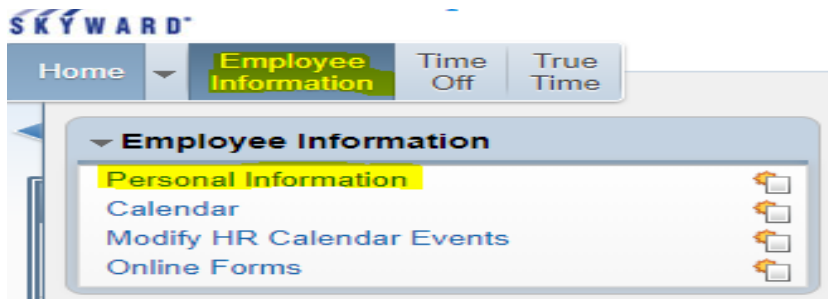


HOW TO FIND YOUR SALARY/PAY INFORMATION

- Log Into Skyward
- Click Drop Down Arrow
- Click Employee Access

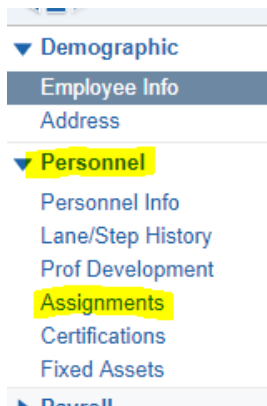


- Click Employee Information
- Click Personal Information



Under the Personnel tool bar

- Click Assignments



HOW TO FIND YOUR SALARY/PAY INFORMATION

Under Assignment Year select the school year you want to review.

The screenshot shows the 'Assignments' interface. At the top, there is a section for 'Assignment Information' with a dropdown menu for 'Assignment Year' set to '2022-2023'. Below this, there are 'Views' and 'Filters' dropdowns, with 'Views' set to 'General' and 'Filters' set to '*Skyward Default'. At the bottom, there are three columns: 'Position', 'Assignment', and 'Group'.

Under Position select the drop down arrow and then select the drop down arrow for salary information. You are responsible for reviewing your salary information for accuracy. Please note that salary and supplements are not combined. You must look at each one separately. You are also able to search for assignment years to compare previous years to current (if this applies).

Please note that if you have a Masters and are a Teacher, Librarian or Registered Nurse you are eligible for a Masters increase. This increase is tied to your pay and is not listed as an additional supplement. When looking at your salary you will see a "Lane: M" for Masters and a "Lane: B" for Bachelors

Please note that if you are receiving retention pay for being a step 5 teacher or higher your retention pay is located in your primary salary

Please note if you choose to review the Calendar YTD or the Fiscal YTD that they will not match your school salary as the calendar year and the fiscal year are not the same as your employment calendar/annual salary.

***Every person is assigned to what is called a position control. Please disregard the "date assigned" in your profile. This date assigned comes from when the position control was created. These positions controls can change frequently due to the HR process and what is needed to manage staff. To see your hire date or information please select personnel info (see below for example) *** Do not use this date

The screenshot shows a dropdown menu for 'Position Information'. The menu is open, showing several options: 'Position Information', 'Assignment Information', 'Term Information', 'Salary Information', 'Payroll Information', and 'Payroll Account Distribution'. The 'Position Information' option is highlighted. A tooltip is visible over the 'Position Information' option, displaying the following information: 'Plan: 2019-2020 Active Plan', 'Position: TEACHER', 'Assignment: COUNSELOR', and 'Date Assigned: 07/24/2017'. An arrow points from the text 'Do not use this date' to the 'Date Assigned' field in the tooltip.

All Employees have a paid start and paid stop date. You can locate these by hitting the dropdown arrow under "Payroll Information".

July 1 - June 30 – 1st check of pay cycle is July 15

August 1- July 31 – 1st check of pay cycle is August 15th

September 1 – August 31 – 1st check of pay cycle is September 15th

October 1 – September 30 – 1st check of pay cycle is October 15th

HOW TO FIND YOUR SALARY/PAY INFORMATION