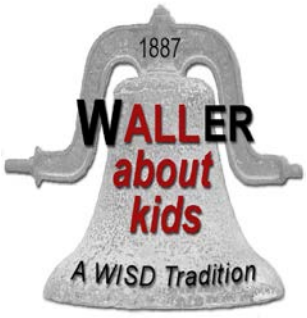
Employee Access User Guide



Waller Independent School District

Revised 8/1/2012

Table of Contents

Introduction 1

Getting Started 1

Changing Your Initial Password 2

Navigating Employee Access 2

EMPLOYEE INFORMATION 3

General Information 3

Report Options (to include viewing pay / personal info) 3-4

TIME OFF 5

Requesting Time Off 5

Needing a Substitute for an Absence 6

TRUE TIME (for use by non-exempt employees only) 7

Clocking In / Out 7

Submitting Timesheets 8-10

COMP Time 10

Contact Information for Assistance 11

INTRODUCTION

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

1. Allows employees to monitor their district records regarding employee contact information, monthly and yearly pay documentation, federal withholding information and leave status through Employee Information
2. Allows employees to request absences through Time Off
3. Allows non-exempt employees to clock in / out through True Time

Access to the web site is through a district provided username and password. Access can be obtained from either district computers or from home using a link on the www.wallerisd.net web site.

GETTING STARTED

To access Skyward Employee Access you will need a username and password. These are provided by Waller ISD Human Resources. If you have forgotten or lost your username and password, please contact Human Resources to obtain a replacement. If you have a district email account you also obtain your login information using the self-help feature on the sign-in web page.

CONNECT AT WORK / HOME. Go to the District Internet Site, http://www.wallerisd.net and select the tab labeled STAFF RESOURCES (at the top of the page). Next click the 'Skyward Finance' Button on the resources page.

Next you will need to log into the site.

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

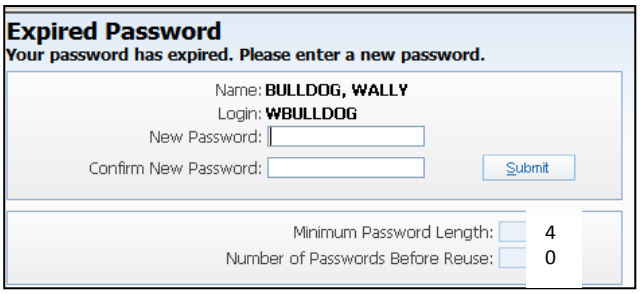
   Note: If you do not remember your Login ID and / or Password, click on 'Forgot your Login/Password?' and follow the instructions.

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 five minutes.

CHANGING YOUR INITIAL PASSWORD

Be sure to change your password! When you first log in you will be asked to change your password. Please use a password that is unique. If people can guess your password, they can view your salary information.



1. Type in your new password, confirm the new password and click the Submit button.

2. You will see a message confirming your account has been successfully updated…click 'OK'

NAVIGATING EMPLOYEE ACCESS

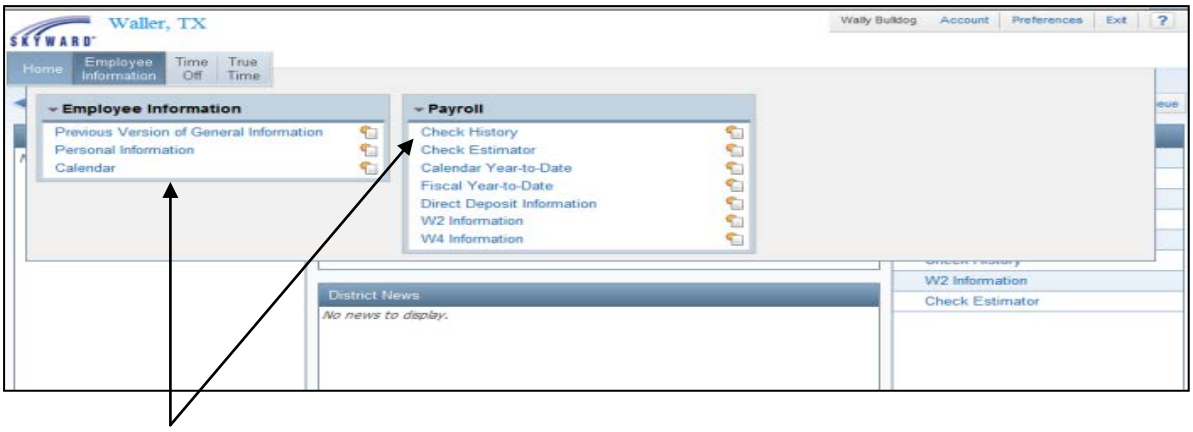
Once you have signed in, you will see a screen similar to the one below. If you use Skyward for other job responsiblities, you may see other tabs as well.

Depending upon your employee category, you may see three options in Employee Access:
1) Employee Information 2) Time Off and 3) True Time.

The User Guide will describe these three options in the following pages.

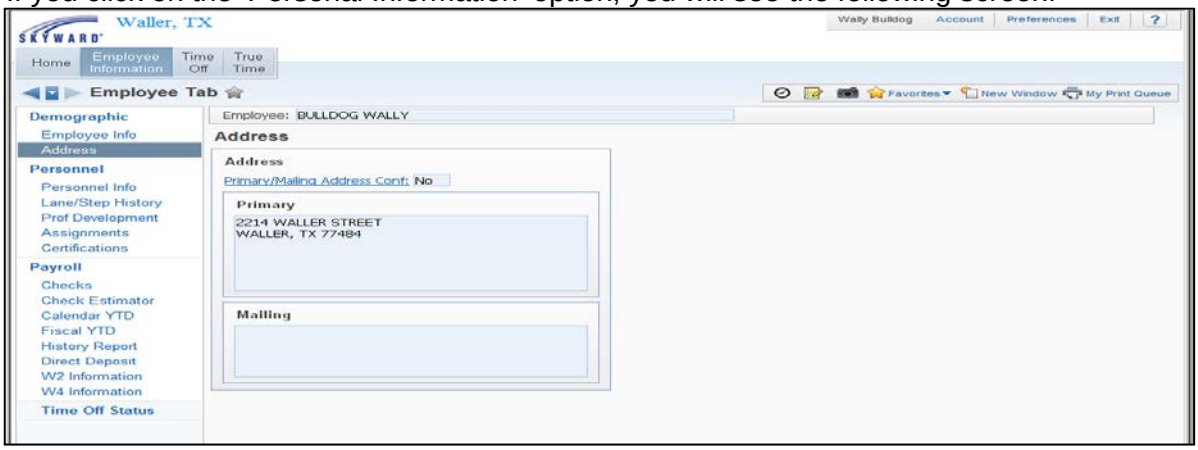
EMPLOYEE INFORMATION

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.

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



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, email your corrections to Human Resources at HR@wallerisd.net)

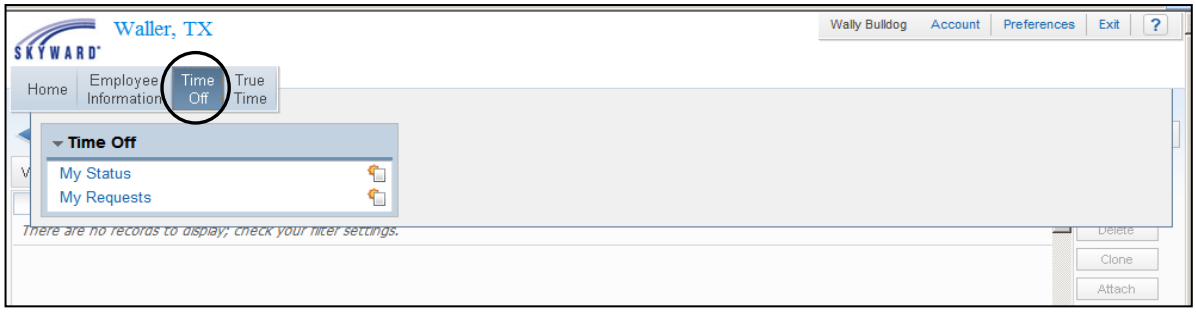
Personnel – you can view your information currently recorded in Skyward, such as employee type, degrees earned and at what institution, and certifications (Important note: if you notice any inaccuracies, email your corrections to Human Resources at HR@wallerisd.net)

Payroll – you can view payroll information, such as:

- **Check information –** this will allow you to view your checks and print them off as needed
- **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. See the employee intranet in the Business Office / Payroll area for the W4 form or contact payroll for assistance).
- **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.
- **Fiscal YTD (Year to Date)** – View the totals of your pay checks for your fiscal year by clicking the Show Fiscal YTD Button. This view is a printable copy of your pay details for the fiscal year. You can also view the details by clicking the plus button by the record.
- **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. See the employee intranet in the Business Office / Payroll area for this form or contact payroll for assistance. In addition, you must submit a voided check with this form).
- **W2 Information** – View your W2 information by clicking the Show W2 Info Button. This is a printable copy of your W2 information.
- **W4 Information** – View your W4 information by clicking the Show W4 Info Button. This is a printable copy of your W4 information. (Note: If you want to change your W4 information, a new form must be submitted to the Payroll Department. See the employee intranet in the Business Office / Payroll area for the W4 form or contact payroll for assistance).
- **Time Off Status** – View your current leave availability

TIME OFF

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



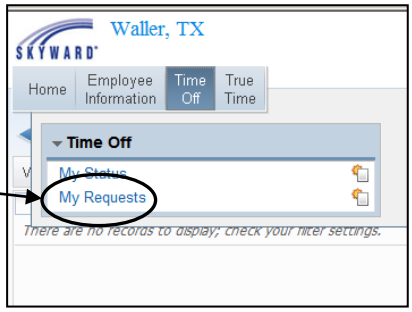
*** Note**: If you have Supervisor access, you will also see 'My Approvals' and 'My Employees' as options under Time Off. Please see the Employee Access Guide for Supervisors for further instructions.

My Status – this option will allow you to view the leave availability for you in Skyward

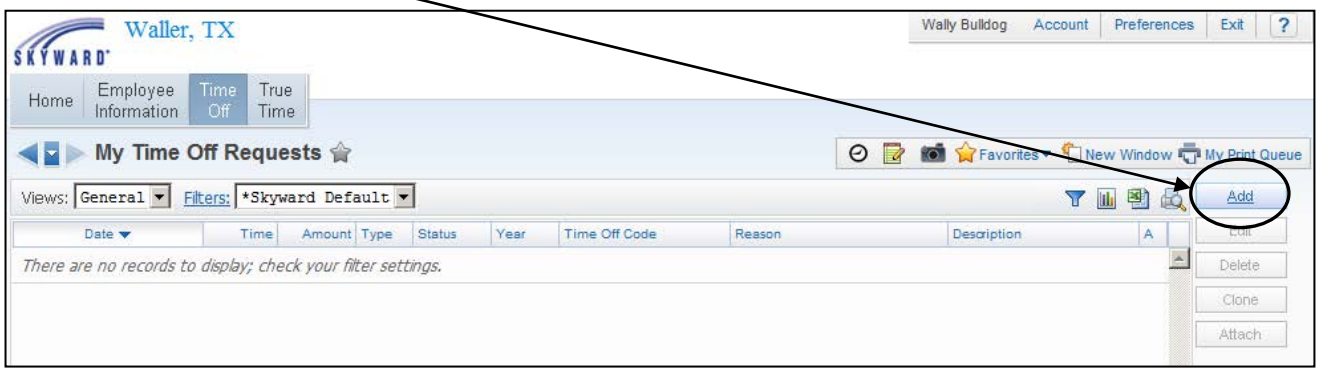
My Requests – this option will allow you to view the time off you have taken in the past as well as make a request for time off

HOW TO REQUEST TIME OFF

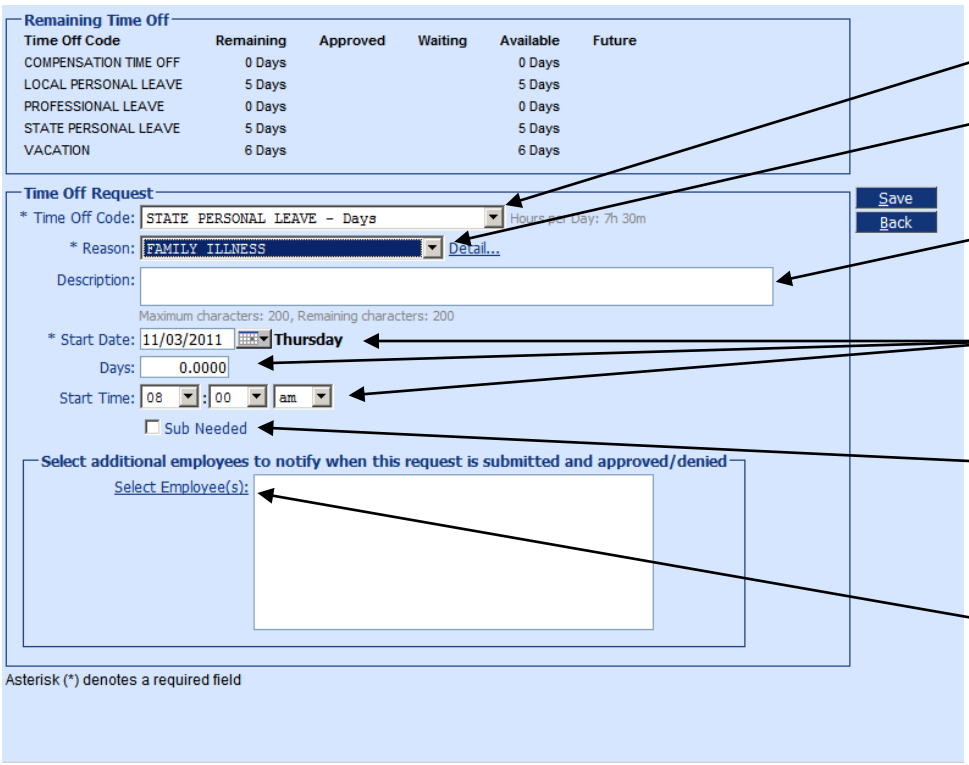
Step 1: Click on 'My Requests' under the Time Off area



Step 2: Click on the 'Add' button



Step 3: Complete the following information

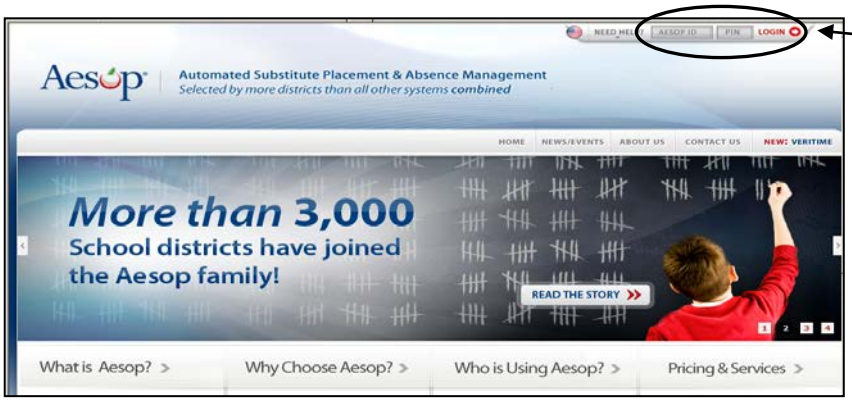


Once you've completed this information, click on the 'Save' button (right hand side of page)…this will record your request for time off.

WHAT IF A SUBSTITUTE IS NEEDED?

If a substitute is needed for an absence, you would check the box 'sub needed' box in the page above. This will automatically record your request for time off and send you to the automated substitute finder (called 'AESOP') internet site to log in to find a substitute for your absence.

AESOP



AESOP ID and PIN

If you require a substitute for your absence, you will use Aesop to find a substitute (if you are unsure if a substitute is necessary, please check with your campus / department leadership and secretary)

TRUE TIME

True Time is used by the district to document non-exempt employee work time to assist in meeting federal standards and guidelines.

Who uses True Time? 'Non-exempt' employees

What is a non-exempt employee? Examples of non-exempt employees include Secretaries, Clerks, Teacher Aides, Food Service Workers, Maintenance Workers, Custodians, Bus Drivers / Monitors, Mechanics, IP / Help Desk Technicians.

Is True Time tied to an employee's pay? Not currently

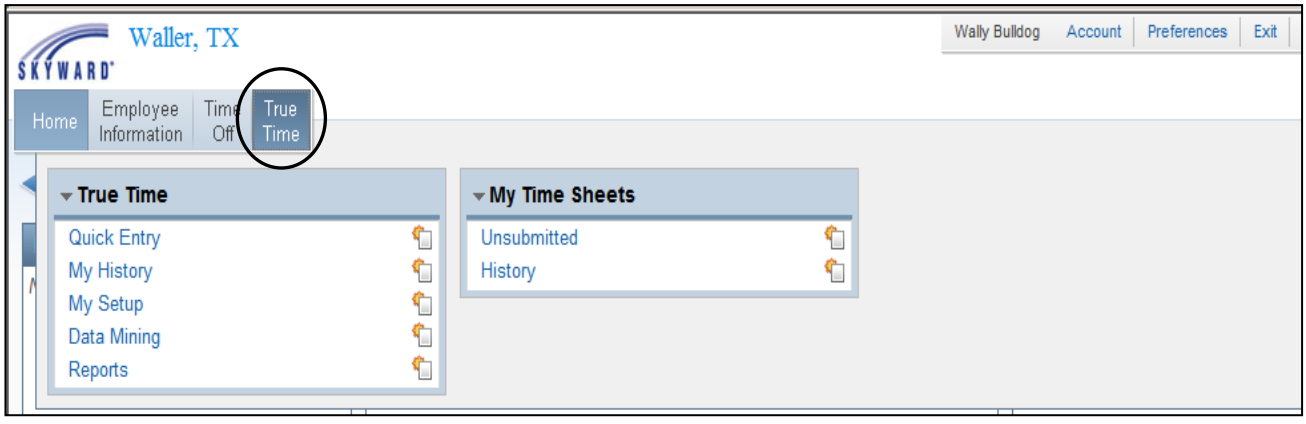
If I am a Teacher or Administrator, do I use True Time? No, exempt employees do not use True Time. Please check with your campus / department administrator regarding any check-in and check-out procedures.

For non-exempt employees using True Time, there are two methods of entering your work time:

- Entering time into a time clock system – please contact your campus / department secretary on how to use the time clock system
- Employee Access - entering your weekly work time using your computer through True Time (see steps below)

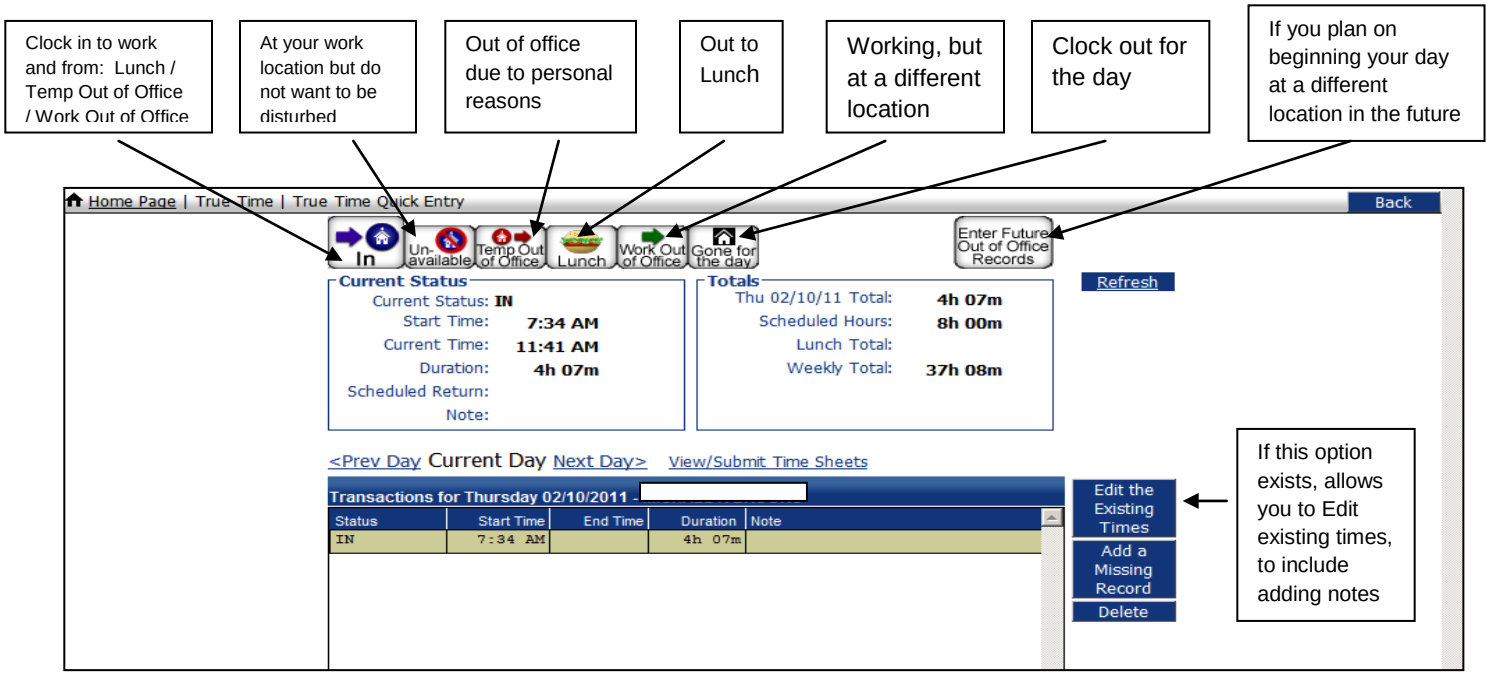
CLOCKING IN / OUT USING TRUE TIME:

When you click on the True Time button, you will see several options.



Please see the following instructions for the use of some of these buttons.

Quick Entry: This option will allow you to clock in and out for the day as well as edit your times. You will see information similar to the following, depending upon the availability of these options.



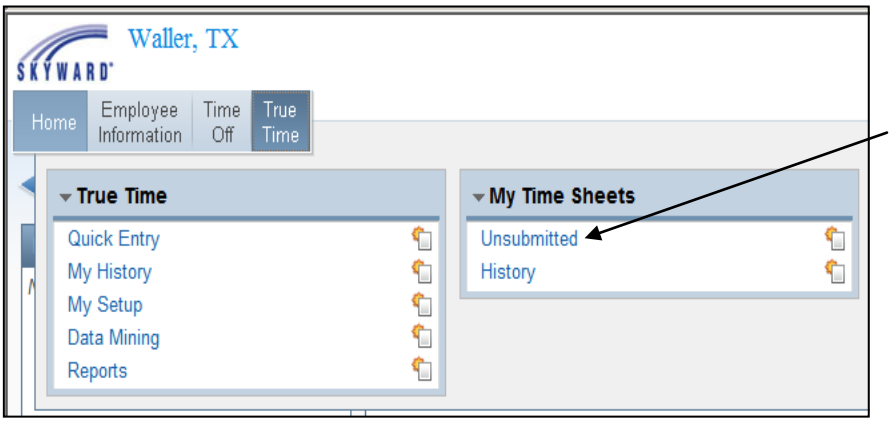
*** Keep in mind that when clocking in or out, the system will record the current time. You have the option to edit your timesheet prior to submitting to your supervisor. Time sheets must be submitted by noon on Mondays for the previous work week.**

SUBMITTING WEEKLY TIME SHEETS

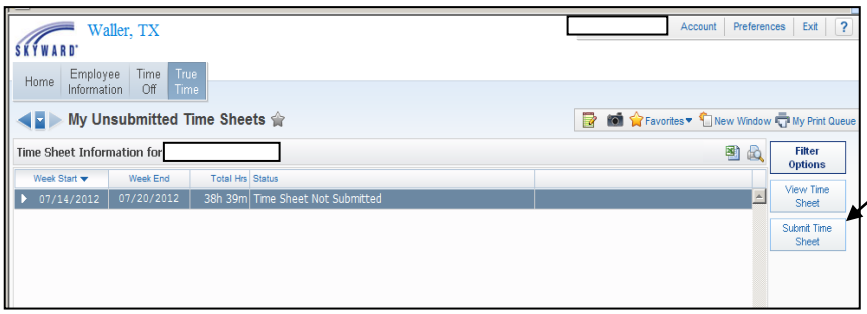
- *What do I do with weekly timesheets?*
  - ✓ Time sheets must be submitted by noon on Monday for the previous work week
  - ✓ Once you clock out for the day each Friday, you will then need to review your timesheet for accuracy and submit it to your supervisor no later than noon the following Monday.
  - ✓ Be aware that all Time Off must be entered and approved before the system will allow you to submit your time sheet for approval
- *How do I submit my timesheets using my computer through True Time?*

  Take the following steps

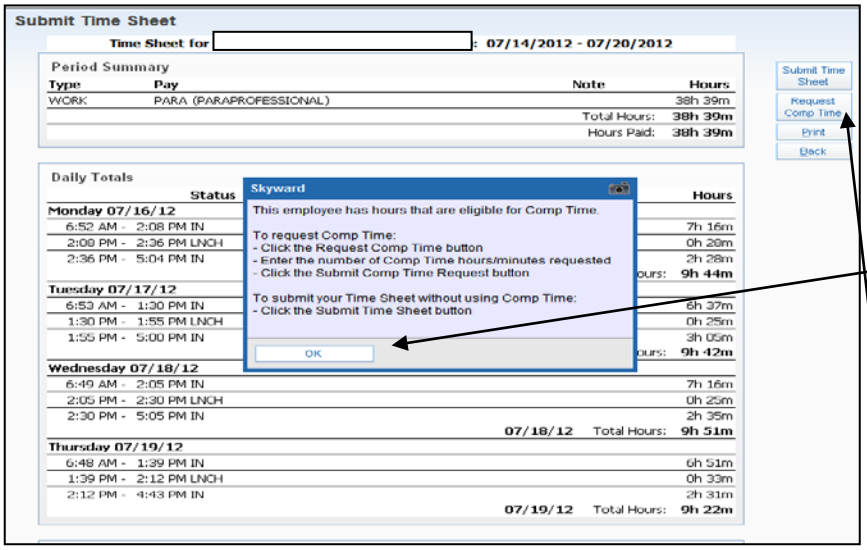
How to submit weekly time sheets via True Time on the computer:



Click on the 'unsubmitted' button in True Time

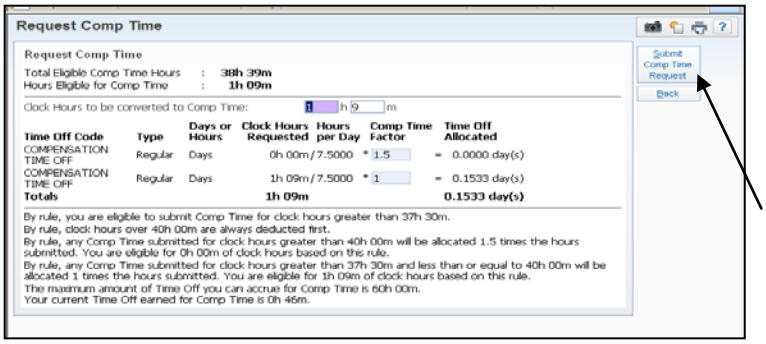


Click on Submit Time Sheet

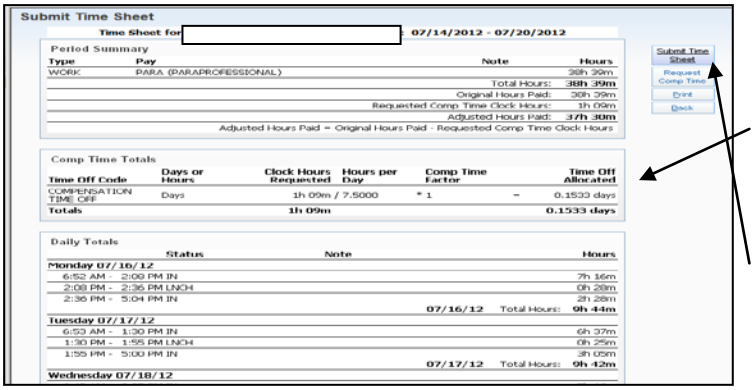


Review time sheet for accuracy and to ensure any Time Off you have taken is populated.

If you have earned COMP time for the week, a box will pop up letting you know. Click OK then click the REQUEST COMP TIME button (see more on COMP time in the following pages)

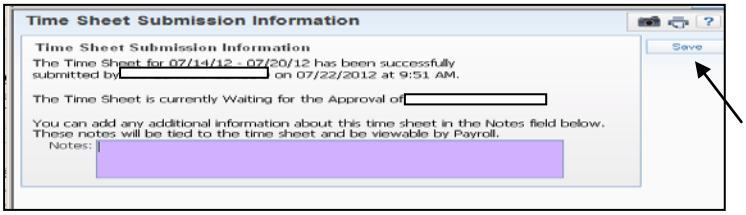


Once you click on the 'Request Comp Time' button, this box will appear explaining your earned COMP time. Click 'Submit Comp Time Request'



Your weekly time sheet will now have an additional box for your COMP time totals.

Your time sheet is now ready to submit. Click the 'Submit Time Sheet' button



Click 'Save' to complete the submission process of your weekly time sheet…this will submit your time sheet to your supervisor for approval

COMP (Compensatory) Time explanation:

- ✓ Non-exempt employees earn COMP time for any time worked over their normally scheduled hours based upon federal guidelines
- ✓ ***Anything over 2 hours of COMP time for the week must be approved by the supervisor prior to working COMP time. If an employee works COMP time without prior approval, the employee is subject to disciplinary action***
- ✓ The best solution for any daily work scheduled over the normal hours is to take the extra time worked off during that work week…this is often referred to as FLEX time and helps to minimize the accumulation of COMP time
- ✓ Supervisors will be notified once an employee's total COMP time reaches 20 hours, at which time the supervisor and employee will work out a schedule to take the COMP time that works best for the campus / department

Contact Information – Assistance

Aesop Assistance…Human Resources Department:

- Phone: 936-931-0397…inside the district, call ext. 1425 or ext. 1414
- Email: HR@wallerisd.net

Benefits – Business Office:

- Phone: 936-372-4037…inside the district, call ext. 1205

Employee Access - General Assistance…Human Resources Department:

- Phone: 936-931-0397…inside the district, call ext. 1425 or ext. 1414
- Email: HR@wallerisd.net

Payroll - Business Office:

- Phone: 936-931-0305…inside the district, call ext. 1200 or ext. 1201