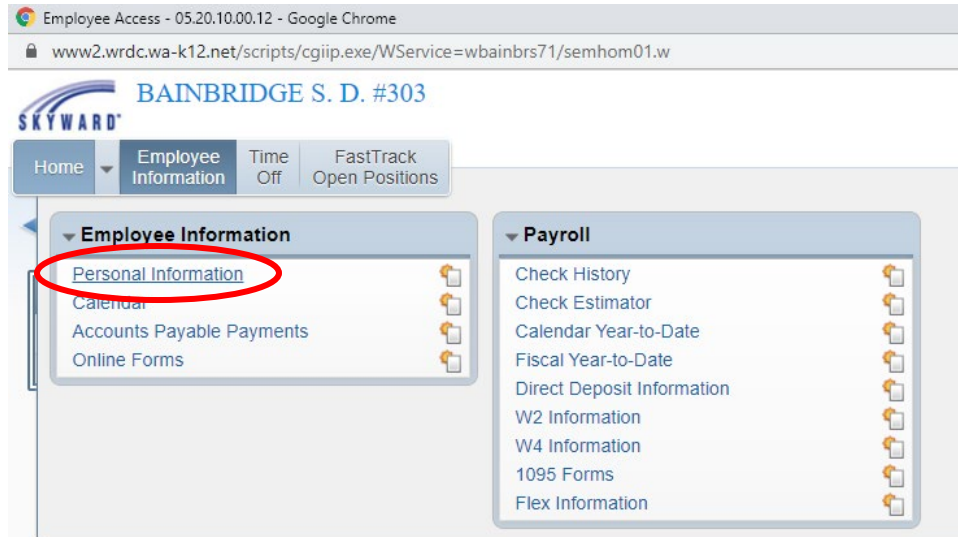## Viewing Your Salary Information – Certificated Employees
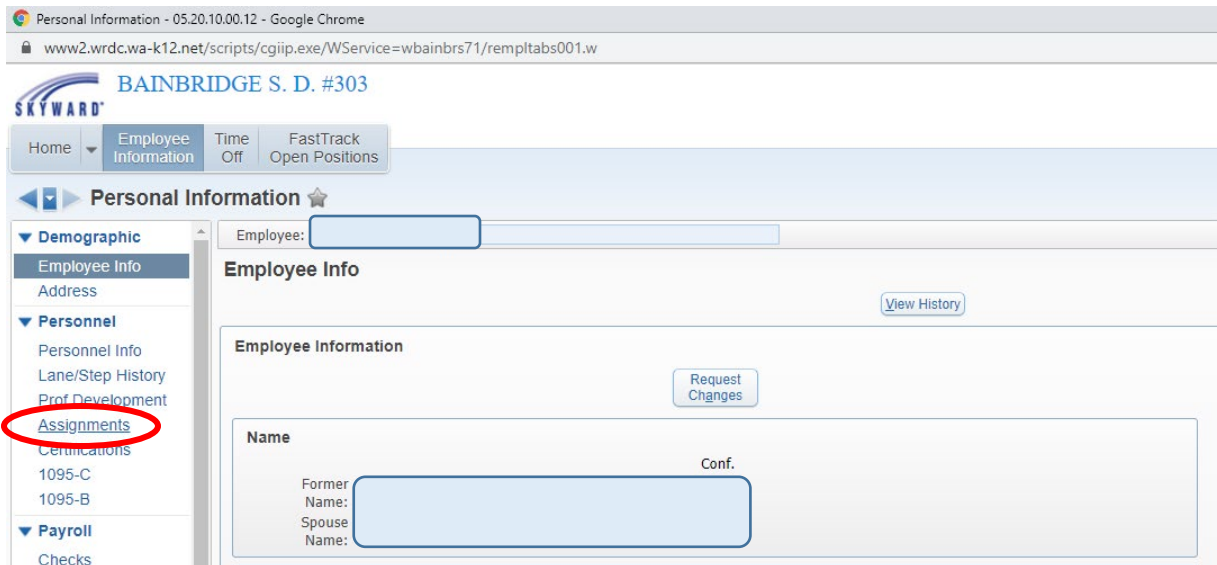
Where Can I Find My Salary Information?

Your salary information can be found in Skyward's Employee Access.

(1) Navigate to Employee Information → Personal Information

(2) From the menu on the left-hand side of the screen, select "Assignments"

(3) Select the school year you wish to view:

In this example, this certificated teacher has four different "contracts" that make up their total assignment.

You can scroll to the right to view the assignment information in summary form. Or, you can select the little carrot next to each position for additional details.

(4) To view your placement on the salary scale, select the carrot next to "Salary Information"

In this example, this employee has been placed on the MA+45, Step 3 of the salary matrix.

(5) To view your hourly rate, expand the "Payroll Information" section on the assignment associated with "Base" pay. Note: your hourly rate is rounded to the nearest penny.

Your monthly pay is prorated over the school year:

- Annual salary/12 = monthly gross pay*

*Mid-year hires and individuals experiencing an assignment change part way through the academic year will have their salary spread over the remaining months of the school year. So, for example, if an individual begins work in February, they will have their calculated salary for the year spread over the remaining 7 months of the fiscal year (February-August).

LET'S LOOK AT AN EXAMPLE!

- If Employee A is a certificated individual, they will be set up with four contracts:
    - One part of their assignment is set up to pay their base salary
    - One part of their assignment is set up to pay the enrichment stipend
    - One part of their assignment is set up to pay for the "State PD days"*
    - One part of their assignment is set up to pay for the "August days"*

  *Note: The "State PD" and "August days" contracts are only applicable to those individuals who are employed at the beginning of the year and work those days. Mid-year hires and those not in attendance will not be issued those contracts.

To view how this is setup in Skyward, expand the "Salary Information" associated with each part of the assignment.

Annual salary is listed here.

Pay Code: how it wll appear on your pay stub

Dates the contract will be paid

If an employee has additional assignments, they will have additional contracts issued accordingly. Additional contracts may be issued for:

- Coaching Stipends
- Grade Level Rep Stipends
- Department Chair Stipends
- Club Advisor Stipends
- Additonal FTE