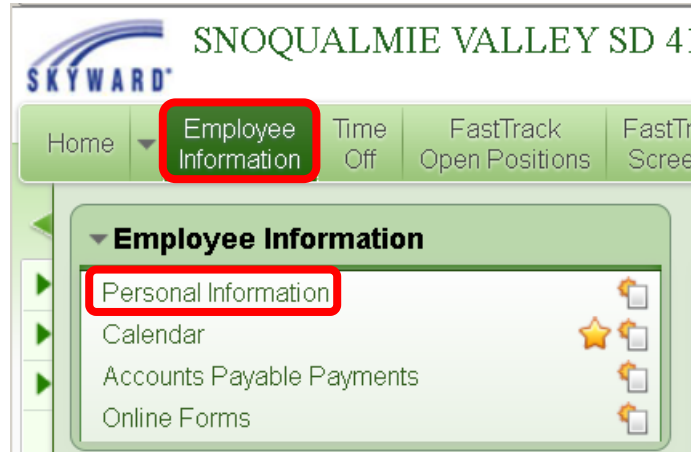
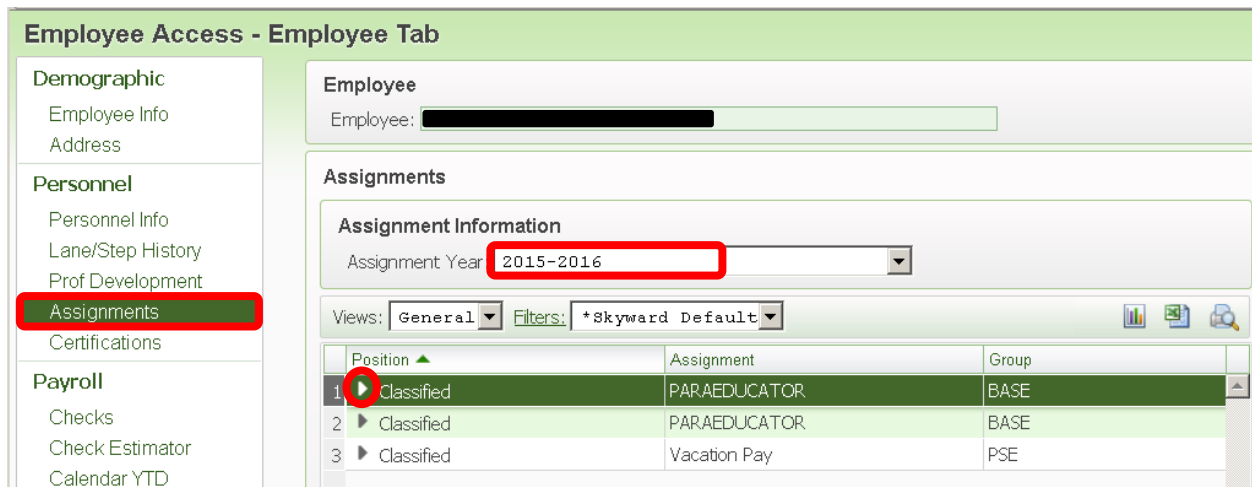


VIEW ANNUAL WORK CALENDAR

1. Log into 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.
5. Ensure you are viewing the correct Assignment Year. Locate your BASE assignment(s) and click on the ► for each **BASE** assignment. Please note that you may have multiple BASE assignments.



6. Click on the ► next to Term Information and view your specific work calendar. If you have multiple **BASE** assignments, repeat this step and note all calendar names. Jot down the **EXACT** name of your calendar(s).

Position	Assignment	Group
1 ▼ Classified	PARAEDUCATOR	BASE

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

► Position Information

► Assignment Information

▼ Term Information

Calendar:	Half Days 5 ES MS ParaEd - Food 2	Days: 5.00
Start Date:	11/20/2015	End Date: 06/16/2016
Hours:	17	Minutes: 30
Hours Per Day:	3:30	% Employed: 1.923%
FTE:	0.43750	Calc FTE: 0.00841

► Salary Information

7. Log out of Employee Access
8. Open the district website at www.svsd410.org
9. Select the Staff Resources link
10. Under Personnel Resources, select Staff Work Calendars (for the appropriate school year)

[Personnel Resources](#)

- [Skyward/WESPac Site Access \(Citrix\)](#)
- [Skyward - Skyport Information](#)
- [Staff Work Calendars 2014-15](#)
- [Staff Work Calendars 2015-16](#)
- [Tuition Reimbursement Program](#)
- [Union Information](#)
- [Washington State Certification Information](#)
- [Staff Release Calendar](#)
- [Bloodborne Pathogen Exposure Information](#)
- [Civility Policy](#)

11. Calendars are listed in alphabetical order.
12. Open the calendar(s) with the **EXACT** name as listed in Employee Access. Be sure to match the name exactly; some calendars' names are very similar. You will need to do this for each individual work calendar listed in your Employee Access assignment information.