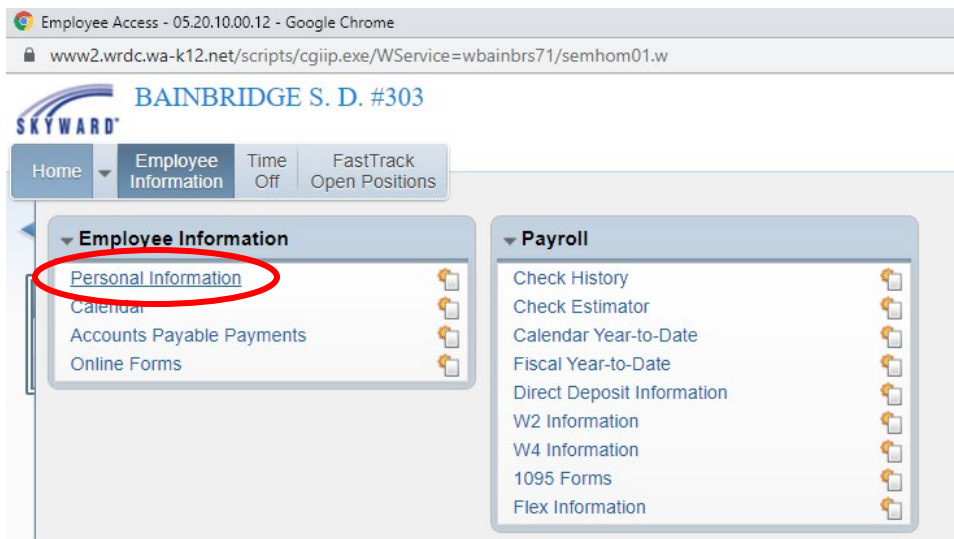


Viewing Your Salary Information

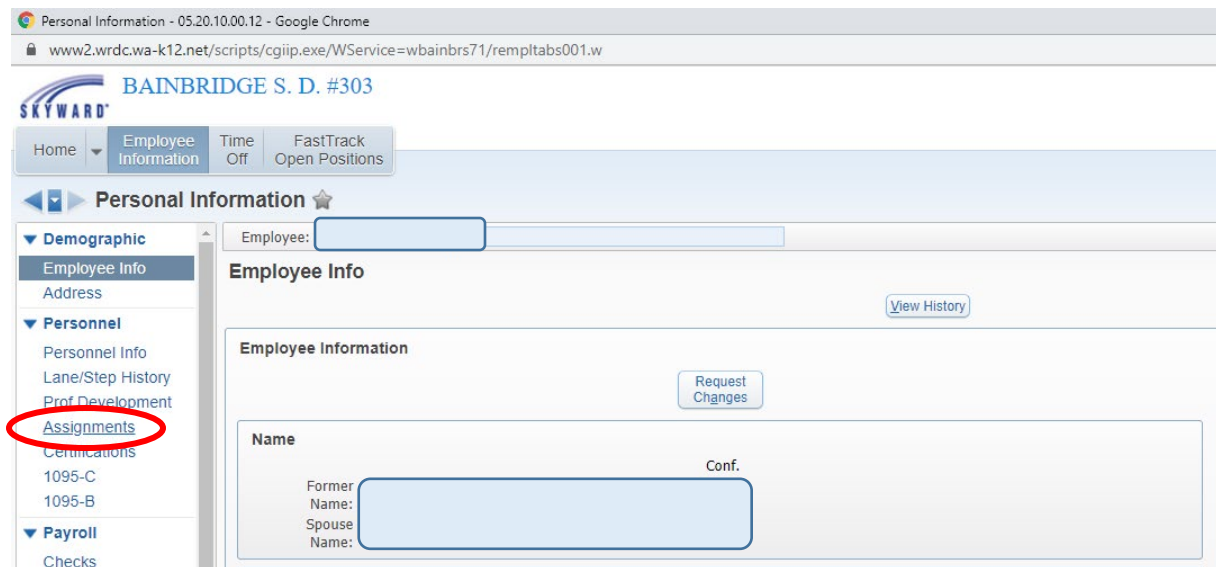
Where Can I Find My Salary Information?

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:

Employee Access - Employee Tab

Demographic
Employee Info
Address

Personnel
Personnel Info
Lane/Step History
Prof Development

Assignments
Certifications
1095-C
1095-B

Payroll

Employee
Employee:

Assignments
Assignment Information
Assignment Year: 2020-2021

Views: General Filters: *Skyward Default

Position	Assignment	Group
▶ Classified	Bus Driver	<input type="text"/>
▶ Classified	Bus Driver	<input type="text"/>

In this example, this bus driver has two different “contracts” that make up their total assignment for the year. Often, for bus drivers, each bid is set up as a separate contract

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”

Assignment Information
Assignment Year: 2020-2021

Views: General Filters: *Skyward Default

Position	Assignment	Group
▼ Classified	<input type="text"/>	<input type="text"/>

Expand All Collapse All Modify Details (displaying 6 of 6) View Printable Details

▶ Position Information

▶ Assignment Information

▶ Term Information

▼ Salary Information

Calc Method: Matrix Type:
Matrix: Base Matrix:
Placement: Placement Tracker:

Assignment:

Pay Code Per Diem Contract Calculated Contract

20 4 records displayed

Information about the lane and step placement can be seen under “placement tracker”

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

The screenshot shows a web interface for 'Assignment Information'. At the top, there is a dropdown for 'Assignment Year' set to '2020-2021'. Below that, there are 'Views' and 'Filters' dropdowns. The main content area has two tabs: 'Position' and 'Assignment'. Under the 'Assignment' tab, there are several expandable sections: 'Term Information', 'Salary Information', 'Payroll Information', and 'Payroll Account Distribution'. The 'Payroll Information' section is expanded, revealing a table of fields. The 'Hourly Rate' field is highlighted with a red circle.

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

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

- $\text{\# of scheduled work days} \times \text{\# of scheduled hours/day} \times \text{hourly rate} = \text{annual salary}$

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

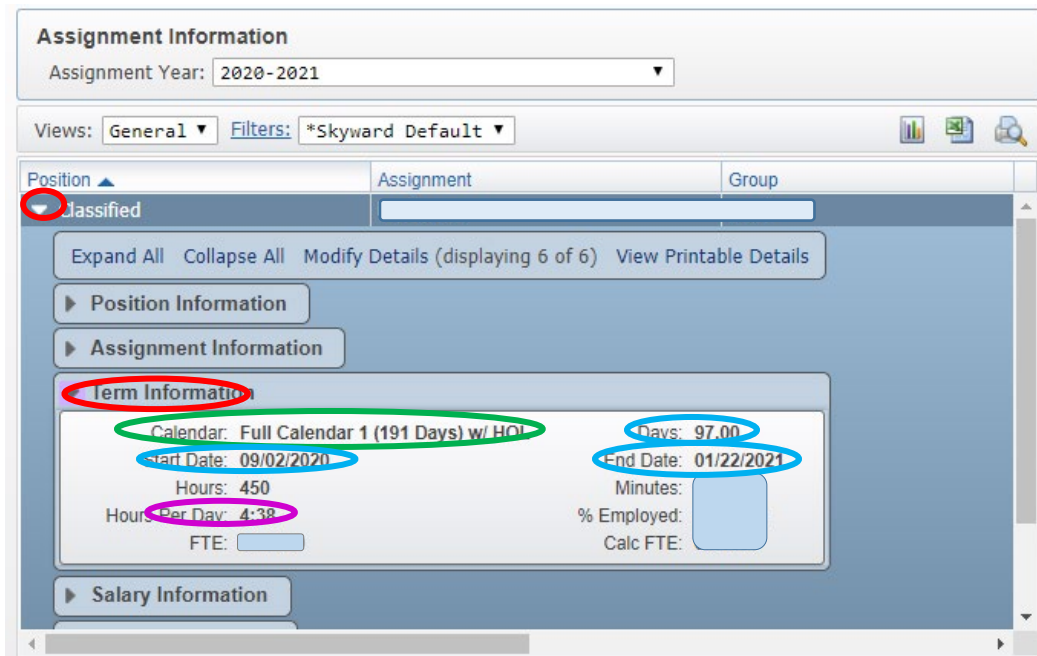
LET'S LOOK AT AN EXAMPLE!

Because transportation employees have multiple bids during the year, each bid is set-up as a separate "assignment."

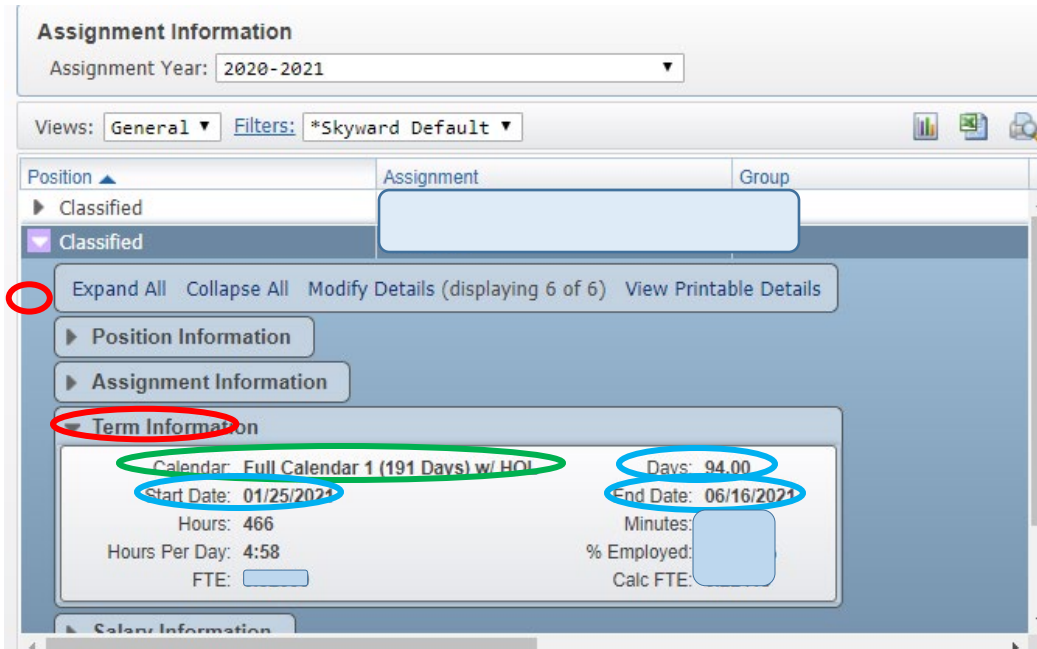
For example:

- Employee A starts the year with a route package for 4.64 hours/day (4 hours, 38 minutes) and then during the annual re-bid has a route package of 4.96 hours/day (4 hours, 58 minutes).

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



This is for the first bid, which was for work from 9/2/2020 until 1/22/2021.



This is for the second bid, which was for work from 1/25/2021 through 6/16/2021

Under “Term Information,” you can find the following information:

- **Calendar:** In this example, this assignment is for an employee who is paid for 191 each school year (including holidays)
- **Work Dates:** In this example, bid #1 was for 9/2/2020 to 1/22/2021 (97 paid days) and bid #2 was for 1/25/2021 to 6/16/2021 (94 paid days), for a total of 191 days in the year (97 + 94 = 191), and is based on the district work calendar
- **Hours Per Day:** 4.64 for bid #1 (equal to 4 hours, 38 minutes) and 4.96 for bid #2 (equal to 4 hours, 58 minutes)

How will this show up on my pay stub?

The screenshot displays a software interface for managing assignments. At the top, there is a section for "Assignment Information" with a dropdown menu for "Assignment Year" set to "2020-2021". Below this, there are tabs for "Position" and "Assignment". The "Assignment" tab is active, showing a list of assignment details. The "Payroll Information" section is expanded, showing the following details: Pay Code: BASE PAY, Frequency: M, Supervisor: [blank], Contract Signed: [blank], Pay Start: 09/01/2020, Pay Stop: 08/31/2021, Contract: [blank], % Per Pay Period: [blank], Daily Rate: [blank], Hourly Rate: [blank], Hours Per Year: [blank], and Minutes Per Year: [blank]. The interface also includes a "Payroll Account Distribution" section and a pagination bar at the bottom showing "4 records displayed".

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, add together the contract amounts for all bids.

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

Common reasons to fill out a timesheet:

- Out sick
- Out for personal reasons
- Worked additional hours
- Substituted for another employee
- Trips

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