



Employee Access and Leave Time


Log in to Skyward

Browser address bar: <https://pac.scc.k12.wi.us/scripts/wsisa.dll/WService=wsFin/seplog01.w>

File Edit View Favorites Tools Help

★ Gmail

Home Print Page Safety Tools ?



SKYWARD®

St. Croix Central School District
Skyward Financial Database

Login ID:

Password:

[Sign In](#)

[Forgot your Login/Password?](#)

05.17.02.00.05

Enter your Login ID & Password

Log in to Skyward

https://pac.scc.k12.wi.us/scripts/wsisa.dll/WService=wsFin/seplog01.w

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Login ID:

Password:

[Sign In](#)

 [Forgot your Login/Password?](#)

05.17.02.00.05

If you do not know your Password - Click Here!

If you do not remember your password for your SCC Email, please follow these steps.

1. Log into www.scc.k12.wi.us

2. District Tab

3. For Staff

4. Click on: 

5. Complete the SCC IT Help Desk Portal Questions

6. In the description, make sure to type in your home email so that the IT department has somewhere to email your new password.

7. **If you have trouble with this procedure, please email Chad Konsela at ckonsela@scc.k12.wi.us from your home computer.**

You are now in "Employee Access"

Account Preferences Exit ?

Home Employee Information Time Off FastTrack Open Positions

Employee Access

Jump to Other Dashboards

Skyward User

Employee

Reset Dashboards Select Widgets

| Time Off Code | Remaining | Approved | Waiting | Available |
|--------------------------|-----------|----------|---------|-----------|
| MEDICAL | 833h 00m | | | 833h 00m |
| NO DEDUCTION OF HOURS | -64h 00m | | | -64h 00m |
| PERSONAL HOURS ROLL OVER | 24h 00m | | | 24h 00m |
| VACATION | 96h 00m | | | 96h 00m |

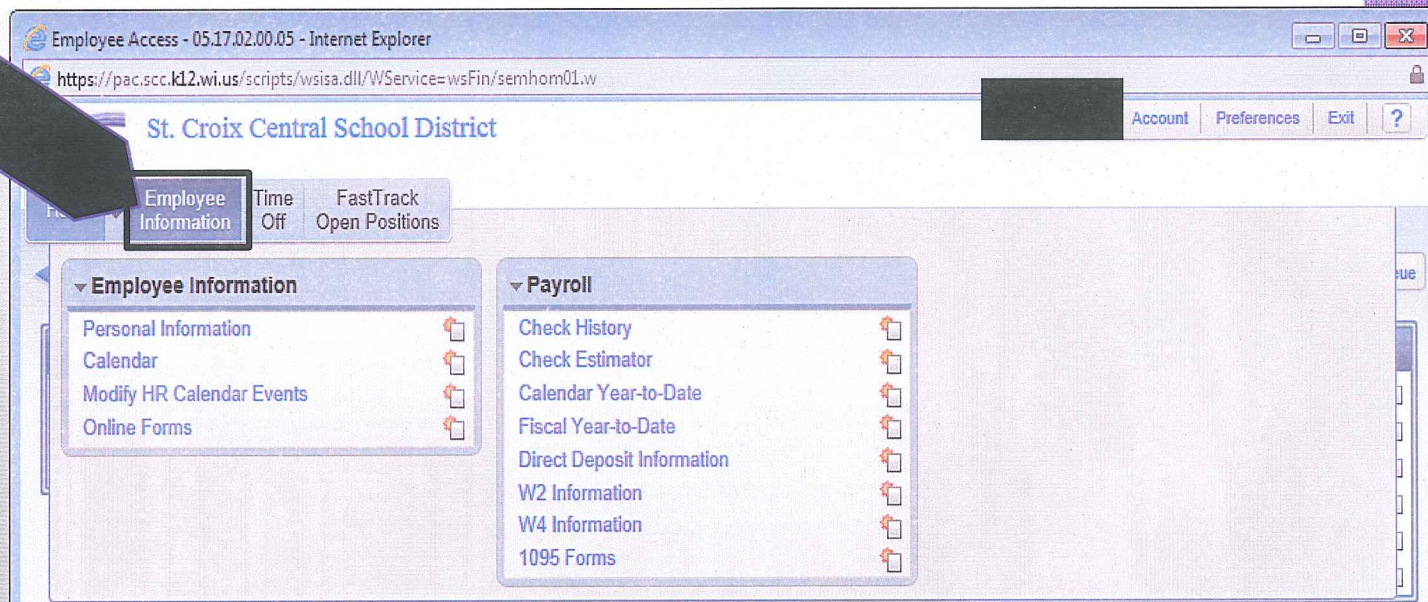
Jump to Other Systems

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

Requisitions Awaiting My Approval

From this Screen you have two options:

1. Employee Information
2. Time Off



In the *Employee Information Tab* you can do the following and more:

- ✓ Look up your Check History
- ✓ Utilize the Check Estimator
- ✓ Check your Calendar & Year to Date Earnings
- ✓ W-2 Info., W-4 Info., ACA 1095 Form & More

Check History ☆

Views: Check Date Seg - Check Details Taxable Wage Information Filters: *Skyward Default

| Check Date | Check Number | Period End Date | Gross Wages | Federal Wages | State Wages | FICA Wages | Medicare Wages | Net Amount | C T | Reg |
|--------------|--------------|-----------------|-------------|---------------|-------------|------------|----------------|------------|-----|-----|
| ▶ 03/20/2017 | 900154154 | 03/20/2017 | 1,603.36 | 1,223.88 | 1,223.88 | 1,603.36 | 1,603.36 | 914.07 | R | Yes |
| ▶ 03/03/2017 | 900153897 | | | | | | | | | |
| ▶ 02/17/2017 | 900153636 | | | | | | | | | |
| ▶ 02/03/2017 | 900153372 | | | | | | | | | |
| ▶ 01/20/2017 | 900153124 | | | | | | | | | |
| ▶ 01/05/2017 | 900152871 | | | | | | | | | |
| ▶ 12/20/2016 | 900152618 | | | | | | | | | |
| ▶ 12/05/2016 | 900152365 | | | | | | | | | |
| ▶ 11/18/2016 | 900152110 | | | | | | | | | |
| ▶ 11/04/2016 | 900151849 | | | | | | | | | |
| ▶ 10/25/2016 | 900151773 | | | | | | | | | |
| ▶ 10/20/2016 | 900151526 | | | | | | | | | |
| ▶ 10/05/2016 | 900151277 | | | | | | | | | |
| ▶ 09/20/2016 | 900151045 | | | | | | | | | |
| ▶ 06/30/2016 | 900150541 | | | | | | | | | |
| ▶ 06/20/2016 | 900150307 | | | | | | | | | |
| ▶ 06/03/2016 | 900149217 | | | | | | | | | |

Buttons: Show Check, Show Check with YTD Amts

Annotations: A black arrow points to the 'Check Number' column header. A purple arrow points to the 'Check Number' cell '900154154'. A red arrow points to the 'Show Check' button. A purple arrow points to the 'Show Check with YTD Amts' button.

Click on the check you would like to view.

You can view your check in 2 ways

1. Just the pay stub for this check

OR

2. The pay stub with year-to-date totals

Below are a few examples of things you can find in Employee Information

St. Croix Central School District

Account Preferences Exit ?

Home Employee Information Time Off FastTrack Open Positions

W-4 Information

Views: W4 Information Filters: *Skyward Default

| Tax State | Federal Marital Status | State Marital Status | Federal Allowances | State Allowances |
|-----------|------------------------|----------------------|--------------------|------------------|
| WI | Single | Single | 0 | 0 |

Show W4 Info

St. Croix Central School District

Account Preferences Exit ?

Home Employee Information Time Off FastTrack Open Positions

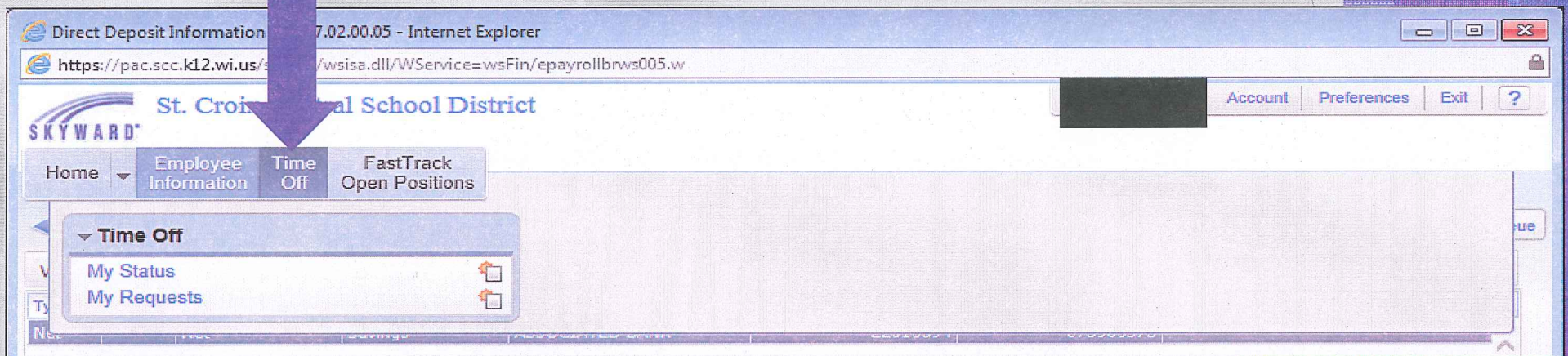
Direct Deposit Information

Views: Direct Deposit Information Filters: *Skyward Default

| Type | Code | Description | Account Type | Bank | Bank Account | Routing Number |
|------|------|-------------|--------------|-----------------|--------------|----------------|
| Net | | Net | Savings | ASSOCIATED BANK | | |

Time Off Tab – you have 2 options

1. Check your Leave time
2. Request Leave time



View Current Leave Time Status

| Time Off Code ▲ | Prior Year Remaining | Allocated | Used | Remaining | Approved | Waiting | Available | Future Remaining | Future Waiting | Future Available |
|----------------------|----------------------|-----------|---------|-----------|----------|---------|-----------|------------------|----------------|------------------|
| ▶ HOLIDAY - PAID | | 32h 00m | 32h 00m | 0h 00m | | | 0h 00m | | | |
| ▶ MEDICAL | | 640h 00m | | 640h 00m | | | 640h 00m | | | |
| ▶ NO DEDUCTION OF HC | | | | 0h 00m | | | 0h 00m | | | 06/ |
| ▶ PERSONAL HOURS ROI | | 40h 00m | | 40h 00m | | | 40h 00m | | | |

- ✓ The Leave Time displayed above is for a Support Staff Employee, it includes Holiday, Medical, Personal and No Deduct Leave Time.
- ✓ You can see how many hours of leave time you had at the beginning of the school year. You can also see how much leave time you have left in each category.
- ✓ By the end of the school year... You should use ALL your holiday leave. Keep in mind you can only carry over 3 days of personal leave to the next school year.

Request Leave Time

My Time Off Requests - 05.17.02.00.05 - Internet Explorer
https://pac.scc.k12.wi.us/scripts/wsa.dll/WService=wsFin/rtorqbws001.w

St. Croix Central School District

Home Employee Information Time Off FastTrack Open Positions

My Time Off Requests

Views: General Filters: *Skyward Default

| Date | Time | Amount | Status | Year | Time Off Code | Reason | Description | A | SN |
|----------------|---------|--------|----------|---------|--------------------|--------------------------|-------------|---|----|
| 05/05/2016 Thu | 7:30 am | 8h 00m | Approved | Current | PERSONAL HOURS RO | PERSONAL DAY | | | Y |
| 02/22/2016 Mon | 1:00 pm | 4h 00m | Approved | Current | MEDICAL | OWN SICK | | | Y |
| 01/22/2016 Fri | 7:30 am | 8h 00m | Approved | Current | MEDICAL | OWN SICK | | | Y |
| 01/20/2016 Wed | 1:00 am | 3h 00m | Approved | Current | MEDICAL | OWN SICK | | | Y |
| 05/20/2015 Wed | 7:30 am | 8h 00m | Approved | Current | PERSONAL HOURS RO | PERSONAL DAY | | | Y |
| 04/08/2015 Wed | 7:30 am | 8h 00m | Approved | Current | MEDICAL | OWN SICK | | | Y |
| 01/06/2015 Tue | 7:30 am | 8h 00m | Approved | Prior | NO DEDUCTION OF HC | IN DISTRICT MEETING/DUTY | | | Y |
| 10/17/2014 Fri | 7:30 am | 8h 00m | Approved | Current | MEDICAL | OWN SICK | | | Y |
| 05/05/2014 Mon | 7:30 am | 8h 00m | Approved | Prior | NO DEDUCTION OF HC | SCHOOL BUSINESS | | | |
| 03/14/2014 Fri | 7:30 am | 8h 00m | Approved | Current | MEDICAL | OWN SICK | | | |

Account Preferences Exit ?

My Print Queue

Add

Delete

Clone

Attach

LEAVE TIME REQUEST FORM

Add - 05.17.02.00.05 - Internet Explorer
https://pac.scc.k12.wi.us/scripts/wsisa.dll/WService=wsFin/rtorqedit001.w?isPopup=true

Add

Remaining Time Off

| Time Off Code | Remaining | Approved | Waiting | Available | Future Remaining | Future Waiting | Future Available |
|---------------------------|-----------|----------|---------|-----------|------------------|----------------|------------------|
| *HOLIDAY - PAID | 0h 00m | | | 0h 00m | | | |
| MEDICAL | 640h 00m | | | 640h 00m | | | |
| NO DEDUCTION OF HOURS | 0h 00m | | | 0h 00m | | | |
| *PERSONAL HOURS ROLL OVER | 40h 00m | | | 40h 00m | | | |

*Totals calculated up to Start Date (03/16/2017)

Time Off Request

* Time Off Code: MEDICAL - Hours Hours per Day: 8h 00m

* Reason: OWN SICK

Description:

Maximum characters: 200, Remaining characters: 200

* Start Date: 03/16/2017 Thursday

Hours: 7 hours 00 minutes



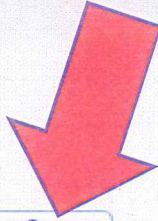
Start Time: 07:45 AM

Sub Needed

Select additional employees to notify when this request is submitted and approved/denied

Select Employee(s):

Save
Back



It is very important to check this box if you need a sub!

Important information about AESOP & Leave Time:

1. Leave time must be in 1 hour increments.

The hours you enter into Skyward Leave Time must match your timecard. Just a few years ago, employees were only allowed to take full days or half days, so hour increments is a big improvement.

2. Select a Time Off Code, Reason, Start Date, Hours and Start Time.

3. If you need a Substitute to fill your job, please check the Sub Needed box. After you

SAVE

your leave time request, you will be directed to AESOP website.

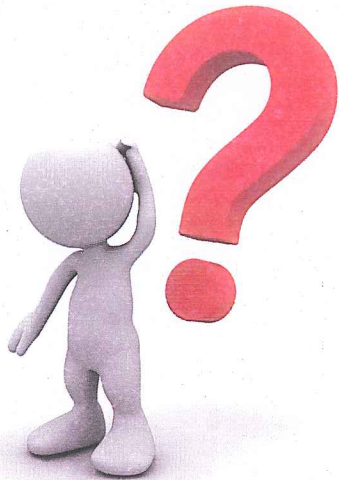
** Laurie Mousel and Aimee Bohatta will cover AESOP next

Strange Situations with Leave Time...

“No Deduct” Selection for Leave Time

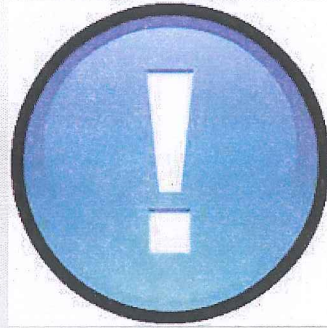
- If there is no time in Skyward for an employees absence, but a substitute was hired, the sub may not be paid. We will get a “Fatal Error” message and not allow us to continue with the payroll process.
- There are many strange situations, so always remember you can call or email me or Pam Katner for assistance! It is much easier to fix things before we are in the middle of the payroll process.

ANY QUESTIONS...



- ✓ Ask Now...
- ✓ Call me-extension 3370
- ✓ Email me at
estarck@scc.k12.wi.us

Thank you for your attention.



1. A copy of this power point is available in print form today.
2. A presentation has been added to the HR Self Service web page [at this link!](#)