

Slide 1 - Slide 1

The screenshot shows the Skyward School District Employee Access Overview page. A yellow tutorial box is overlaid on the page, containing the following text:

Employee Access Overview

Who, What, When, Why?

Employee Access is dedicated to the employee. This area allows the employee to review their personal information.

The employee can review such areas as their pay information, tax information, contract information, and professional growth information.

Employee Access also allows the employee to perform some software-related work functions via the Internet.

Employee Access could be used at any time the employee wants to review their personal data or wants to work from outside the district.

The page includes a top navigation bar with links like Home, Employee Information, Time Off, True Time, FastTrack Open Positions, FastTrack Screener, Work Requests, Account Master, Purchasing, Inventory Requisitions, and Expense Reimbursement. A left sidebar lists 'My Favorites' such as Employee Access, True Time Quick Entry, Unsubmitted Time Sheets, My Time Off Status, Check History, Financial Management, Requisitions, Chart of Accounts, and View My Purchase Orders. A right sidebar lists 'Other Systems' and 'Programs' with links like Financial Management Home, Requisitions, My Status, Check History, Chart of Accounts, History, and Unsubmitted. The footer contains copyright information for Skyward, Inc., the text 'TX Scrambled Database', and view options for Desktop View and Button Rows.

Slide 2 - Slide 2

The screenshot shows the Skyward School District Employee Access Home page. At the top, the user is logged in as Bobby Cistrunscr. The page has a navigation menu with options like Home, Employee Information, Time Off, Inventory Requisitions, and Expense Reimbursement. Two callout boxes provide details:

- Employee Information:** This area includes Personal Information, Calendar, AP Payments, and Surveys. The menu lists: Previous Version of General Information, Personal Information, Calendar, Modify HR Calendar Events, Accounts Payable Payments, and Surveys.
- Payroll:** This area includes detailed information about the employee's payroll, such as Check History, Check Estimator, Calendar YTD, Fiscal YTD, Direct Deposit Information, W2 Information, and W4 Information. The menu lists: Check History, Check Estimator, Calendar Year-to-Date, Fiscal Year-to-Date, Direct Deposit Information, W2 Information, and W4 Information.

Other page elements include District News, Requisitions, Chart of Accounts, View My Purchase Orders, Programs, Employee Access Home, FastTrack Open Positions, Quick Entry, Financial Management Home, Requisitions, My Status, Check History, Chart of Accounts, History, and Unsubmitted. The footer contains copyright information for Skyward, Inc., the database name TX Scrambled Database, and browser settings for Desktop View, Button Rows, Windows 7, and Internet Explorer 9.

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Skyward School District

Bobby Cistrunksr Account Preferences Exit ?

Home Employee Information **Time Off** True Time FastTrack Open Positions FastTrack Screener Work Requests Account Master Purchasing Inventory Requisitions Expense Reimbursement

Time Off

- My Status
- My Requests

The **Time Off** area is where the employee enters a request for a day off and can see time off balances in real time.

Employee Access

- Financial Management
- Human Resources
- Student Management
- Product Setup

District News Edit

It's almost Jamie's Birthday
Happy Birthday!

Recent Programs

- Employee Access Home
- FastTrack Open Positions
- Quick Entry
- Financial Management Home
WF
- Requisitions
WF\PU\MR\RE\RQ
- My Status
- Check History
- Chart of Accounts
WF\AM\CA\CA
- History
- Unsubmitted

Edit Favorites

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Slide 4 - Slide 4

Skyward School District

Bobby Cistrunksr Account Preferences Exit ?

Home Employee Information Time Off **True Time** FastTrack Open Positions FastTrack Screener Work Requests Account Master Purchasing Inventory Requisitions Expense Reimbursement

True Time

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

My Time Sheets

- Unsubmitted
- History

The TrueTime area is where the employee can log in/out each day, or manage their time sheets.

Student Management Product Setup

District News [Edit](#)


It's almost Jamie's Birthday
Happy Birthday!

Recent Programs

- Employee Access Home**
- FastTrack Open Positions
- Quick Entry
- Financial Management Home WF
- Requisitions WF\PU\MR\RE\RQ
- My Status
- Check History
- Chart of Accounts WF\AM\CA\CA
- History
- Unsubmitted

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Skyward School District
Bobby Cistrunscr Account Preferences Exit ?

Home
Employee Information
Time Off
True Time
FastTrack Open Positions
FastTrack Screener
Work Requests
Account Master
Purchasing
Inventory Requisitions
Expense Reimbursement

◀ ▶ All Posted Positions Via Employee Access (1678)
🔄 📄 📷 ⭐ Favorites 📄 New Window 🖨 My Print Queue

All Posted Positions Via Employee Access

Apply ▲	Position Description	Assignment Description	Location	Department	A
<input checked="" type="checkbox"/>	ADMINISTRATOR	PRINCIPAL 226	BUILDING -041		Whe
<input type="checkbox"/>	CUSTODIAL STAFF	TEMPORARY			Whe
<input type="checkbox"/>	MAINTENANCE	GROUNDS LEAD GROUNDSKEEPER	BUILDING -511		Whe
<input type="checkbox"/>	MAINTENANCE				Whe
<input type="checkbox"/>	PARAPROFESSIONAL				Whe
<input type="checkbox"/>	PARAPROFESSIONAL				Whe
<input type="checkbox"/>	PARAPROFESSIONAL				Whe
<input type="checkbox"/>	PARAPROFESSIONAL	SPECIAL EDUCATION TEACHING AST	BUILDING -001		Whe
<input type="checkbox"/>	SUBSTITUTE TEACHER	*	BUILDING -999		Whe
<input type="checkbox"/>	SUPPORT SERVICES	LICENSED PHYSICAL THERAPY ASST	BUILDING -901	SPECIAL EDUCATION	Whe
<input type="checkbox"/>	SUPPORT SERVICES	LICENSED SPEECH LANGUAGE PATHO	BUILDING -901		Whe
<input type="checkbox"/>	SUPPORT SERVICES	SPECIAL ED INSTRUCTIONAL SPECIALIST	BUILDING -901	SPECIAL EDUCATION	Whe
<input type="checkbox"/>	TEACHER	ELEMENTARY TEACHER	BUILDING -101		Whe
<input type="checkbox"/>	TEACHER	MATH TEACHER	BUILDING -002	MATH	Whe
<input type="checkbox"/>	TEACHER	SCIENCE	BUILDING -001		Whe
<input type="checkbox"/>	TEACHER	SPECIAL ED LIFESKILLS	BUILDING -002	SPECIAL EDUCATION	Whe
<input type="checkbox"/>	TEACHER	SPECIAL ED TEACHER	BUILDING -001	SPECIAL EDUCATION	Whe
<input type="checkbox"/>	TEACHER	TEACHER/HD VOLLEYBALL COACH	BUILDING -002		Whe
<input type="checkbox"/>	TUTOR	DISTRICT TUTOR	BUILDING -000		Whe

Fast Track Open Positions is where the employee can view any job postings the district has open and can apply on-line.

View Details of Highlighted Position
Apply for Selected Position(s)
Log In

19 records displayed

We reserve the right to modify the details of a position posting at any time. We consider applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of any condition, disability, or any other legally protected status. An Equal Opportunity Employer Sky ISD Provides a Drug and Tobacco-Free Workplace

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Skyward School District

Bobby Cistrunksr Account Preferences Exit ?

Home Employee Information Time Off True Time FastTrack Open Positions **FastTrack Screener** Work Requests Account Master Purchasing Inventory Requisitions Expense Reimbursement

FastTrack Screener

- Open Applications
- Applications By Position
- Data Mining

If the employee is a supervisor the **FastTrack Screener** area allows them to see applicants for posted positions.

Unsubmitted Time Sheets
My Time Off Status
Check History
Financial Management
Requisitions
Chart of Accounts
View My Purchase Orders

District News [Edit](#)

It's almost Jamie's Birthday
Happy Birthday!

Financial Management
Human Resources
Student Management
Product Setup

Recent Programs

- Employee Access Home**
- FastTrack Open Positions
- Quick Entry
- Financial Management Home
WF
- Requisitions
WF\PU\MR\RE\RO
- My Status
- Check History
- Chart of Accounts
WF\AM\CA\CA
- History
- Unsubmitted

Edit Favorites

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Slide 7 - Slide 7

Skyward School District

Bobby Cistrunksr Account Preferences Exit ?

Home Employee Information Time Off True Time FastTrack Open Positions FastTrack Screener **Work Requests** Account Master Purchasing Inventory Requisitions Expense Reimbursement

Work Requests

Work Requests

Work Request Processing is the area where an employee can enter a request to have non-standard service performed by another district employee.

Employee Access Plus

Employee Access
Financial Management
Human Resources
Student Management
Product Setup

Recent Programs

- Employee Access Home
- FastTrack Open Positions
- Quick Entry
- Financial Management Home WF
- Requisitions WF\PU\MR\RE\RQ
- My Status
- Check History
- Chart of Accounts WF\AM\CA\CA
- History
- Unsubmitted

District News [Edit](#)

It's almost Jamie's Birthday
Happy Birthday!

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Slide 8 - Slide 8

The screenshot shows the Skyward School District Employee Access Overview interface. At the top, the user is logged in as Bobby Cistrunkscr. The navigation menu includes Home, Employee Information, Time Off, True Time, FastTrack Open Positions, FastTrack Screener, Work Requests, **Account Master**, Purchasing, Inventory Requisitions, and Expense Reimbursement. The Account Master menu is expanded, showing the Chart of Accounts option. A yellow callout box points to the Account Master menu item with the text: "Account Master will only display if the employee has additional security to this option." Another yellow callout box points to the Chart of Accounts option with the text: "This area will display the Chart of Accounts the employee has security to view." The main content area is divided into three sections: Employee Access (with links like True Time Quick Entry, Unsubmitted Time Sheets, My Time Off Status, Check History, Financial Management, Requisitions, Chart of Accounts, and View My Purchase Orders), District News (with a message: "It's almost Jamie's Birthday Happy Birthday!"), and Recent Programs (with links like Employee Access Home, FastTrack Open Positions, Quick Entry, Financial Management Home, Requisitions, My Status, Check History, Chart of Accounts, History, and Unsubmitted). The footer contains copyright information for Skyward, Inc., the text "TX Scrambled Database", and browser settings for Desktop View, Button Rows, Windows 7, and Internet Explorer 9.

Slide 9 - Slide 9

Skyward School District

Bobby Cistrunksr Account Preferences Exit ?

Home Employee Information Time Off True Time FastTrack Open Positions FastTrack Screener Work Requests Account Master **Purchasing** Inventory Requisitions Expense Reimbursement

Purchasing
Requisitions

Purchasing only displays if the employee has additional security to this area.
This area allows access to Requisitions.

Employee Access Plus
Employee Access
Financial Management
Human Resources
Student Management
Product Setup

Recent Programs
Employee Access Home
FastTrack Open Positions
Quick Entry
Financial Management Home
WF
Requisitions
WF\PU\MR\RE\RQ
My Status
Check History
Chart of Accounts
WF\AM\CA\CA
History
Unsubmitted

District News
It's almost Jamie's Birthday
Happy Birthday!

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Slide 10 - Slide 10

Skyward School District

Bobby Cistrunscr Account Preferences Exit ?

Home Employee Information Time Off True Time FastTrack Open Positions FastTrack Screener Work Requests Account Master Purchasing **Inventory Requisitions** Expense Reimbursement

Requisitions - Master Information ☆ (1)

Views: Master Information Filters: *Skyward Default

Inventory Requisitions only displays if the employee has additional security to this area.

There are no records to display; check your filter settings.

Print Add View Edit Delete Submit Notes Attach Approve Deny Remove Approval Assign Special Group View My Approved Inventory Reqs

20 0 records displayed Requisition Number: ABC

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Skyward School District

Bobby Cistrunksr Account Preferences Exit ?

We value your feedback

Home Employee Information Time Off True Time FastTrack Open Positions FastTrack Screener Work Requests Account Master Purchasing Inventory Requisitions Expense Reimbursement

Expense Reimbursement

Submit Request Activity

Expense Reimbursement allows an employee to submit a request for reimbursement for expenses they incurred on behalf of the district.

This concludes the tutorial.

There are no records to display; check your filter settings.

View Edit Delete Submit Notes Attach Approve Deny Remove Approval Assign Special Group View My Approved Inventory Reqs

20 0 records displayed Requisition Number: ABC