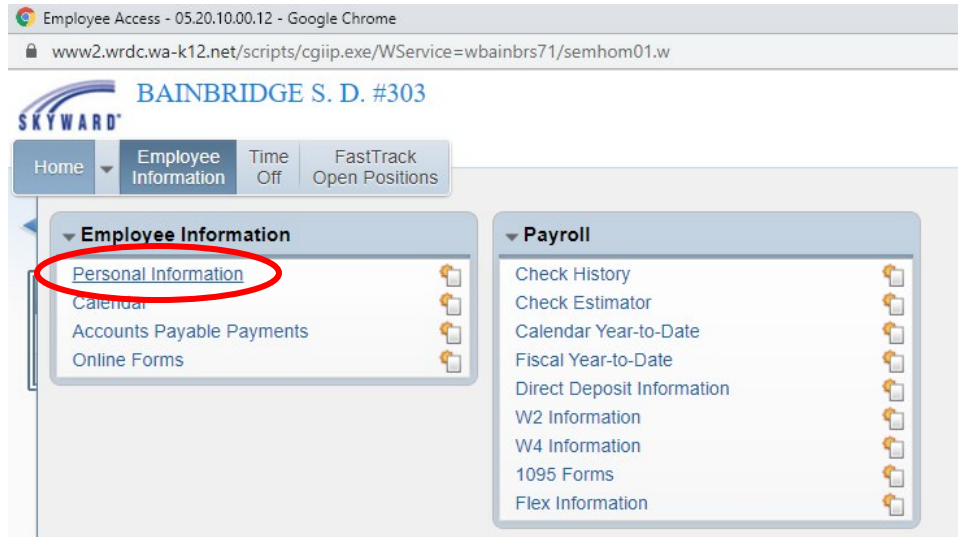


Viewing Your Salary Information – Certificated Employees

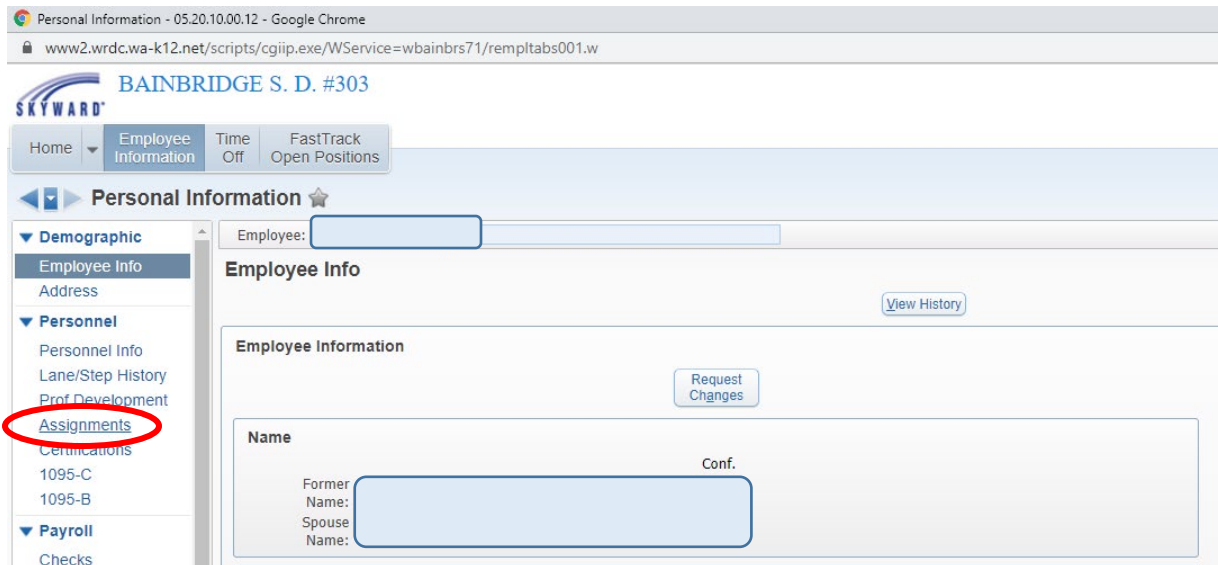
Where Can I Find My Salary Information?

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 titled. Under 'Assignment Information', the 'Assignment Year' is set to '2020-2021' and is circled in red. 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 circled in red, showing 'Lane:MA Step:3 Credits:45'. Other sections like 'Position Information', 'Assignment Information', and 'Term Information' are also visible.

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

- ▶ Position Information
- ▶ Assignment Information
- ▶ Term Information
- ▼ Salary Information
 - Calc Method:
 - Matrix:
 - Placement:
 - Matrix Type:
 - Base Matrix:
 - Placement Tracker: Lane:MA Step:3 Credits:45

Pav Code Per Diem Contract Calculated Contract

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 the 'Assignments' interface. 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 'Views' and 'Filters' dropdowns. The main content area is divided into two tabs: 'Position' and 'Assignment'. Under the 'Assignment' tab, there are several expandable sections: 'Position Information', 'Assignment Information', 'Term Information', 'Salary Information', 'Payroll Information', and 'Payroll Account Distribution'. The 'Payroll Information' section is expanded, showing a table of payroll details. 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:

- 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 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 area is a table with columns for 'Position', 'Assignment', and 'Group'. The 'Salary Information' section is expanded and circled in red. It contains fields for 'Calc Method', 'Matrix', 'Placement', 'Matrix Type', 'Base Matrix', and 'Placement Tracker'. Below these is a table with columns for 'Pay Code', 'Per Diem Contract', and 'Calculated Contract'. A red arrow points from the text 'Annual salary is listed here.' to the 'Calculated Contract' field.

Annual salary is listed here.

The screenshot shows a software interface for 'Assignment' with several expandable sections: 'Assignment Information', 'Term Information', 'Salary Information', 'Payroll Information', and 'Payroll Account Distribution'. The 'Payroll Information' section is expanded and contains two columns of fields. Red arrows point from text annotations on the right to specific fields in this section.

Field	Annotation
Pay Code:	<u>Pay Code</u> : how it will appear on your pay stub
Supervisor:	
Pay Start:	
Contract:	
Daily Rate:	
Hours Per Year:	
Frequency:	<u>% Per Pay Period</u> : Monthly amount to be paid
Contract Signed:	
Pay Stop:	
% Per Pay Period:	
Hourly Rate:	Dates the contract will be paid
Minutes Per Year:	

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