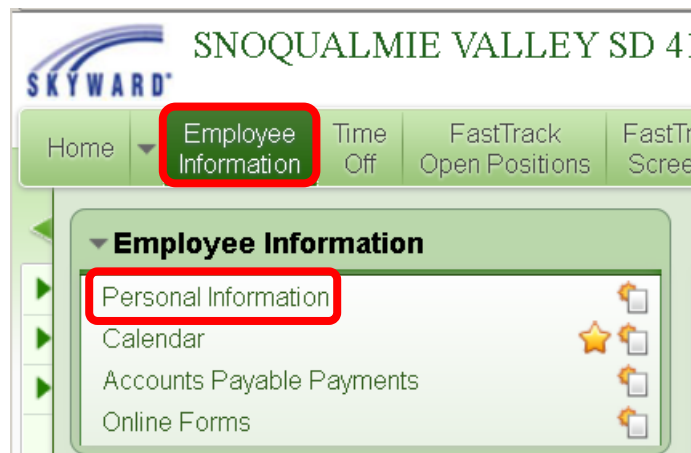


VIEW ASSIGNMENT INFORMATION

1. Log into Skyward Employee Access.
2. Select Employee Information.
3. Select Personal Information.
(Please note: Your tabs could be different depending on your security permissions.)



4. Select Assignments under the Personnel area. Each assignment will be listed separately. Please carefully check your assignments, hours or FTE, and salary information. Classified employees also check your work calendar(s).
5. Ensure you are looking at the correct Assignment Year. Highlight each assignment and click on the ▶ symbol. This will show you the position details.

Employee Access - Employee Tab

Demographic
Employee Info
Address

Personnel
Personnel Info
Lane/Step History
Prof Development
Assignments
Certifications

Payroll
Checks
Check Estimator
Calendar YTD
Fiscal YTD

Employee
Employee: [REDACTED]

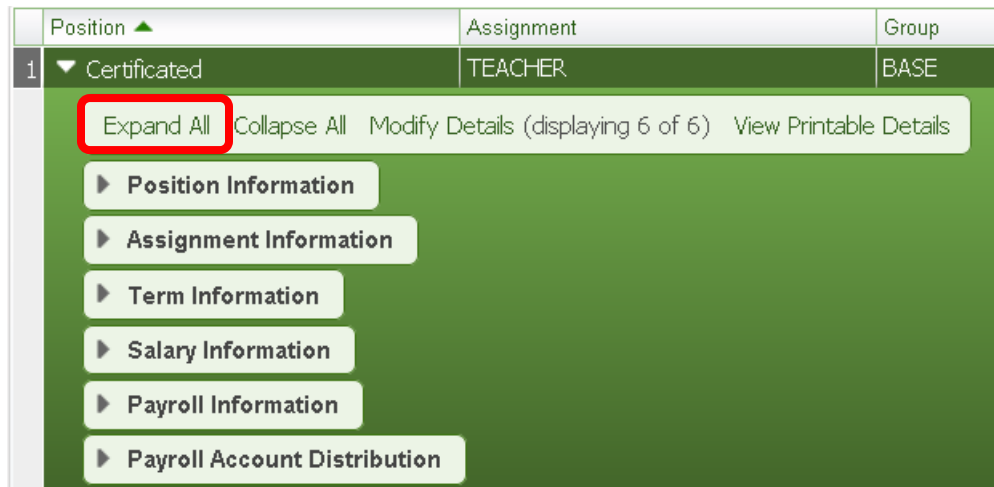
Assignments

Assignment Information
Assignment Year: 2015-2016

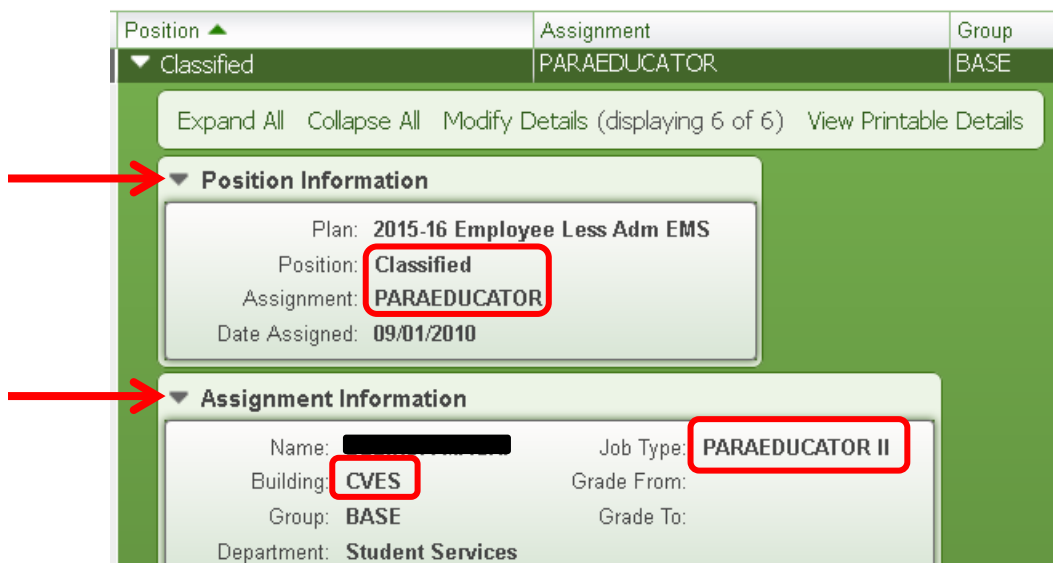
Views: General Filters: *Skyward Default

Position	Assignment	Group
1 Certified	TEACHER	BASE
2 ▶ Certified	TEACHER	EXTRA DAY
3 ▶ Certified	TEACHER	RESPONSIBILITY
4 ▶ Certified	TEACHER	TECHNOLOGY STIPEND

1. Select *Expand All* and view each section of your assignment.



- **Position Information** indicates if the position is Classified or Certificated.
- **Assignment Information** indicates your work location and assignment type.
- **Term Information** indicates the work calendar, total number of work days for this assignment, start and stop dates of the assignment, and hours per day (classified employees)/FTE (certificated employees).
- **Salary Information** indicates your total annual salary for this assignment. Certificated staff will find their salary-placement degree (Lane), experience (Step), and credits.
- **Payroll Information** indicates more specific assignment information. Classified staff will find their hourly pay rate here.
- **Payroll Account Distribution** indicates under which District account code the assignment is being paid.



Position	Assignment	Group
▼ Term Information		
Calendar:	ParaEd - ES MS	Days: 186.00
Start Date:	09/02/2015	End Date: 06/15/2016
Hours:	1,302	Minutes: 0
Hours Per Day:	7:00	% Employed: 71.538%
FTE:	0.87500	Calc FTE: 0.62596

Position	Assignment	Group	
▼ Salary Information			
Calc Method:	MATRIX	Matrix Type: CONTRACT	
Matrix:	15 CERT	Base Matrix:	
Placement:	Certificated Base/Extra/Respon	Placement Tracker: Lane:MA Step:5 Credits:30.65	
Assignment:	Pay Code C013	Per Diem Contract 44,371.00	Calculated Contract 44,371.00
Add-Ons:	C013	0.00	0.00
Total:	C013	44,371.00	44,371.00

Certificated employees find salary placement here

Position	Assignment	Group
▼ Payroll Information		
Pay Code:	HALF DAY	Frequency: M
Supervisor:		Contract Signed:
Pay Start:	09/01/2015	Pay Stop: 08/31/2016
Contract:	297.68	% Per Pay Period: 24.81
Daily Rate:	59.54	Hourly Rate: 17.01
Hours Per Year:	17	Minutes Per Year: 30
▼ Payroll Account Distribution		
Account	Percent	
10 E 530 2400 27 3100 108 0400 2000	100.00	

Classified employees find hourly salary rate here