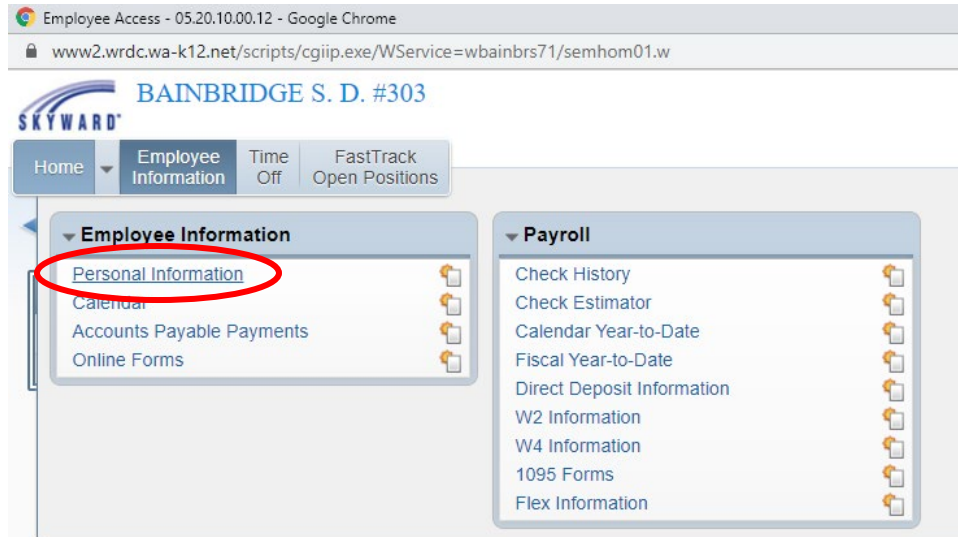


## Viewing Your Salary Information – Certificated Employees

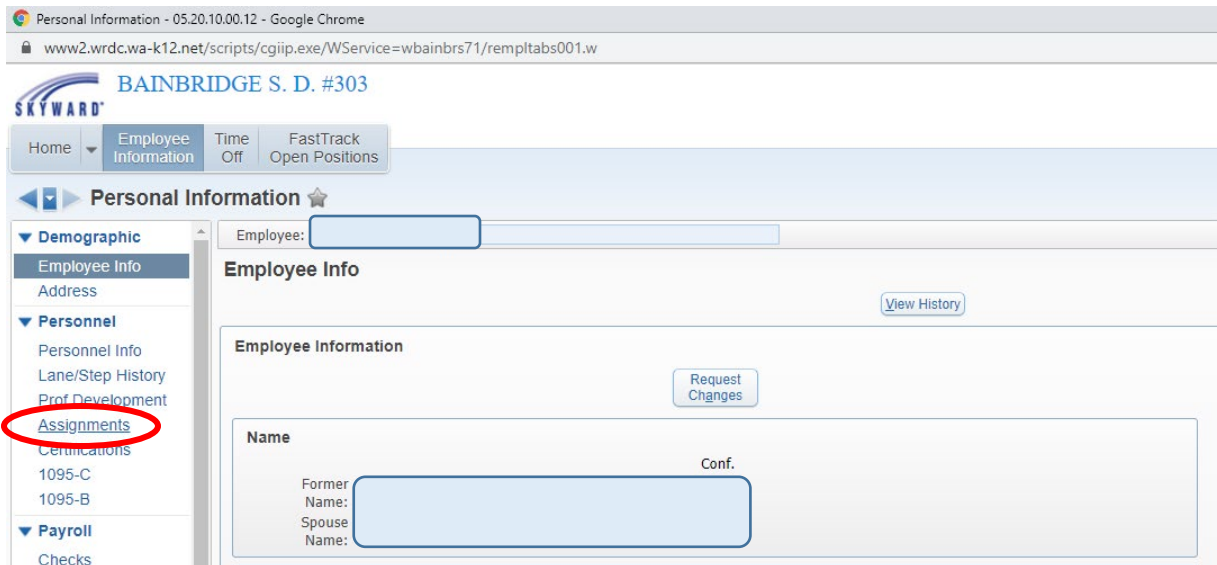
### Where Can I Find My Salary Information?

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:

The screenshot shows the 'Employee Assignments' interface. At the top, there is an 'Employee' field. Below it, the 'Assignments' section is visible. Under 'Assignment Information', the 'Assignment Year' is set to '2020-2021' and is highlighted with a red circle. Below this, there are 'Views' and 'Filters' options. A table lists assignments with columns for Position, Assignment, and Group.

Position	Assignment	Group
▶ Certificated	Teacher	August Days
▶ Certificated	Teacher	Base
▶ Certificated	Teacher	Enrichment Stipend
▶ Certificated	Teacher	State PD

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”

The screenshot shows the 'Assignment Information' page for the year 2020-2021. The 'Salary Information' section is expanded, and the 'Placement Tracker' is highlighted with a red circle, showing 'Lane:MA Step:3 Credits:45'. Other sections like Position Information, Assignment Information, and Term Information are also visible.

Placement Tracker: Lane:MA Step:3 Credits:45

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.

The screenshot shows a web interface for 'Assignments'. At the top, there's a section for 'Assignment Information' with a dropdown for 'Assignment Year' set to '2020-2021'. Below that, there are 'Views' and 'Filters' dropdowns. The main content area is divided into 'Position' and 'Assignment' tabs. Under the 'Assignment' tab, there are several expandable sections: 'Position Information', 'Assignment Information', 'Term Information', 'Salary Information', and 'Payroll Information'. The 'Payroll Information' section is expanded, showing a table of fields. The 'Hourly Rate' field is circled in red.

Pay Code:		Frequency:	
Supervisor:		Contract Signed:	
Pay Start:		Pay Stop:	
Contract:		% Per Pay Period:	
Daily Rate:		Hourly Rate:	
Hours Per Year:		Minutes Per Year:	

Your monthly pay is prorated over the school year:

- $\text{Annual salary} / 12 = \text{monthly gross pay}^*$

\*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.

The screenshot shows the 'Assignments' page in Skyward. At the top, there's a section for 'Assignment Information' with a dropdown for 'Assignment Year' set to '2020-2021'. Below that are 'Views' and 'Filters' options. The main content area has a table with columns for 'Position', 'Assignment', and 'Group'. Underneath, there are expandable sections: 'Assignment Information', 'Term Information', 'Salary Information' (circled in red), and 'Payroll Information'. The 'Salary Information' section contains several fields: 'Calc Method:', 'Matrix:', 'Placement:', 'Matrix Type:', 'Base Matrix:', and 'Placement Tracker:'. Below these is a table with columns 'Pay Code', 'Per Diem Contract', and 'Calculated Contract'. The 'Calculated Contract' column has a value, and a red arrow points from the text 'Annual salary is listed here.' to this value.

Annual salary is listed here.

Position ▲ Assignment

► Assignment Information

► Term Information

► Salary Information

▼ Payroll Information

Pay Code:	Frequency:
Supervisor:	Contract Signed:
Pay Start:	Pay Stop:
Contract:	% Per Pay Period:
Daily Rate:	Hourly Rate:
Hours Per Year:	Minutes Per Year:

► Payroll Account Distribution

Pay Code: how it will 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