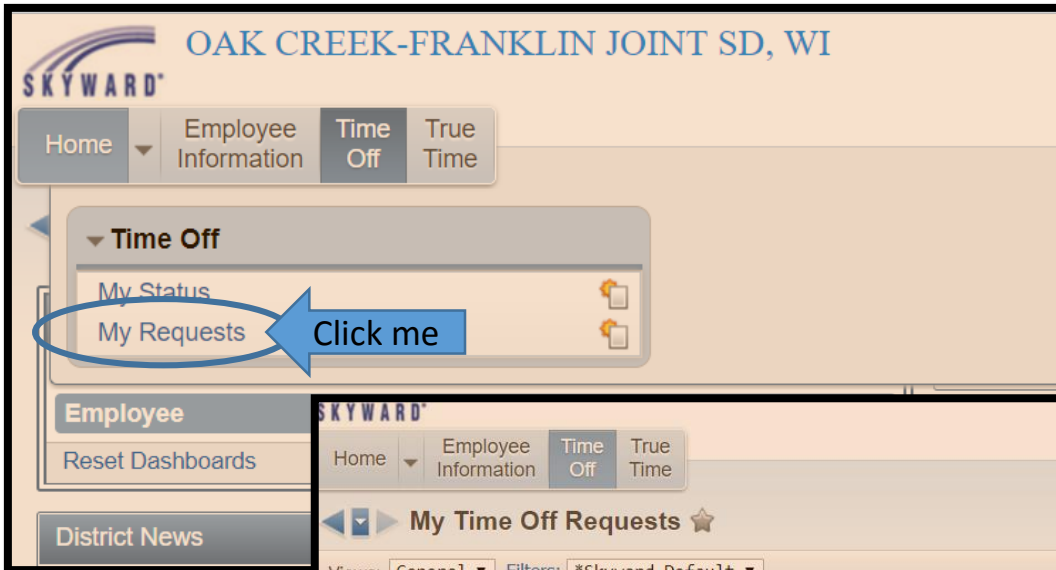
OAK CREEK-FRANKLIN JOINT SD, WI

SKYWARD

Home | Employee Information | Time Off | True Time

Time Off

My Status

My Requests ← Click me

Employee

Reset Dashboards

District News

SKYWARD

Home | Employee Information | Time Off | True Time

◄ ► **My Time Off Requests** ☆   🕐 📝 📷 ⭐Favorites▼ 🗔 New Window 🖶 My Print Queue

Views: General ▼ Filters: *Skyward Default ▼   🔽 📊 📄 🔍 | Add |
| Edit |

Date ▼	Time	Amount	Type	Status	Year	Time Off Code	Reason	Description	A
▶ 07/05/2018 Thu	6:00 am	10h 00m	Used	Waiting	Current	PAID TIME OFF	PAID TIME OFF	PAID TIME OFF	

| Delete |
| Clone |
| Attach |

New Window →

Add   📷 🗔 🖶 ❓

Remaining Time Off

Time Off Code	Remaining	Approved	Waiting	Available	Future Remaining	Future Waiting	Future Available
*PAID TIME OFF	12h 00m		10h 00m	2h 00m			

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

| Save |
| Back |

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]

Asterisk (*) denotes a required field

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TRUE TIME
(punching in and out)

TRUE TIME

Going back to your home page, you'll see "True Time"
If you click it, the menu below will drop down.

OAK CREEK-FRANKLIN JOINT

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

SKYWARD

Home | Employee Information | Time Off | True Time

▼ True Time
Quick Entry
My History
My Setup
Data Mining
Reports

▼ My Time Sheets
Unsubmitted
History

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

District News
No news to display

to Other Systems
mployee Access
nancial Management

tes
No favorites available.

Recent Programs
My Setup
Employee Access Home
My Requests
My Status

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

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.

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

Gone for the day
In

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
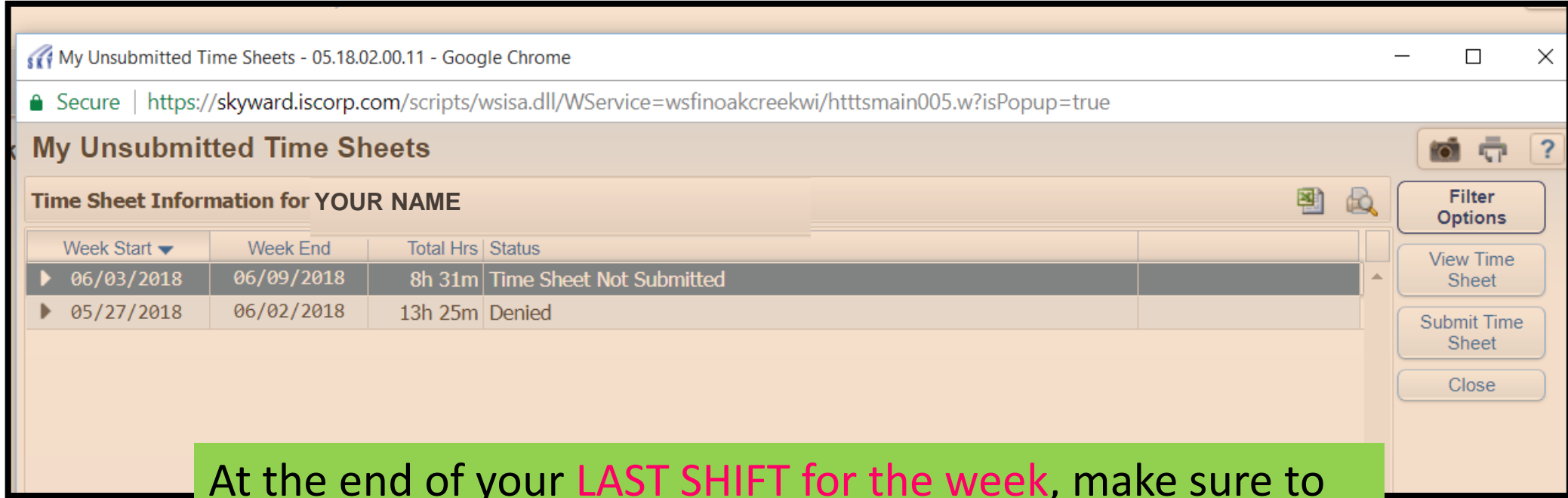
Status	Start Time	End Time	Duration	Note

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

When working more than six hours, your lunch will automatically be added.

Submitting your time sheet

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**

Submit Time Sheet

Print

Back

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 Start Time	Adjusted End Time	Pay Code	Original Start Time	Original End Time	Pay Code	Adjusted By	Note
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: _____

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.

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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.

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…

…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
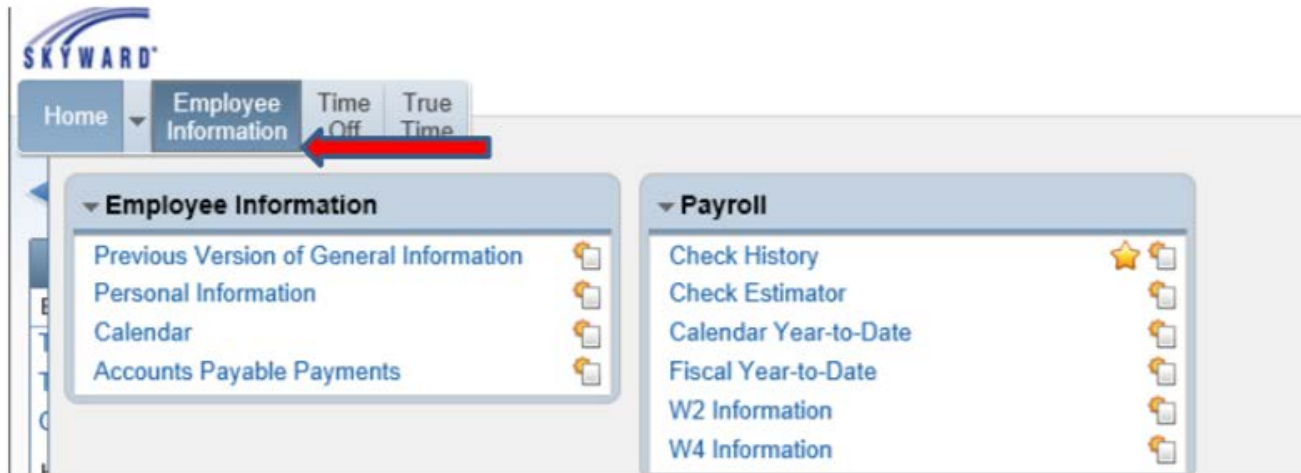
Select check history
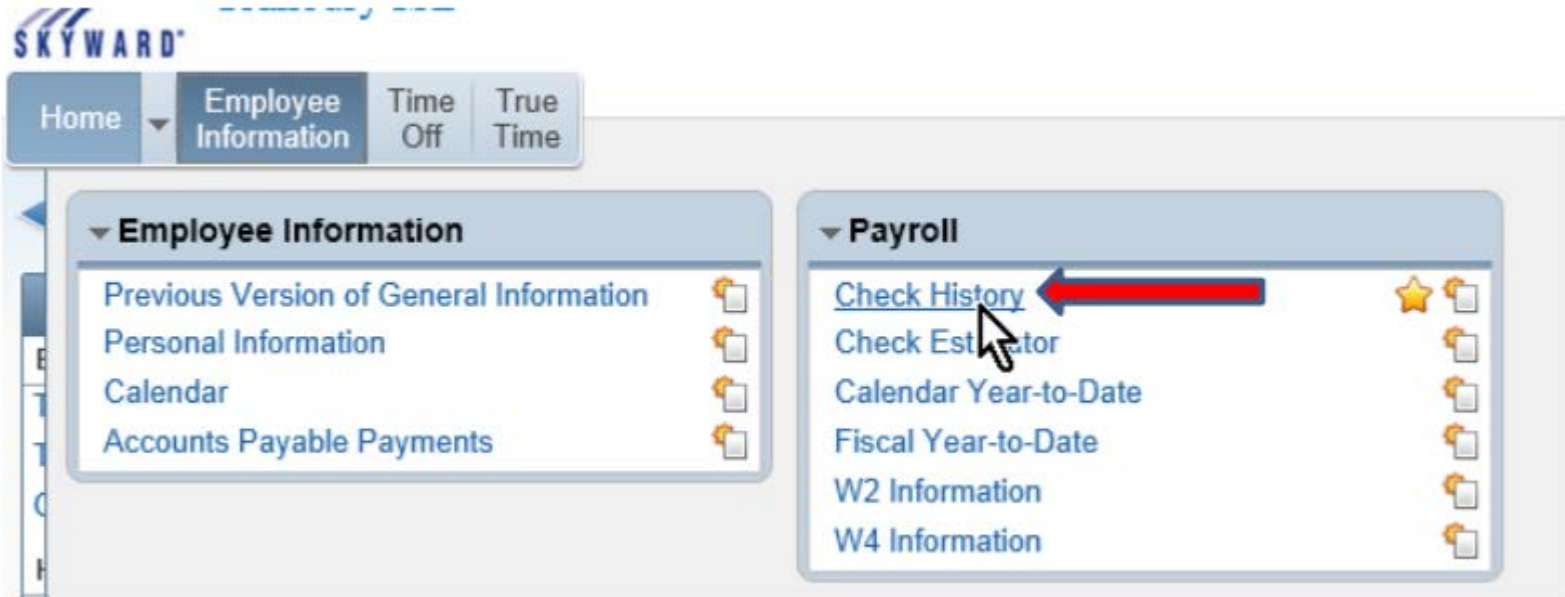
Click on a check and select Show Check

You can print your paycheck stub by selecting Print

HOW TO LOCATE AND CHANGE YOUR EMPLOYEE INFORMATION ON SKYWARD

STEP 1

LOG INTO SKYWARD USING YOUR LOGIN ID AND PASSWORD
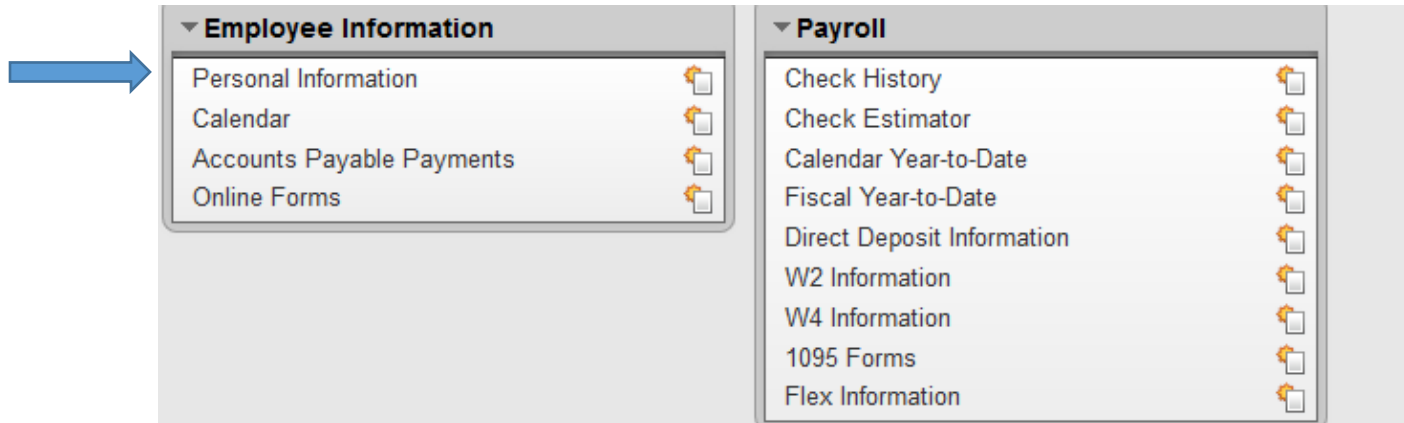

STEP 2

CLICK ON EMPLOYEE INFORMATION LOCATED ON THE LEFT HAND SIDE OF THE SCREEN
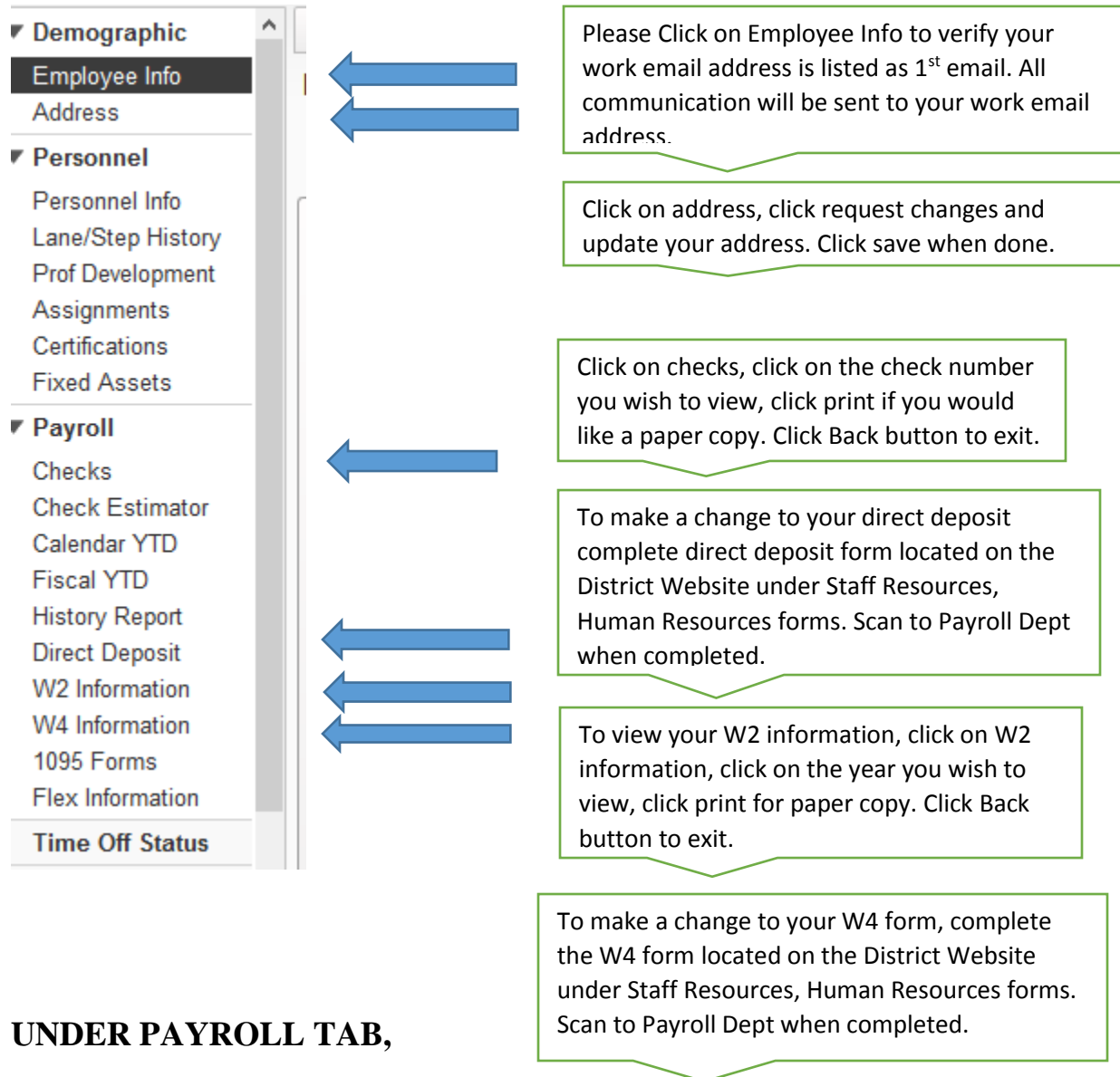
STEP 3

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.

▼ **Demographic**
Employee Info
Address

▼ **Personnel**
Personnel Info
Lane/Step History
Prof Development
Assignments
Certifications
Fixed Assets

▼ **Payroll**
Checks
Check Estimator
Calendar YTD
Fiscal YTD
History Report
Direct Deposit
W2 Information
W4 Information
1095 Forms
Flex Information

Time Off Status

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.

Click on address, click request changes and update your address. Click save when done.

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.

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.

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.

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.

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!