

# NAVIGATING SKYWARD

Tutorial for:

Entering Time Off Request

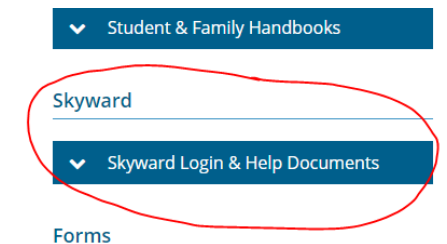
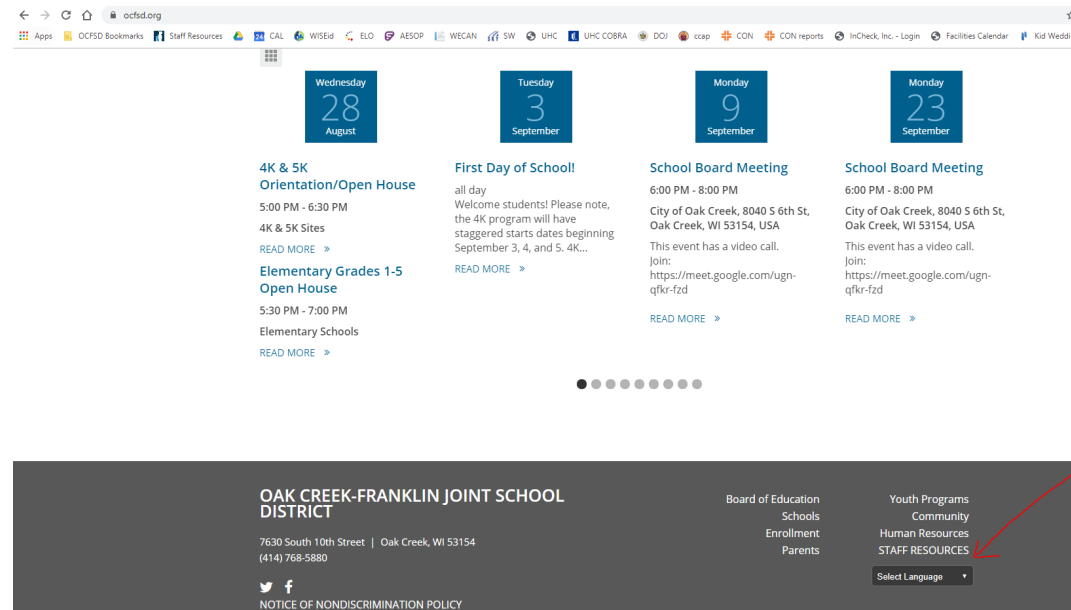
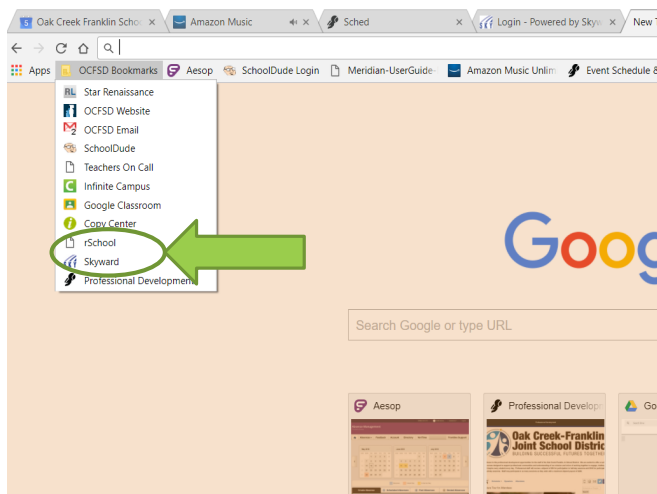
Punching In/Out (True Time)

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](http://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:

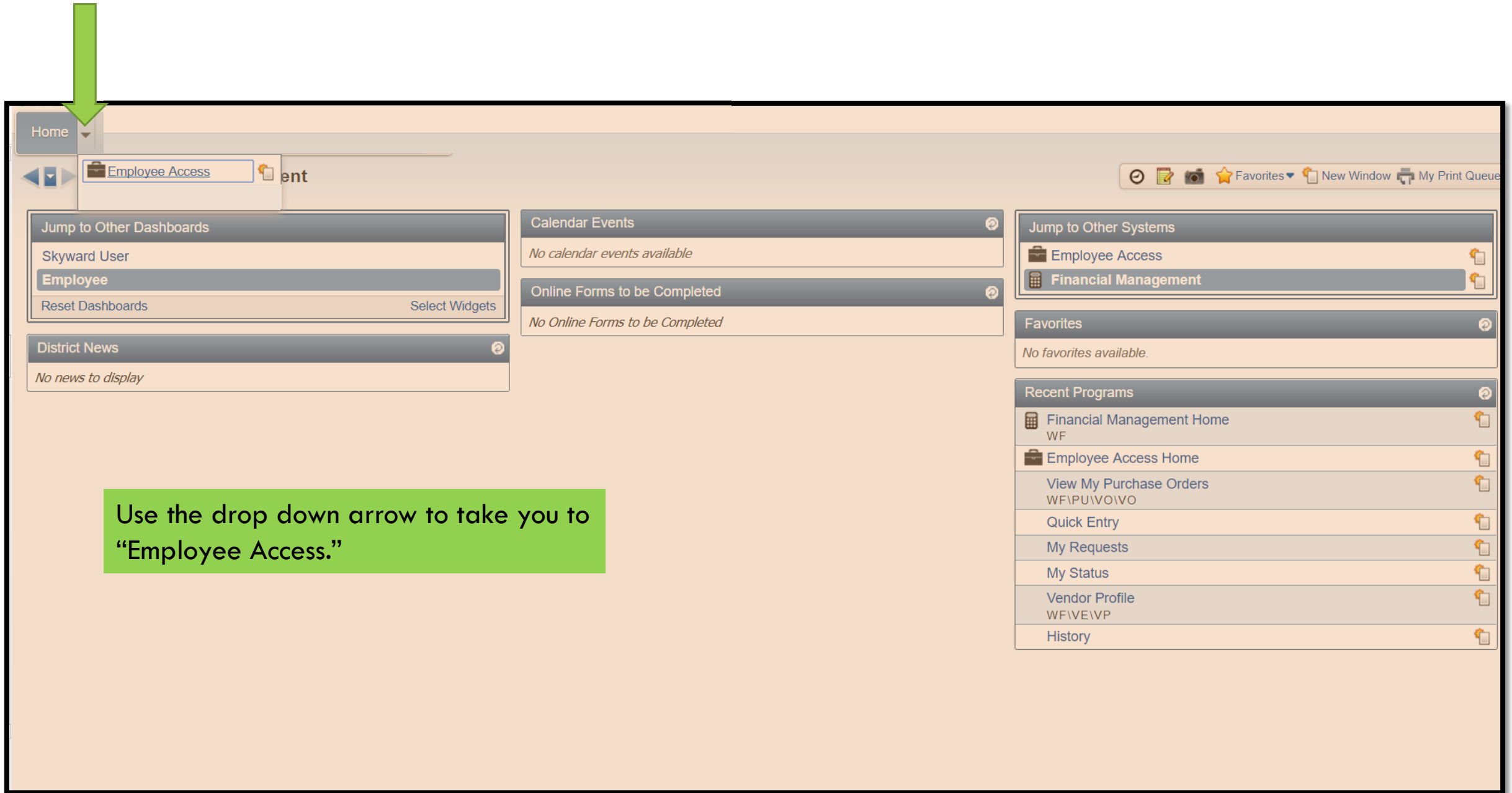
Sign In

[Forgot your Login/Password?](#)

05.18.02.00.11

Login Area: All Areas ▼

If you forget your  
password, click here  
and follow prompts



The screenshot shows a dashboard interface with a top navigation bar. On the left, there is a 'Home' button with a dropdown arrow. A green arrow points to this dropdown arrow. Below the 'Home' button, there is a search bar containing 'Employee Access'. The dashboard is divided into several sections:

- Jump to Other Dashboards:** Includes links for 'Skyward User', 'Employee' (highlighted), and 'Reset Dashboards'. A 'Select Widgets' link is also present.
- District News:** Displays 'No news to display'.
- Calendar Events:** Displays 'No calendar events available'.
- Online Forms to be Completed:** Displays 'No Online Forms to be Completed'.
- Jump to Other Systems:** Includes links for 'Employee Access' and 'Financial Management'.
- Favorites:** Displays 'No favorites available'.
- Recent Programs:** Lists several programs with icons and document symbols:
  - 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

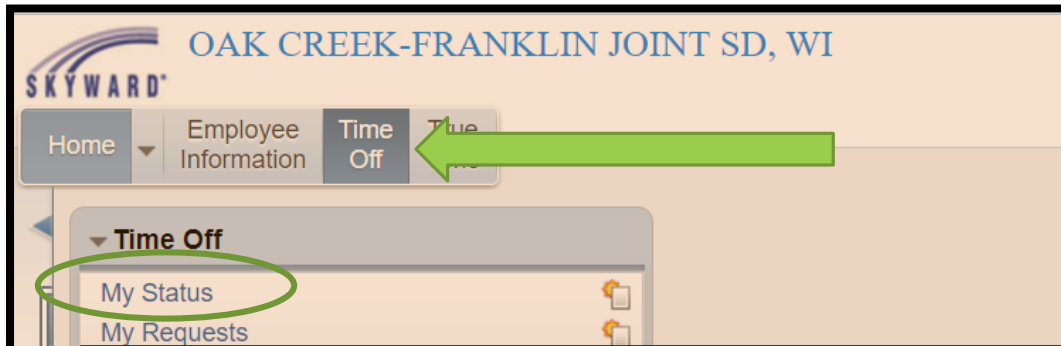
At the top right, there is a toolbar with icons for 'Favorites', 'New Window', and 'My Print Queue'.

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



# TIME OFF

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



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	Future Waiting	Future Available
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.



OAK CREEK-FRANKLIN JOINT SD, WI

Home

Employee Information

Time Off

True Time

Time Off

My Status

My Requests

Employee

Reset Dashboards

District News

Click me

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

Home

Employee Information

Time Off

True Time

My Time Off Requests

Views: General

Filters: \*Skyward Default

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

Add

Edit

Delete

Clone

Attach

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)

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

Asterisk (\*) denotes a required field

New Window

8

## 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

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

Asterisk (\*) denotes


☐ Sub Needed

**ONLY IF YOU NEED A SUB**, BEFORE YOU CLICK "SAVE, CLICK THE BOX THAT SAYS "SUB NEEDED," AND YOU'LL BE TAKEN TO AESOP TO REQUEST YOUR SUB (AS PREVIOUSLY DONE).



Frontline - Sign In - Mozilla Firefox

https://login.frontlineeducation.com/login?signin=5965f8c8e7994ee47c1c7535cdc82b45&productId=ABSMG

 **frontline**  
education.

## Absence Management

Formerly Aesop

### Sign In

ID or Username

PIN or Password

[I forgot my ID or username](#) [I forgot my PIN or password](#)

[Having trouble signing in?](#)

[About Frontline](#) [Terms & Conditions](#) © 2018 Frontline Education. All rights reserved.

Once at Aesop, log in  
and request your sub.

ONLY IF YOU NEED A  
SUB:

IF YOU FORGET TO  
CLICK THE SUB BOX IN  
SKYWARD, YOU **MUST**  
GO BACK TO YOUR  
ORIGINAL REQUEST  
AND CLICK "Edit" TO FIX  
IT, OR NO SUB WILL BE  
SCHEDULED.

# TRUE TIME

(punching in and out)

# TRUE TIME

The image shows two screenshots of the Skyward True Time interface. The top screenshot shows the main dashboard with the 'True Time' menu item circled in the top navigation bar. A green box with text explains that clicking this item will drop down a menu. A green arrow points from this box to the bottom screenshot. The bottom screenshot shows the 'True Time' dropdown menu, which includes options like 'Quick Entry', 'My History', 'My Setup', 'Data Mining', and 'Reports'. A green arrow points to 'Quick Entry', and a green box explains that this is the option to click for clocking in and out. The interface also includes sections for 'Calendar Events', 'Online Forms to be Completed', 'Jump to Other Systems', 'Favorites', and 'Recent Programs'.

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

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.

The screenshot shows a time tracking interface. At the top, 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".

**Current Status:**

- Current Status: [text box]
- Start Time: [text box]
- Current Time: [text box]
- Duration: [text box]
- Scheduled Return: [text box]
- Note: [text box]

**Totals:**

- Tue 06/05/18 Total: [text box]
- Scheduled Hours: [text box]
- Lunch Total: [text box]
- Weekly Total: [text box]

Navigation links include "<Prev Day", "06/05/2018" (with a calendar icon), "Tuesday", "Next Day>", and "View/Submit Time Sheets". A "Refresh" button is also present.

Below the navigation is a section titled "Transactions for Tuesday 06/05/2018 for" followed by input fields for "YOUR NUMBER" and "YOUR NAME".

A table with the following headers is shown:

Status	Start Time	End Time	Duration	Note
[Empty table body for transactions]				

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.

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

My Unsubmitted Time Sheets - 05.18.02.00.12 - Mozilla Firefox

https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfnoakcreekwi/httpsmain005.w?isPopup=true

### My Unsubmitted Time Sheets

Time Sheet Information for YOUR NAME

Week Start	Week End	Total Hrs	Status
▶ 06/10/2018	06/16/2018		
▶ 06/03/2018	06/09/2018		
▶ 05/27/2018	06/02/2018		
▶ 05/20/2018	05/26/2018		

Drill Down

My Unsubmitted Time Sheets

Time Sheet Information for CYNTHIA CHAMBERLAIN

Week Start	Week End	Total Hrs	Status
▶ 06/10/2018	06/16/2018	40h 00m	Time Sheet Not Submitted
▶ 06/03/2018	06/09/2018	47h 21m	Time Sheet Not Submitted

Expand All Collapse All Modify Details (displaying 5 of 5) View Printable Details

Time Sheet Information

Workweek Totals

Workday	Start Time	End Time	Hours Worked	Paid Hours Off	Unpaid Hours Off	Total Hours	Scheduled Hours	Difference
06/03/2018 Sun							8h 00m	-8h 00m
06/04/2018 Mon							8h 00m	-8h 00m
06/05/2018 Tue	7:04 AM	11:00 PM	15h 26m			15h 26m	8h 00m	7h 26m
06/06/2018 Wed	6:33 AM	2:59 PM	7h 56m			7h 56m	8h 00m	-4m
06/07/2018 Thu	6:48 AM	11:00 PM	15h 42m			15h 42m	8h 00m	7h 42m
06/08/2018 Fri	6:33 AM	3:20 PM	8h 17m			8h 17m	8h 00m	17m
06/09/2018 Sat								
<b>Total</b>			<b>47h 21m</b>			<b>47h 21m</b>	<b>40h 00m</b>	<b>7h 21m</b>

Time Sheet Detail

Time Sheet History

You can “drill down” to edit your times, if you need to.

Your “Back” and “close” buttons are your friends, please try to use them (instead of the red “x” on top) whenever possible.

Click on the blue workday/date to edit. That day will open up.

### Totals

Mon 06/04/18 Total: **8h 30m**

Scheduled Hours:

Lunch Total:

Weekly Total: **8h 31m**

[Refresh](#)

[<Prev Day](#) 06/04/2018  **Monday** [Next Day>](#) [Current Day](#) [View/Submit Time Sheets](#)

Transactions for Monday 06/04/2018 for YOUR NUMBER YOUR NAME

Status	Start Time	End Time	Duration	Note
IN	7:30 AM	4:00 PM	8h 30m	

[Edit the Existing Times](#)

[Add a Missing Record](#)

[Delete](#)

Use these buttons to edit times, to delete a record, or to add a record if you forgot to clock in.

My Unsubmitted Time Sheets - 05.18.02.00.11 - Google Chrome

Secure | <https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinoakcreekwi/htttsmain005.w?isPopup=true>

### My Unsubmitted Time Sheets

Time Sheet Information for YOUR NAME

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

Filter Options

View Time Sheet

Submit Time Sheet

Close

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

Double-check your time here. If there is a mistake, please click the back button, and make edits. (For instructions, please see page 15)

## 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:			<b>8h 31m</b>
Hours Paid:			<b>8h 30m</b>

### Daily Totals

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

### 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						

Submit  
Time Sheet

Print

Back

Submit or Print your Timesheet here.

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

Any adjustments you make will appear here.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_






**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...

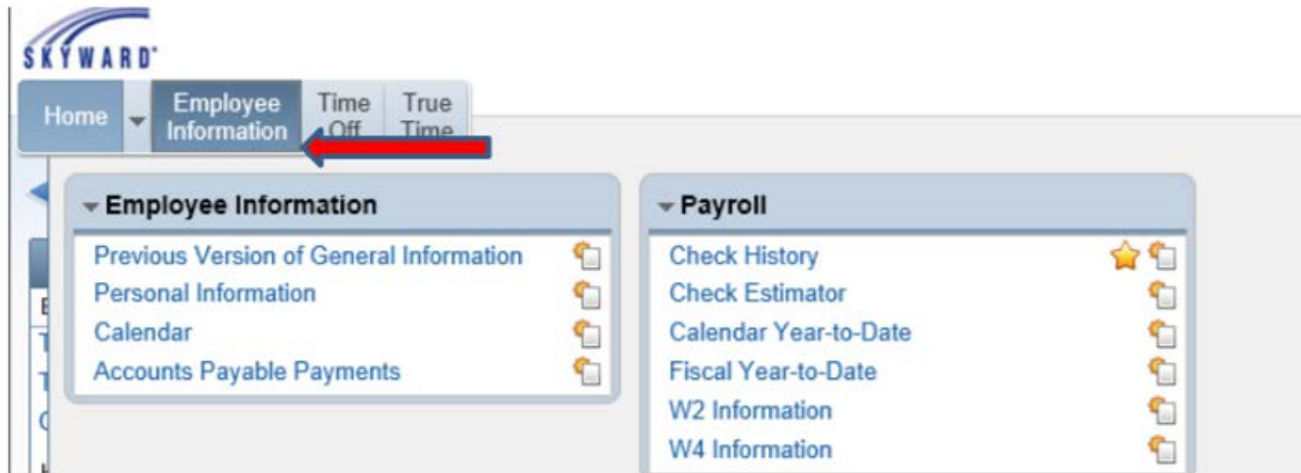
...it will appear in in your "History" instead.

Don't forget  
to LOG OUT

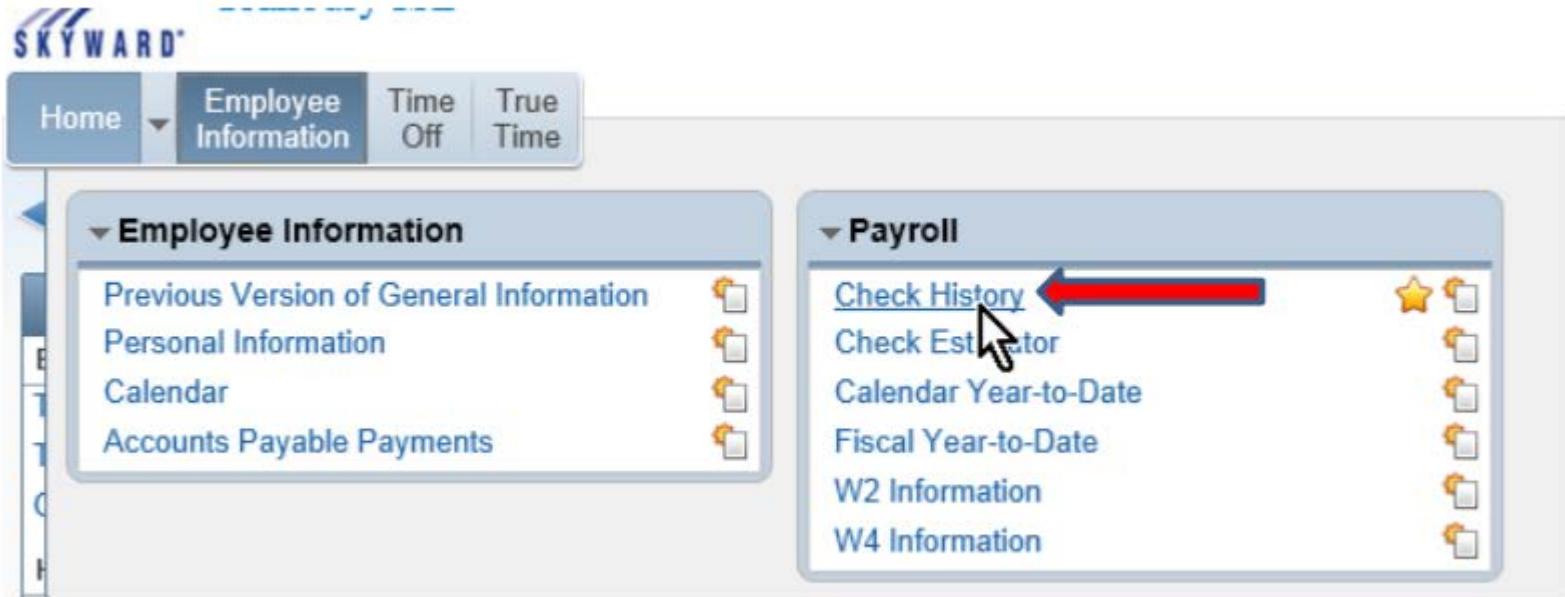
# How to view your pay check stub on Skyward



# 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 blue. 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 308 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:				
<b>Taxable Gross Wages:</b>	<b>2,003.18</b>	<b>2,133.08</b>	<b>2,133.08</b>	<b>2,133.08</b>

**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
<b>Total:</b>			<b>2,164.98</b>	<b>168.75</b>	<b>168.75</b>	

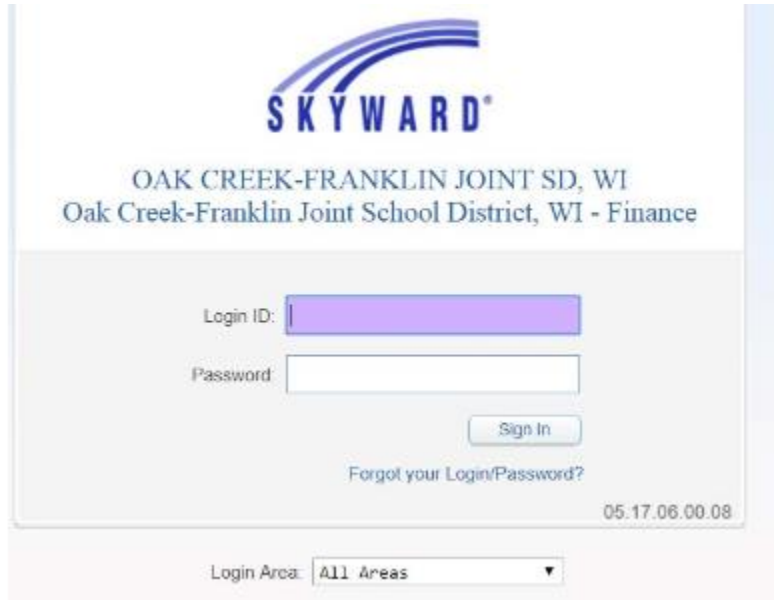
Print  
View True Time Sheets  
Back



# 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".

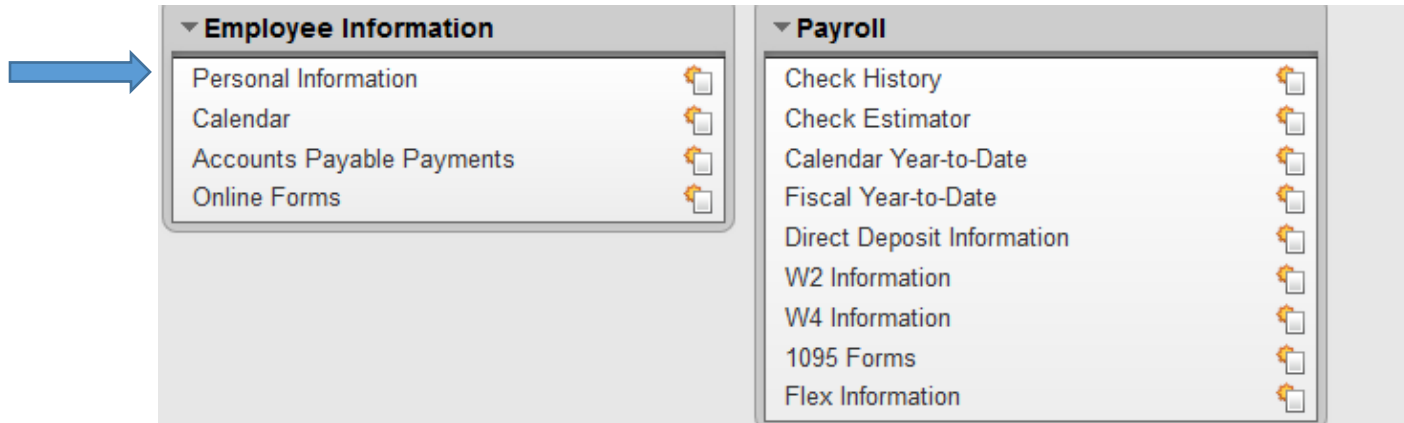
## STEP 2

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



### STEP 3

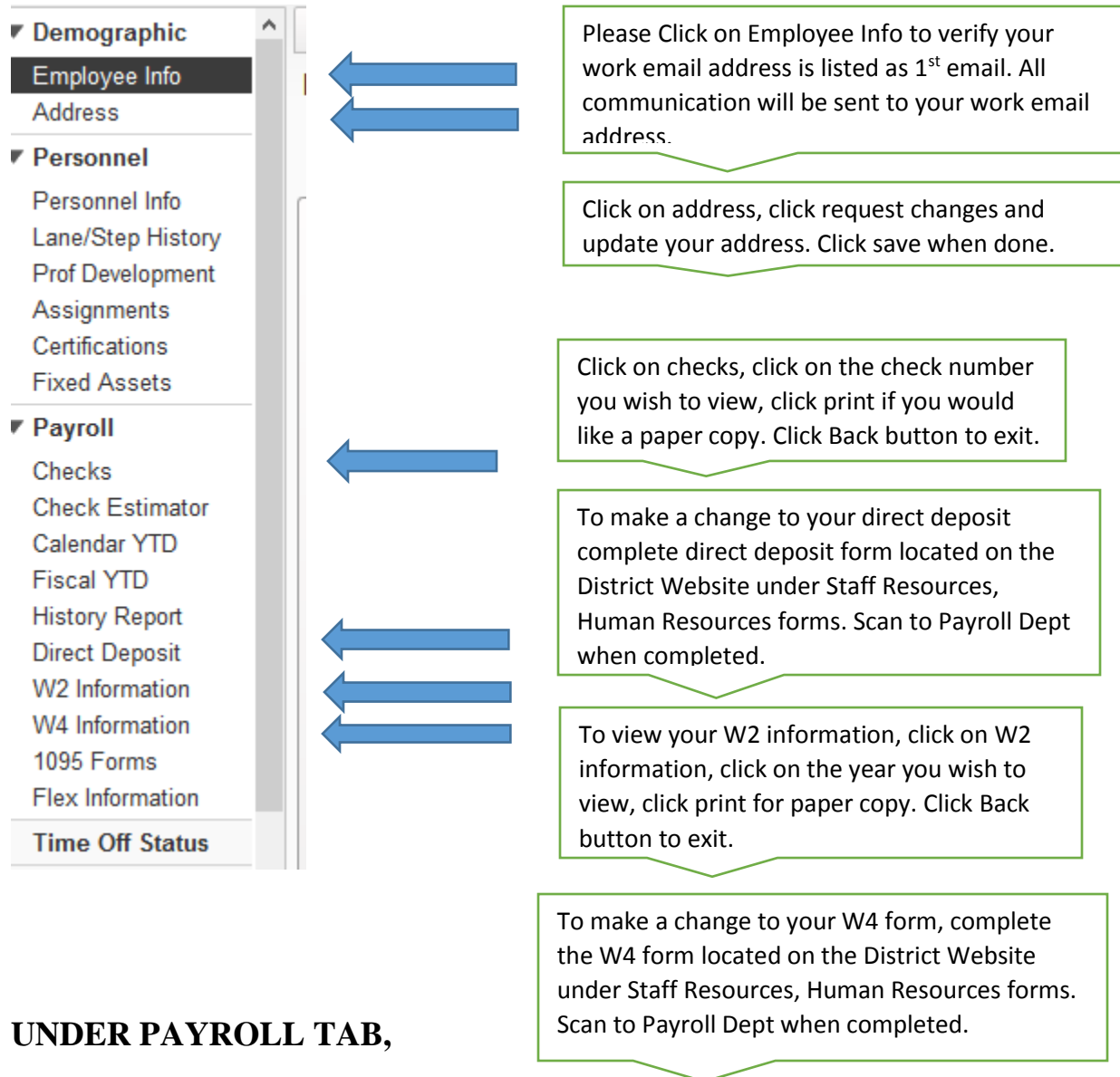
#### CLICK ON PERSONAL INFORMATION



**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) → Please Click on Employee Info to verify your work email address is listed as 1<sup>st</sup> email. All communication will be sent to your work email address.
  - Address** → 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** → 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** → 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 → 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 → 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.**