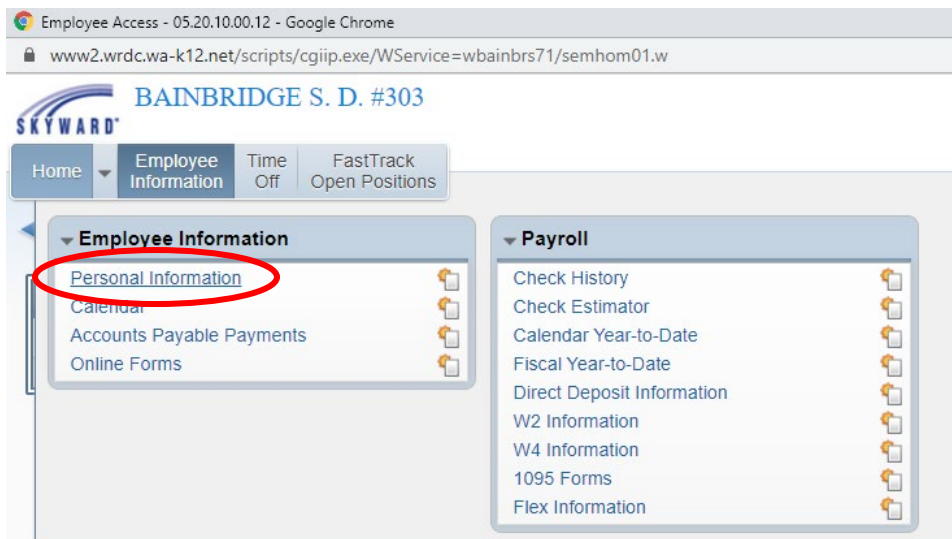# Viewing Your Salary Information
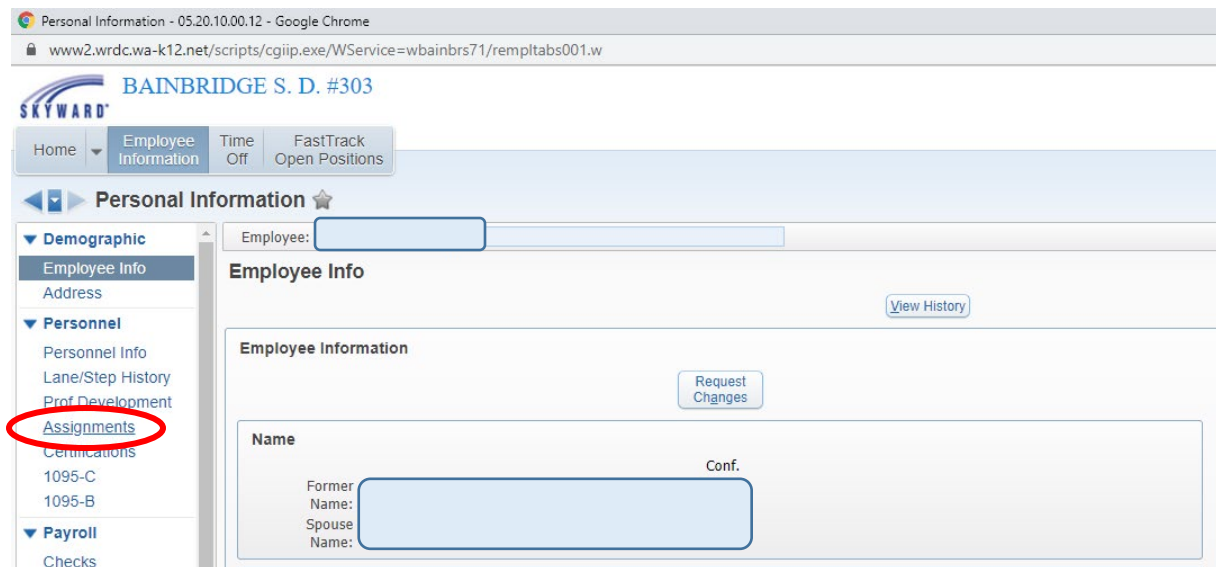
Where Can I Find My Salary Information?

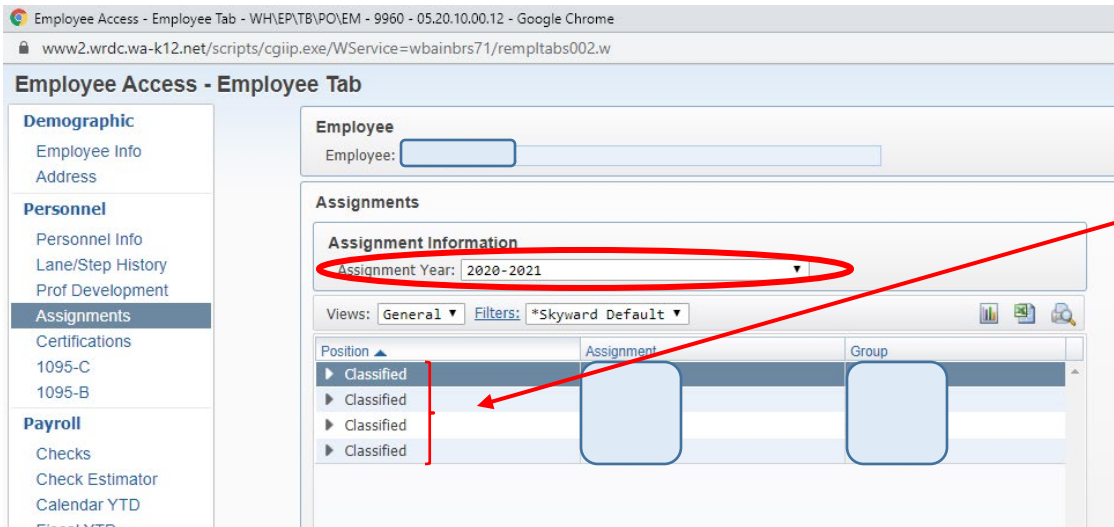Your salary information can be found in Skyward's Employee Access.

(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 classified employee has four different "contracts" that make up their total assignment for the year.

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"
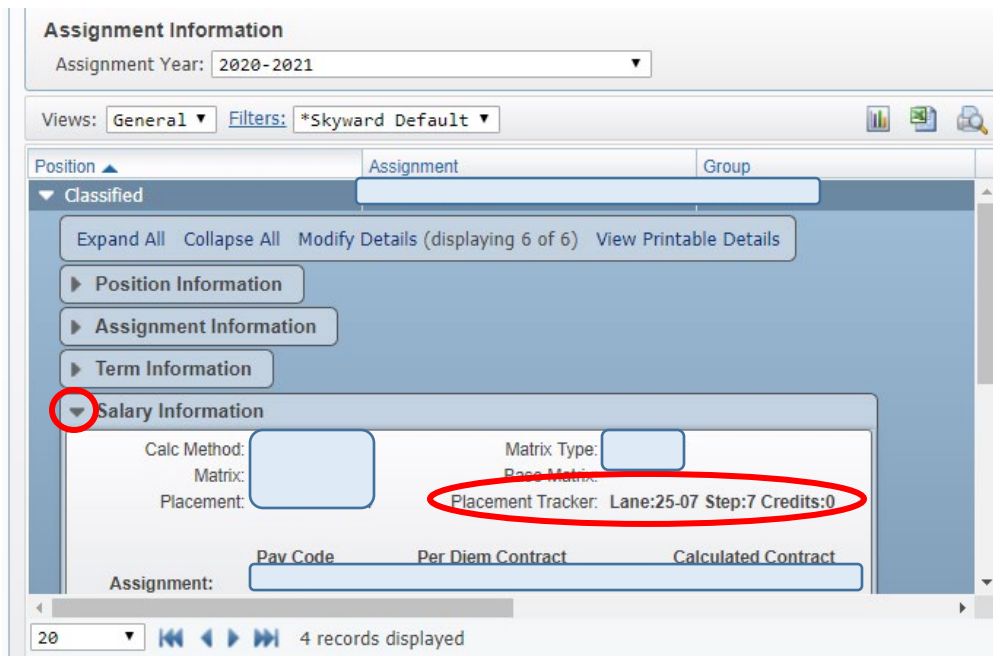
In this example, this employee is a classified employee that has been placed on Lane 25-07, step 7 of the salary matrix

(5) To view your hourly rate, expand the "Payroll Information" section

The basic formula for the calculation of your annual salary is:

- <u># of scheduled work days</u> **X** <u># of scheduled hours/day</u> **X** <u>hourly rate</u> = annual salary

Related to that, your monthly pay is calculated by prorating it 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 annual salary spread over 7 months (February-August).

LET'S LOOK AT AN EXAMPLE!

Because some employees do not work the same # of hours every day of the week, their assignment is broken down into several "contracts."

For example:

- If Employee A is scheduled to work 4.5 hours on Mondays, and 6 hours Tuesday-Friday:
  - One part of their assignment is set up to pay for the hours they work on Mondays (4.5 hours/day)
  - One part of their assignment is set up to pay for the hours they work on Tuesday-Friday (6 hours/day)
  - One part of their assignment is set up to pay for the paid holidays (5.7 hours/day; based on overall average hours per day)
  - One part of their assignment is set up to pay for the last day of school, which is a half-day (3 hours/day)

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

Under "Term Information," you can find the following information:

- Calendar: In this example, this assignment is for an employee who works the same number of hours on Tuesday-Friday at either an elementary school or Sakai.
- Work Days: In this example, the employee is scheduled to work from 9/2/2020 to 6/15/2021 and there are a total of 140 work days within that timeframe, based on the district calendar
- Hours Per Day: 6 hours per day
  - Note: 6 hours X 140 days = 840 total hours for the year

Similarly, this employee also has part of their assignment set up for their Monday hours.

- Calendar: In this example, this part of the assignment is for an employee who works a different number of hours on Mondays.
- Work Days: In this example, the employee's first Monday worked of the year is 9/14/2020 and the last scheduled Monday is 6/14/2021. In that timeframe, there are a total of 34 Mondays worked, based on the district calendar.
- Hours Per Day: 4 hours, 30 minutes (4.5) hours per day
  - Note: 4.5 hours X 34 days = 153 total hours for the year

In this example, this part of the assignment will show as "BASE PAY" on the employee's paystub.

The total contract amount for this part of the assignment is listed here.

The timeframe this contract will be paid over

To calculate the annual salary, simply add together the contract amounts for all parts of the assignment.

If an individual is working anything different than their regularly scheduled hours (i.e., what the contracts are automatically set to pay), a classified timesheet should be filled out to report the difference to payroll.

Common reasons to fill out a timesheet:

- Out sick
- Out for personal reasons
- Out for vacation (applicable only to employees who work 260 days/year)
- Worked additional hours
- Substituted for another employee

If you have any questions about your pay, please contact the Payroll Office!