How to Select Widgets for the Skyward Dashboard

1. You may notice that you do not have the Task Manager or Task Processes widgets on your Home page

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Alachua County, FL					Paula Cummings Account Preferences Ext ?
Employee Access					📄 📾 🏫 Favorites 🕶 🕤 New Window 🧒 My Print Queue
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Task History	Completed	Processes PS\TM\FH\PR Configuration	5 5		
Created Process Description Wed Jul 08 4:58pm HR: Instr Admin Sep From	Subject CUMMINGS PAULA HADLEY	Tasks PS\TM\FH\TK	5		
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Fri Apr 17 1:51pm IR: FORM TESTING ONLY		Release Notifications No Skyward Notifications were found	Ø		

2. In order to add the Task manager and Task Processes widgets to your home page, you will go to the Jump to Other Dashboards section on the Home Page and then Click on the Select Widgets

Web Human Resources - WH - 10037 - 03.21.02.00.02 - Mozilia Firefox						
1 Attps://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinalachuatrnfl/shrhom01.w						
Alachua County, FL						
Home - Employee Employee Administration	Payroll	Time Off	Substitute Tracking	Insurance Tracking	TrueTime	Advanced Features
 ▲ Human Resources 						
Jump to Other Dashboards						
Employee						
Reset Dashboards					Selec	t Widgets

3. Check the boxes next to the Task Manager and Task Processes

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	(i) A https://skyward.iscorp.com/scripts/wsisa.dll/WService=w	sfinalachuatrnfl/skyportadd.w?isPopup=true			… ☆
ļ	Dashboard Maintenance		(init)	6	?
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	Employee Widgets] ★ Favorites Notifications Task History Task Processes	Save Add Dashboa Rename Selected Dashboa Delete	rd e t rd	
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	 Indicates a widget that is suggested by the district. 		Selected Dashboa	t rd	
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4. Click the Save button

San Dashboard Maintenance - WH - 10657 - 05.21.02.00	.02 - Mozilla Firefox	- 🗆 X
🛈 🔒 https://skyward.iscorp.com/scripts/wsis	a.dll/WService=wsfinalachuatrnfl/skyportadd.w?isPopup=tr	ue 😶 🔂
Dashboard Maintenance Employee		
Employee Widgets ✓ ★ District News ✓ ★ My Print Queue ✓ ★ Recent Programs ✓ Task Manager	 ✓ ★ Favorites Notifications ✓ Task History ✓ Task Processes 	Save Add Dashboard Rename Selected Dashboard Delete
Secured User Widgets AP Invoices Awaiting My Approval Indicates a widget that is suggested by the distr	🗹 🖈 Release Notifications	Selected Dashboard Reset Selected Dashboard
		Uncheck All Items Back

5. You will notice the Task Manager and Processes Widget are now showing on your Home page



Please refer to the next set of instructions to continue this process.

How to Run the Deferred Pay Request/Change Form for Instructional and Non-Instructional Staff

1. In order to run the Deferred Pay Request/Change Form, you will need to go the Task Processes section on your Skyward Home Screen.

Employee Access - 05.21.02.00.03 - Mozilla Firefox						- 0
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Alachua County, FL					Paula Cummings Acco	unt Preferences Exit ?
Information Off Open Positions					🛃 📾 🏫 Favorites 🕶 🖣	🗋 New Window My Print Queue
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		Edit Favorites			L Human Resources	Control 1
My Print Queue	0	Recent Programs	0		Product Setup	*
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Custom Form URL Jost Constation from Society Form	Completed	PS\TM\FH\PR		T	ask Processes	0
custom on a sist separation for service form	completed	WHIEPIPSICF	1		CCrystal: Instr Transfer	
Task History	0	Email History	1	11	Deferred Pay Change Instructional	
Created Process Description	Subject	PSISAIEH			Deferred Pay Change Non Instructional	
₩ Wed Mar 17 12:04pm Deferred Pay Change Instr		Assignments WHIADIEMIASIAS	4		HR: Adm and Dept Heads Separation From Service	
Fri Mar 12 11:32am HR: Instructional Separat	CUMMINGS PAULA HADLEY	Employee Profile	<u></u>		HR: Instr Admin Employee Information Change	
Wed Jul 08 4:58pm HR: Instr Admin Sep From	CUMMINGS PAULA HADLEY	WHIEPIEP			HR: Instructional Separation From Service	
Fri Apr 17 3:09pm IR: FORM TESTING ONLY		Employee Browse WH\EP\EB	۹		InstrAdminNameChange	
Fri Apr 17 3:08pm IR: FORM TESTING ONLY	CUMMINGS PAULA HADLEY	Reports	\$ 11		IR: FORM TESTING ONLY	
Fri Apr 17 2:47pm IR: FORM TESTING ONLY	CUMMINGS PAULA HADLEY	WHICRIRE			Laptop Checkout Agreement	
Fri Apr 17 2:43pm IR: FORM TESTING ONLY		Release Notifications	0		Orientation Test Packet	
Fri Apr 17 2:34pm JR: FORM TESTING ONLY		No Skyward Notifications were found	-		Orientation Test Packet Admin	
				'H	Orientation Test Packet Support	
1 Task Manager (5)	0				Security Access for Reference Accounts	
Date Task Summary	Subject			1	Security ACPS Affiliates Access Form	
Thu Mar 04 12:52pm IR SECURITY GROUP REVIEW	STANLEY, JEANNE J				Security Additional	
Mon Mar 08 11:41am DeptHd SecurityAccess IRR	HARTWELL, ELIZABETH S				Security Bi-annual ERP Access Review	
Fri Mar 12 11:32am Enter Separation From Ser	CUMMINGS, PAULA HADLEY				Security Brannual ERP Access Review_TEST	
₩ed Mar 17 12:04pm Instructional Deferred Pa					Security Charter Schools Access Form	
				1	Security DES Access Form	
				1	Security Finance Access Form	
					Security Information Resources Access	
					TestTestw4w4	
					ZZZ Security BusinessFinance LongForm	

2. Depending upon if you are an instructional or non-instructional employee, you would select either Deferred Pay Change Instructional or Deferred Pay Change Non Instructional.



a. You will click the Open Button



b. You must select a Pay Option 2 or 4 on the drop-down box, Sign your Name and Date as these are required fields. The form will not save until the information is selected or entered in the aforementioned fields.

ale of the Deferred Day Deau **CI-** - -. . onal Staff

Example of the Deferred Pay Request Change Form for Instruc	Example of the Deferred Pay Request Change Form for Instructional Staff					
Public Schools						
Deferred Pay Request Change Form						
Instructional Staff						
Required Fields						
School/Location: 9016 : INFORMATION RESOURCES						
You have the opportunity once a year to change your pay frequency. You may choose to be paid in either 20 or 21 paychecks. This also applies to those teachers who are on an annual contract. Even if you are unsure of your employment status for next year but wish to change your pay frequency, you should complete the form. In order to change your pay frequency for the 2021-2022 school year, please complete the bottom of this form and submit the form no later than 7/16/21. Changes received after the CUT OFF date of 7/16/21 will not be processed. Anyone who does not complete a form will remain unchanged for the new school year.	3					
For any option you choose (FICA, Withholding Tax, TSA, court ordered deductions, etc.) will be deducted on each check. <u>It is</u> <u>your responsibility</u> to make arrangements for a change in your deduction amount with your TSA vendor, your private insurance carrier, or your financial lender. The School Board will continue to take the current amount out of your check for these deductions until you complete a Deduction Change Form notifying us otherwise.	2					
Options for pay frequency are as follows:						
Option 2- Non-Deferred: To be paid in 20 checks throughout the school year.						
Option 4 - Deferred: Io be paid in 21 checks throughout the school year and ending with the issuance of one final check (4 paychecks combined on 1 check). If you have questions or need additional information, please contact Payroll at (352) 955-7660.						
Pay Frequency Change Request Form						
Name: PAULA HADLEY CUMMINGS Employee ID: 2676358927						
I choose the following pay frequency beginning with the 2021 - 2022 contract or work year:						
* Select an Option: Option 2 (20 Checks) ~						
*Employee Signature: Paula Cummings *Date: 05/11/2021						
***Entering name serves as an electronic signature						
Example of the Deferred Pay Request Change Form for Non-In	structional Staff					
Alachua County						
Public Schools						
Deferred Pay Request Change Form For						
Non Instructional						
Please Do Not Complete this Form unless you are a current Food Service Manager, Nurse, or a Senior Clerical Assistant						
School/Location: 9016 : INFORMATION RESOURCES						
You have the opportunity once a year to change your pay frequency. You must be either a Nurse, Senior Clerical Assistant or Food Service Manager. You may choose to be paid in either 20 or 21 paychecks. Even if you are unsure of your employment status for next year but wish to change your pay frequency, you should complete the form. In order to change your pay frequency for the 2021-2022 school year, please complete the bottom of this form and submit the form no later than 7/16/21. Changes received after the CUT OFF date of 7/16/21 will not be processed. Anyone who does not complete a form will remain unchanged for the new school year.						
For any option you choose (FICA, Withholding Tax, TSA, court ordered deductions, etc.) will be deducted on each check. It is						
your responsibility to make arrangements for a change in your deduction amount with your TSA vendor, your private insurance carrier, or your financial lender. The School Board will continue to take the current amount out of your check for these deductions until you complete a Deduction Change Form notifying us otherwise.						
Options for pay frequency are as follows:						
• Option 2 - Non-Deferred: To be paid in 20 checks throughout the school year.						
Option 4 - Deferred: To be part in 22 trees and oppion are school year and enough with the issuance of one final check (4 paychecks combined on 1 check).						
If you have questions or need additional information, please contact Payroll at (352) 955-7660.						
Pay Frequency Change Request Form Name: PAULA HADLEY CUMMINGS Employee ID: 2676358927						

*Select an Option: Option 4 (21 Checks) ~

*Employee Signature: Paula Cummings *Date: 05/11/2021 *Select Job Title: Nurse ~ **Entering name serves as electronic signature

c. After you have selected pay option, keyed in your name and date, you will then click on the "Save" button at the top right of the form.



d. Disregard #2 and #3 and Click on Option <u>4. Choose Next Task.</u>



e. Click on the HR Position Control Review button. This will send the form to the HR team to review and take appropriate action. You will receive an email to notify you once the form has been processed by HR.

TM Process: Deferred Pay Request For Instructional Staff - PS - 6157 - 05.21.02.00.02 - Mozilla Firefox		
A https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinalachuatrnfl/qwkfwasgntabs000.w		
TM Process: Deferred Pay Request For Instructional Staff Employee: CUMMERGUED: CUMMERGS, PAULA HADLEY	This task allows Instructional staff to enter deferred pay information	
4. Choose Next Task		Instructional
Select the button below to create the Next Task:		1. General
HR Position Control Review (WLEY, TABITHAL)		 Notes Attachments
		4. Choose Next Task