

# Skyward User's Manual



## Skyward School Business Suite Employee Access Portal

Prepared for

**HERNANDO COUNTY SCHOOL DISTRICT**

Date: April 6, 2020  
Version 1.0

## INTRODUCTION

**What is 'Employee Access'?** Employee Access is a program in Skyward that:

Allows employees to monitor their district records regarding employee contact information, monthly and yearly pay documentation, federal withholding information and leave balance through Employee Information

**In the future:**

- Allows employees to request absences through Time Off
- Allows non-exempt employees to clock in / out through True Time

Access to the web site is through your district provided username and password. Access can be obtained from either district computers or from home using a link on the <https://www.hernandoschools.org> web site or copy and paste the following link to your web browser:

<https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinhernandocofl/seplog01.w>

## GETTING STARTED

To access Skyward Employee Access you will need your district username and password. These are provided by the Hernando County Schools Technology & Information Services (TIS) Department. If you have forgotten or lost your username and password, please contact the TIS Helpdesk to obtain a replacement.

**CONNECT AT WORK / HOME.** Go to the District Internet Site, <https://www.hernandoschools.org> and select the tab labeled MENU (at the top left of the page). Next click the Departments and then Technology & Information Services. Mid-way down the page under Important Links select "Skyward Business Suite".

Next you will need to log into the site.

1. Type in your Login ID and Password as provided by TIS. Then click on the LOGIN button

**Note:** If you do not remember your Login ID and / or Password, contact the TIS Help Desk.

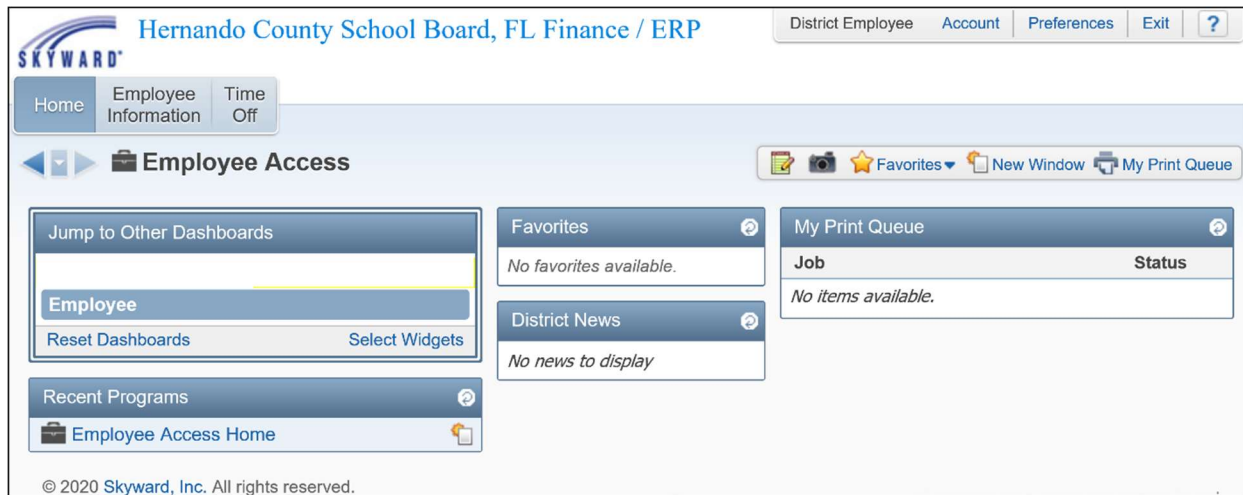
2. It is recommended to add this login page to your internet favorites for easier access to Employee Access in the future.



**Due to security reasons, you will be logged out of the Employee Access application when there is no activity after fifteen (15) minutes.**

## NAVIGATING EMPLOYEE ACCESS

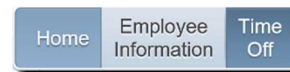
Once you have signed in, you will see a screen similar to the one below. If you use Skyward for other job responsibilities, you may see other tabs as well.



The most common Employee Access Portal contains three (3) parts: **Home, Employee Information** and **Time Off**.

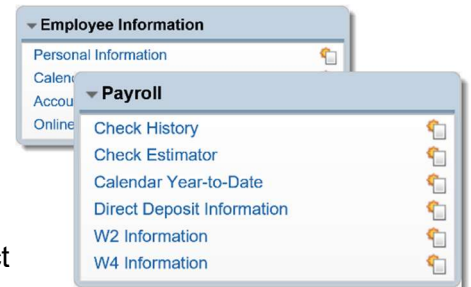
### Home Tab

Returns the User back to their Home Page Dashboard



### Employee Information Tab

1. **Employee Information** section includes:  
(Personal Information, Calendar, Account Payable Payments and Online Forms)
2. **Payroll** section includes:  
(Check History, Check Estimator, Calendar Year-to-Date, Direct Deposit, W2 and W4 Information).



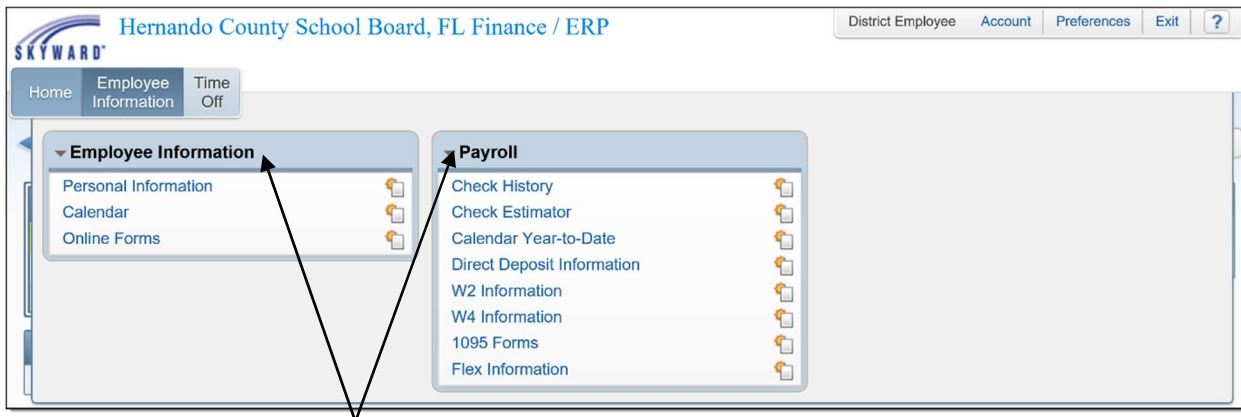
### Time Off Tab

1. Teachers, Instructional and School Based Staff: Time Off will show Allocated, Used and Remaining Sick Leave
2. Non-Exempt District Staff: Time off will show Allocated, Used and Remaining Sick Leave, Vacation Time and Comp Leave.
3. Administrators & Exempt Staff: Time off will show Allocated, Used and Remaining Sick Leave and Vacation Time.



## EMPLOYEE INFORMATION

When you click on the 'Employee Information' button, you will see the following screen:



You will see several options under 'Employee Information' and 'Payroll.' Please note there are several ways to obtain the same information. For example, if you select 'Personal Information', this option will also allow you to see payroll information as well.

### Employee Information

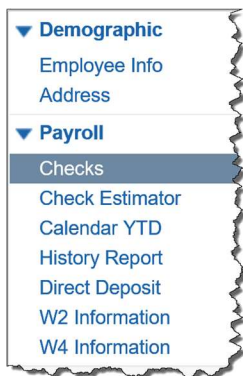
If you click on the 'Personal Information' option, you will see the following screen:

A screenshot of the "Personal Information" form in the Skyward application. The page title is "Personal Information". The left sidebar contains a navigation menu with "Demographic", "Employee Info", "Address", "Payroll", "Time Off Status", "AP Payments", and "Emergency Contacts". The main content area shows the "Employee Info" section for "EMPLOYEE DISTRICT". It includes a "View History" button and several input fields for personal information. The "Employee Information" section contains fields for Name, Former Name, Spouse Name, and Confirmation checkboxes. The "Phone" section contains fields for Phone 1, 2, and 3, including area codes, extensions, and PCat (Home Phone) and Type. The "Race and Ethnicity" section contains checkboxes for various ethnicities, with "5-White" selected. The "Demographic" section is partially visible on the left.

On this page, you can view:

**Demographic** – you can view your information that is currently recorded in Skyward, such as name, phone, race and ethnicity, and address (Important note: if you notice any inaccuracies, contact Human Resources)

**Payroll** – you can view payroll information, such as:



- **Checks** will list all your checks in descending order (current to last). To print a check, see “My Print Queue” instructions.
- **Check Estimator** will quickly estimate your tax deductions based on your W4.
- **Calendar YTD** will summarize your checks total Gross Wages and Net Amounts.
- **History Report** will display a report of check information for a specific date range
- **Direct Deposit** will show you which bank your check is being deposited to.
- **W2 Information** will list all your wages and tax information by year.
- **W4 Information** includes Tax State, Federal Marital Status, State Marital Status, Federal Allowances and State Allowances.

**Time Off Status** – View your current leave balances

**AP Payments** – View any AP payments made to you (e.g. travel reimbursements)

**Emergency Contacts** – View your emergency contacts

## Payroll

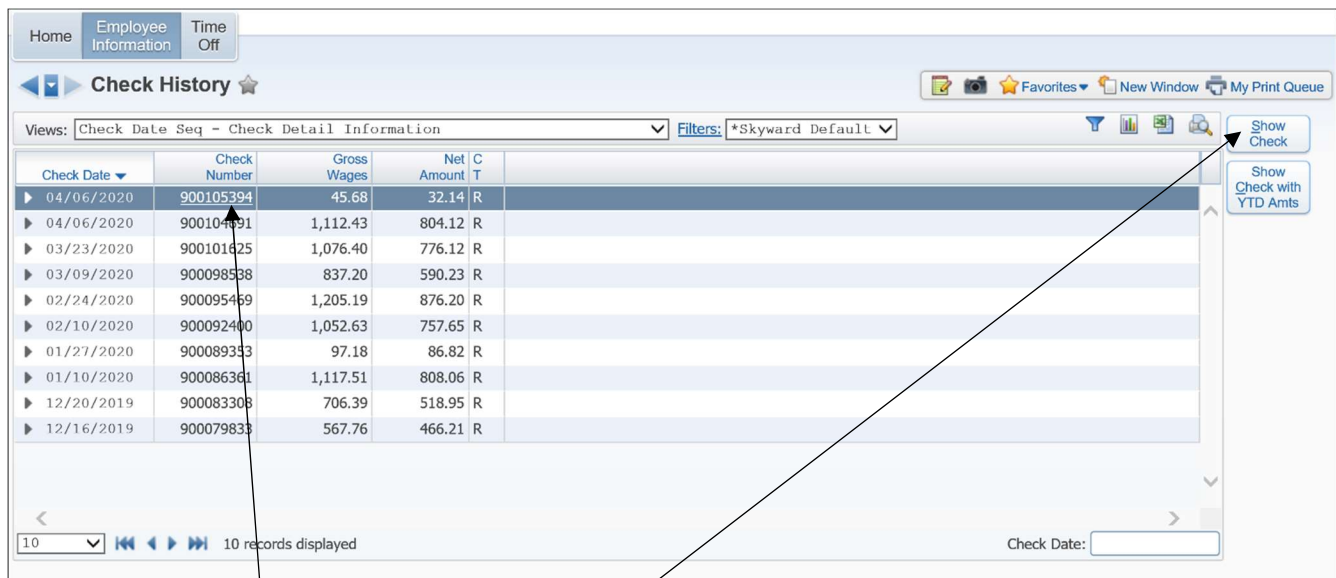
The Payroll section contains seven (7) sub menu selections.

1. **Check information** – this will allow you to view your checks and print them off as needed
2. **Check Estimator** - Use this process to calculate your net pay if you changed W4 information. This is for estimating only. Your W4 information is not changed with the Payroll Department. (Note: If you want to change your W4 information, a new form must be submitted to the Payroll Department. Contact payroll for assistance).
3. **Calendar YTD (Year to Date)** – View the totals of your pay checks for the calendar year (starting in January) by clicking the Show Calendar YTD Button. This view is a printable copy of your pay details for the calendar year.
4. **History Report** – View a report of check information for a specific date range.
5. **Direct Deposit Information** – View your direct deposit information. If you need to change your direct deposit information, you must submit the form to the Payroll Department. (Note: If you want to change your direct deposit information, a new form must be submitted to the Payroll Department; contact payroll for assistance. In addition, you must submit a voided check with this form).
6. **W2 Information** – View your W2 information by clicking the Show W2 Info Button. This is a printable copy of your W2 information.
7. **W4 Information** – View your W4 info by clicking the Show W4 Info Button. This is a printable copy of your W4 info. (Note: If you want to change your W4 information, a new form must be submitted to the Payroll Department; contact payroll for assistance).



## Check History

This area displays your historical pay records. The Check History browse displays your payroll checks beginning with the most recent.



| Check Date | Check Number | Gross Wages | Net Amount | C/T |
|------------|--------------|-------------|------------|-----|
| 04/06/2020 | 900105394    | 45.68       | 32.14      | R   |
| 04/06/2020 | 900104891    | 1,112.43    | 804.12     | R   |
| 03/23/2020 | 900101425    | 1,076.40    | 776.12     | R   |
| 03/09/2020 | 900098538    | 837.20      | 590.23     | R   |
| 02/24/2020 | 900095469    | 1,205.19    | 876.20     | R   |
| 02/10/2020 | 900092400    | 1,052.63    | 757.65     | R   |
| 01/27/2020 | 900089353    | 97.18       | 86.82      | R   |
| 01/10/2020 | 900086361    | 1,117.51    | 808.06     | R   |
| 12/20/2019 | 900083308    | 706.39      | 518.95     | R   |
| 12/16/2019 | 900079833    | 567.76      | 466.21     | R   |

Click the **Check Number** link or the **Show Check** button to open a separate window of Check Details.

**Check Number 900105394**

Check Information for DISTRICT EMPLOYEE

**Employer Information**  
 Name: **HERNANDO COUNTY SCHOOL BOARD**  
 Address: **919 N BROAD ST**  
**BROOKSVILLE, FL 34601**

**Employee Information**  
 Name: **DISTRICT EMPLOYEE**  
 Address: **919 BROAD ST**  
**SPRING HILL, FL 34608**

Print  
Back

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**Check Detail Information**  
 Check Date: **04/06/2020**    Gross Wages: **45.68**  
 Check Number: **900105394**    Net Amount: **32.14**  
 Check Type: **Regular**

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**Taxable Wage Information**

|                                     | Federal      | State        | FICA         | Medicare     |
|-------------------------------------|--------------|--------------|--------------|--------------|
| Gross Wages:                        | 45.68        | 45.68        | 45.68        | 45.68        |
| Minus Deductions that Decrease Tax: |              |              |              |              |
| Plus Taxable Benefits:              |              |              |              |              |
| <b>Taxable Gross Wages:</b>         | <b>45.68</b> | <b>45.68</b> | <b>45.68</b> | <b>45.68</b> |

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**Pays**

| Description                   | Rate  | Factor/Hours | Amount | Retire Hours | Period End |
|-------------------------------|-------|--------------|--------|--------------|------------|
| <a href="#">B SCH REC PMS</a> | 45.68 | 1.00         | 45.68  | 15.00        | 03/15/2020 |

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**Deductions**

| Description     | --Decrease Tax-- |     |        |
|-----------------|------------------|-----|--------|
|                 | Amount           | Fed | St F/M |
| FICA EMPLOYEE   | 2.83             |     |        |
| FWT @ 22%       | 10.05            |     |        |
| MEDICARE-EMPLOY | 0.66             |     |        |
| <b>Total:</b>   | <b>13.54</b>     |     |        |

**Benefits**

| Description     | ----Taxable---- |     |        |
|-----------------|-----------------|-----|--------|
|                 | Amount          | Fed | St F/M |
| FICA EMPLOYER   | 2.83            |     |        |
| MEDICARE-EMPLOY | 0.66            |     |        |
| WORKMAN COMPENS | 0.82            |     |        |
| <b>Total:</b>   | <b>4.31</b>     |     |        |

## Check Estimator

This area can be used to test the impact of changes to your payroll information.

Home    Employee Information    Time Off

**Check Estimator** ★

Check Estimator: Select Pays, Adjust Rates, and Factors for DISTRICT EMPLOYEE

\*\*\* Altering this information will only affect your estimated check. \*\*\*  
 \*\*\* It will not affect your actual check or W4 Information \*\*\*

Continue Check Estimator Process

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**Tax Information**

\* Tax State:     Federal Exemptions:     2020 or After W-4  
 \* Federal Marital Status:     \* State Exemptions:   
 \* State Marital Status:

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**System Maximums**

Ignore Pay Maximums    \* These options do not affect deductions and benefits linked to tables. i.e. FICA, Medicare  
 Ignore Deduction Maximums  
 Ignore Benefit Maximums

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**Process Options**

Print Employer/Employee Information  
 Print Employee Social Security Number

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**Select Pays**

| Select                              | Pay Description | Rate     | Factor/Hours |
|-------------------------------------|-----------------|----------|--------------|
| <input type="checkbox"/>            | 185 NON HRLY    | \$ 14.95 | 0            |
| <input type="checkbox"/>            | ADD DUTY TRANS  | \$ 13.35 | 0            |
| <input type="checkbox"/>            | ADD DUTY TRANS  | \$ 13.35 | 0            |
| <input checked="" type="checkbox"/> | B SCH REC PMS   | \$ 45.68 | 1            |
| <input type="checkbox"/>            | BUS OP FLD TRIP | \$ 14.95 | 0            |
| <input type="checkbox"/>            | BUS OP FT OT 15 | \$ 22.43 | 0            |
| <input type="checkbox"/>            | OT1.0           | \$ 14.95 | 0            |
| <input type="checkbox"/>            | OT1.5           | \$ 22.43 | 0            |

Asterisk (\*) denotes a required field

## Calendar Year-to-Date

This area displays your calendar-year-to-date payroll totals for the current or previous years.

| Year   | Gross Wages | Net Amount |
|--------|-------------|------------|
| ▶ 2020 | 6,544.22    | 4,731.34   |
| ▶ 2019 | 18,264.35   | 13,713.61  |
| ▶ 2018 | 8,576.54    | 6,654.56   |

Under the **Views** drop down you can change what information to display in the browse.

### Calendar YTD with Taxable Wage Information:

| Year   | Gross Wages | Federal Wages | State Wages | FICA Wages | Medicare Wages | Net Amount |
|--------|-------------|---------------|-------------|------------|----------------|------------|
| ▶ 2020 | 6,544.22    | 5,676.77      | 6,544.22    | 5,871.74   | 5,871.74       | 4,731.34   |
| ▶ 2019 | 18,264.35   | 16,309.85     | 18,264.35   | 16,857.78  | 16,857.78      | 13,713.61  |
| ▶ 2018 | 8,576.54    | 8,033.01      | 8,576.54    | 8,280.42   | 8,280.42       | 6,654.56   |

You can use **Expand Options** to display calendar YTD details or you can click **Show Calendar YTD**.

### Calendar YTD Details

**Calendar YTD Information for 2020 for DISTRICT EMPLOYEE**

**Employee Information**  
 Name: HERNANDO COUNTY SCHOOL BOARD  
 Address: 919 N BROAD ST, BROOKSVILLE, FL 34601

**Employee Information**  
 Name: DISTRICT EMPLOYEE  
 Address: 919 BROAD ST, SPRING HILL, FL 34608

**Taxable Wage Information**

|                                     | Federal         | State           | FICA            | Medicare        |
|-------------------------------------|-----------------|-----------------|-----------------|-----------------|
| Gross Wages:                        | 6,544.22        | 6,544.22        | 6,544.22        | 6,544.22        |
| Minus Deductions that Decrease Tax: | 867.45          | 0.00            | 672.48          | 672.48          |
| Plus Taxable Benefits:              | 0.00            | 0.00            | 0.00            | 0.00            |
| <b>Taxable Gross Wages:</b>         | <b>5,676.77</b> | <b>6,544.22</b> | <b>5,871.74</b> | <b>5,871.74</b> |

**Pays**

| Description         | Amount          |
|---------------------|-----------------|
| 185 NON HRLY        | 6,173.01        |
| B SCH REC PMS       | 45.88           |
| BUS OF PLD TRIP     | 161.79          |
| BUS OF FT OT 15     | 134.55          |
| OT1.5               | 9.19            |
| <b>Gross Wages:</b> | <b>6,544.22</b> |
| Minus Deductions:   | 1,812.88        |
| <b>Net Amount:</b>  | <b>4,731.34</b> |

**Deductions**

| Description      | Amount          | Fed | St | FIM |
|------------------|-----------------|-----|----|-----|
| DENT COPAY EM20  | 62.94           | Y   |    | Y   |
| FED INCOME TAX   | 486.19          |     |    |     |
| FICA EMPLOYEE    | 364.05          |     |    |     |
| FRS HA - 3%      | 194.87          | Y   |    |     |
| FWT @ 22%        | 10.05           |     |    |     |
| HMO 60 S 20      | 587.16          | Y   |    | Y   |
| HUMANIA VIS S 20 | 22.38           | Y   |    | Y   |
| MEDICARE-EMPLOY  | 85.14           |     |    |     |
| <b>Total:</b>    | <b>1,812.88</b> |     |    |     |

**Benefits**

| Description      | Amount          | Fed | St | FIM |
|------------------|-----------------|-----|----|-----|
| \$10,000GRPLIFE2 | 8.28            |     |    |     |
| FICA EMPLOYER    | 364.05          |     |    |     |
| FRS HA           | 550.42          |     |    |     |
| HMO 60 SH 20     | 1,982.54        |     |    |     |
| HMO MLR 20       | 77.40           |     |    |     |
| MEDICARE-EMPLOY  | 85.14           |     |    |     |
| WORKMAN COMPENS  | 117.80          |     |    |     |
| <b>Total:</b>    | <b>3,180.73</b> |     |    |     |



## Direct Deposit Information

This area displays a list of your direct deposit accounts. Use this area to verify your direct deposit information.

| Type | Code | Description | Account Type | Bank                   | Bank Account         | Routing Number |
|------|------|-------------|--------------|------------------------|----------------------|----------------|
| Net  |      | Net         | Checking     | SUNTRUST BANK *NOW 201 | 1000XXXXXXXXXXXXXXXX | 061000104      |

## W2 Information

This area displays your W2 tax information

| Year | Form | Date Created        | Federal Wages | Federal Tax | Social Security Wages | Social Security Tax | Medicare Wages | Medicare Tax | State Wages | State Taxes |
|------|------|---------------------|---------------|-------------|-----------------------|---------------------|----------------|--------------|-------------|-------------|
| 2019 | W-2  | 01/17/2020 11:54 am | 16,309.85     | 1,306.58    | 16,857.78             | 1,045.20            | 16,857.78      | 244.46       | FL          |             |

**Wage and Tax Amounts**

|                                  |                               |
|----------------------------------|-------------------------------|
| Federal Wages: 16,309.85         | Federal Tax: 1,306.58         |
| Social Security Wages: 16,857.78 | Social Security Tax: 1,045.20 |
| Medicare Wages: 16,857.78        | Medicare Tax: 244.46          |
| State Wages 1(FL):               | State Tax 1(FL):              |
| State Wages 2( ):                | State Tax 2( ):               |

To view the statement, highlight the W2 you wish to view and click **View W2 Form**.

The shows how the amounts on the actual W2 were calculated

### W-2 Information

2019 W-2 Information Statement for DISTRICT EMPLOYEE

Payrolls through 12/31/2019

This statement is intended to explain how the amounts on your W-2 form are calculated

**General Tax Information**

DISTRICT EMPLOYEE  
10532 PARKSIDE COURT  
SPRING HILL, FL 34608-0000

Federal Filing Status: 00 - S  
State Filing Status FL: 00 - S  
Advanced EIC Payments: No

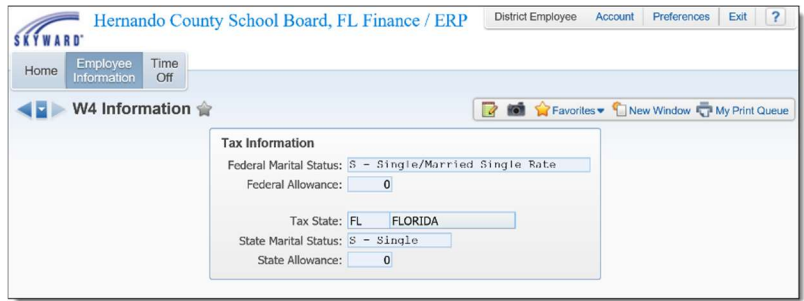
| Pay and Tax Amounts            |                   | Other Deferred  |          |
|--------------------------------|-------------------|-----------------|----------|
| <b>Gross Earnings</b>          | 18,264.35         | HMO 60 S 20     | 1,136.39 |
| - Retirement                   | 547.93            | DENT COPAY EM20 | 199.31   |
| - Flex Benefit Plan            | 0.00              | HUMANA VIS S 20 | 70.87    |
| - Other                        | 0.00              |                 |          |
| - Deferred 401(k)              | 0.00 (Box 12/D)   |                 |          |
| - Deferred 403(b)              | 0.00 (Box 12/E)   |                 |          |
| - Deferred 408(k)(6)           | 0.00 (Box 12/F)   |                 |          |
| - Deferred 457(b)              | 0.00 (Box 12/G)   |                 |          |
| - Deferred 501(c)(18)(D)       | 0.00 (Box 12/H)   |                 |          |
| - Emp Business Expenses        | 0.00 (Box 12/L)   |                 |          |
| - Health Savings Acct (HSA)    | 0.00 (Box 12/W)   |                 |          |
| - Inc Qual Eqty Grnt S83 (i)   | 0.00 (Box 12/GG)  |                 |          |
| - AD S83(i) Elct Close Cal Yr  | 0.00 (Box 12/HH)  |                 |          |
| - Other Deferred               | 1,406.57          |                 |          |
| + Excess Life Insurance        | 0.00 (Box 12/C)   |                 |          |
| + Empr-provided Adopt Expenses | 0.00 (Box 12/T)   |                 |          |
| + Taxable Benefits             | 0.00              |                 |          |
| = Taxable Gross Wages          | 16,309.85 (Box 1) |                 |          |

**From Taxable Wages to Net Pay**

|                             |                  |
|-----------------------------|------------------|
| - Federal Tax               | 1,306.58 (Box 2) |
| + EIC                       | 0.00 (Box 9)     |
| + Reimburse/Reclass Deds    | 0.00             |
| + Reimburse/Non Tax Travels | 0.00             |
| - Social Security Tax       | 1,045.20 (Box 4) |
| - Medicare Tax              | 244.46 (Box 6)   |
| - State Tax                 | 0.00 (Box 17)    |
| - Voluntary Deductions      | 0.00             |
| - Excessive Life Insurance  | 0.00 (Box 12/C)  |
| - Taxable Benefits          | 0.00             |
| = Net Pay                   | 13,713.61        |

## W4 Information

This area displays the W4 information on file with the Payroll department. Use this area to verify the W4 information.



The screenshot shows the SKYWARD web application interface for the Hernando County School Board, FL Finance / ERP. The page title is "W4 Information". The main content area displays the following tax information:

| Tax Information         |                                |
|-------------------------|--------------------------------|
| Federal Marital Status: | S - Single/Married Single Rate |
| Federal Allowance:      | 0                              |
| Tax State:              | FL FLORIDA                     |
| State Marital Status:   | S - Single                     |
| State Allowance:        | 0                              |

# TIME OFF

When you click on the 'Time Off' button (the second button option in Employee Access), you will see the following screen:



**My Status** – this option will allow you to view your leave balances

- The total amount of leave you have earned as an employee (lifetime)
- The total amount of leave you have used as an employee (lifetime)
- The total amount of leave remaining that has not been taken.
- Leave approved, but not yet taken.
- The amount of leave available for use.

**My Time Off Status**

Views: General | Filters: \*Skyward Default

| Time Off Code         | Prior Year Remaining | Allocated | Used    | Remaining | Approved | Waiting | Available |
|-----------------------|----------------------|-----------|---------|-----------|----------|---------|-----------|
| ▶ BEREAVEMENT LEAVE   |                      | 7h 45m    | 15h 30m | -7h 45m   |          |         | -7h 45m   |
| ▶ COMP TIME           |                      |           |         | 0h 00m    |          |         | 0h 00m    |
| ▶ JURY DUTY           |                      |           | 7h 45m  | -7h 45m   |          |         | -7h 45m   |
| ▶ OTHER-MISC/NON LEA  |                      |           |         | 0h 00m    |          |         | 0h 00m    |
| ▼ SICK LEAVE EARND AF |                      | 446h 45m  | 87h 45m | 359h 00m  |          |         | 359h 00m  |

▼ **Current Year (Includes all dates)**

▼ **Pending Requests**  
There are no Pending Requests available.

▼ **Time Off Transactions (up to today's date)** [Print Time Off Transactions](#)

| Date           | Description/Reason        | Allocated | Used   | Remaining | Unpaid |
|----------------|---------------------------|-----------|--------|-----------|--------|
| 02/18/2020 Tue | PERSONAL CHA / PERSONAL C |           | 7h 45m | 359h 00m  |        |
| 01/31/2020 Fri | MONTHLY ALLO / MONTHLY AL | 7h 45m    |        | 366h 45m  |        |
| 01/28/2020 Tue | PERSONAL CHARGED TO SICK  |           | 3h 45m | 359h 00m  |        |
| 12/31/2019 Tue | MONTHLY ALLO / MONTHLY AL | 7h 45m    |        | 362h 45m  |        |
| 11/30/2019 Sat | MONTHLY ALLO / MONTHLY AL | 7h 45m    |        | 355h 00m  |        |
| 11/18/2019 Mon | SICK LEAVE / SICK LEAVE   |           | 7h 45m | 347h 15m  |        |
| 11/04/2019 Mon | PERSONAL CHARGED TO SICK  |           | 1h 30m | 355h 00m  |        |
| 10/31/2019 Thu | MONTHLY ALLO / MONTHLY AL | 7h 45m    |        | 356h 30m  |        |
| 10/14/2019 Mon | PERSONAL CHA / PERSONAL C |           | 7h 45m | 348h 45m  |        |
| 10/10/2019 Thu | PERSONAL CHARGED TO SICK  |           | 7h 45m | 356h 30m  |        |

[More Time Off Transactions](#)

▶ TEMPORARY DUTY      7h 45m      -7h 45m      -7h 45m