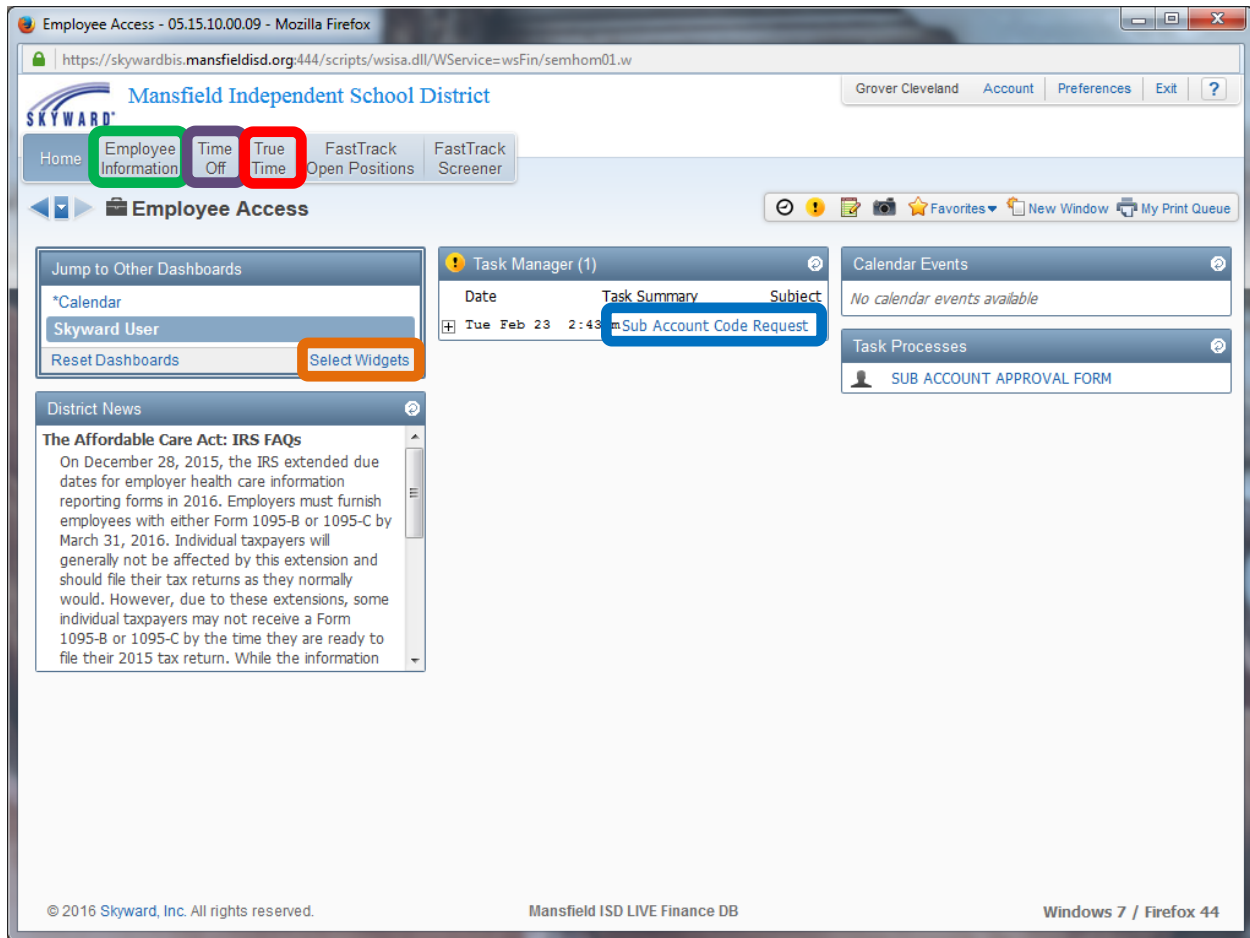


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Navigating the Home Screen



Widgets – the individual boxes on your home screen are called Widgets. You can customize your home screen by clicking Select Widgets.

Task Manager – action required by you. Click the hyperlink to get started.

Employee Information – review and update personal information, payroll information, and online forms

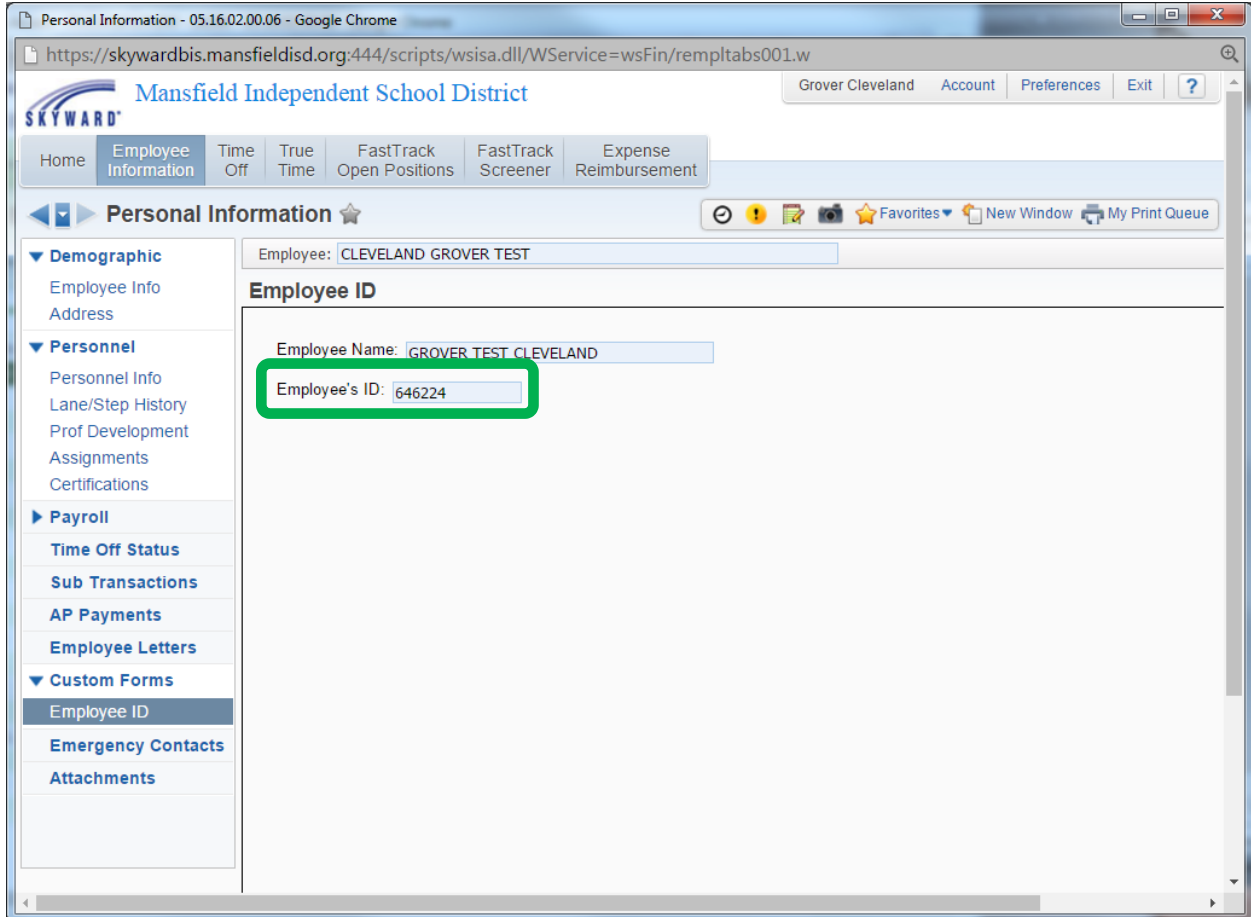
Time Off – review leave balance, schedule leave

True Time – electronic time sheet for paraprofessional employees

Employee Information

What's My Employee ID#?

Click Employee Information/Personal Information/Custom Forms/Employee ID



Update Phone Number and Email

Click Employee Information/Personal Information/Demographic/Employee Information

The screenshot shows a web browser window titled "Personal Information - 05.15.10.00.09 - Mozilla Firefox" with the URL "https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WService=wsFin/rempltabs001.w". The page header includes the "SKYWARD" logo and navigation tabs for "Home", "Employee Information", "Time Off", "True Time", "FastTrack Open Positions", and "FastTrack Screener". The main content area is titled "Personal Information" and features a sidebar with categories: Demographic, Personnel, Payroll, Time Off Status, Sub Transactions, Employee Letters, Custom Forms, and Emergency Contacts. The "Employee Info" section is active, displaying fields for Name, Phone, and Race and Ethnicity. A green box highlights the "Request Changes" button in the "Employee Information" section.

Employee: CLEVELAND GROVER TEST

Employee Info

[View History](#)

Employee Information

[Request Changes](#)

Name

Former Name:	SMITH	Conf.	Yes
Spouse Name:			Yes

Phone

Phone 1:	(817) 867-9305	Ext:		Conf.	Yes
Phone 2:		Ext:			Yes
Phone 3:		Ext:			Yes

1st Email: GROVERCLEVELAND@MISDMAIL.ORG
2nd Email: GROVERCLEVELAND@HOTMAIL.COM Type: Personal
3rd Email: GROVERCLEVELAND@GMAIL.COM Type: Personal
4th Email: Type:

Race and Ethnicity

Ethnicity: Hispanic/Latino?
Federal Race: 1-American Indian or Alaskan Native
 2-Asian
 3-Black or African American

Click **Request Changes** to submit updates to the Department of Human Resources

SKYWARD EMPLOYEE ACCESS: GETTING STARTED

Request Changes - Employee Information - 05.15.10.00.09 - Mozilla Firefox

https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WService=wsFin/rge2edit001.w?isPopup=true

Request Changes - Employee Information

Employee [Save](#)
[Back](#)

Employee: CLEVELAND GROVER TEST

Demographic Request Change - Employee Information

Name

Former Name:	SMITH	Conf.	Yes
Spouse Name:		Conf.	Yes

Phone

Phone 1:	(817) 867-9305	Ext:		Conf.	Yes
Phone 2:		Ext:		Conf.	Yes
Phone 3:		Ext:		Conf.	Yes

1st Email: GROVERCLEVELAND@MISDMAIL.ORG
2nd Email: GROVERCLEVELAND@HOTMAIL.com Type: Personal
3rd Email: GROVERCLEVELAND@GMAIL.COM Type: Personal
4th Email: other@email.com Type: Other

Race and Ethnicity

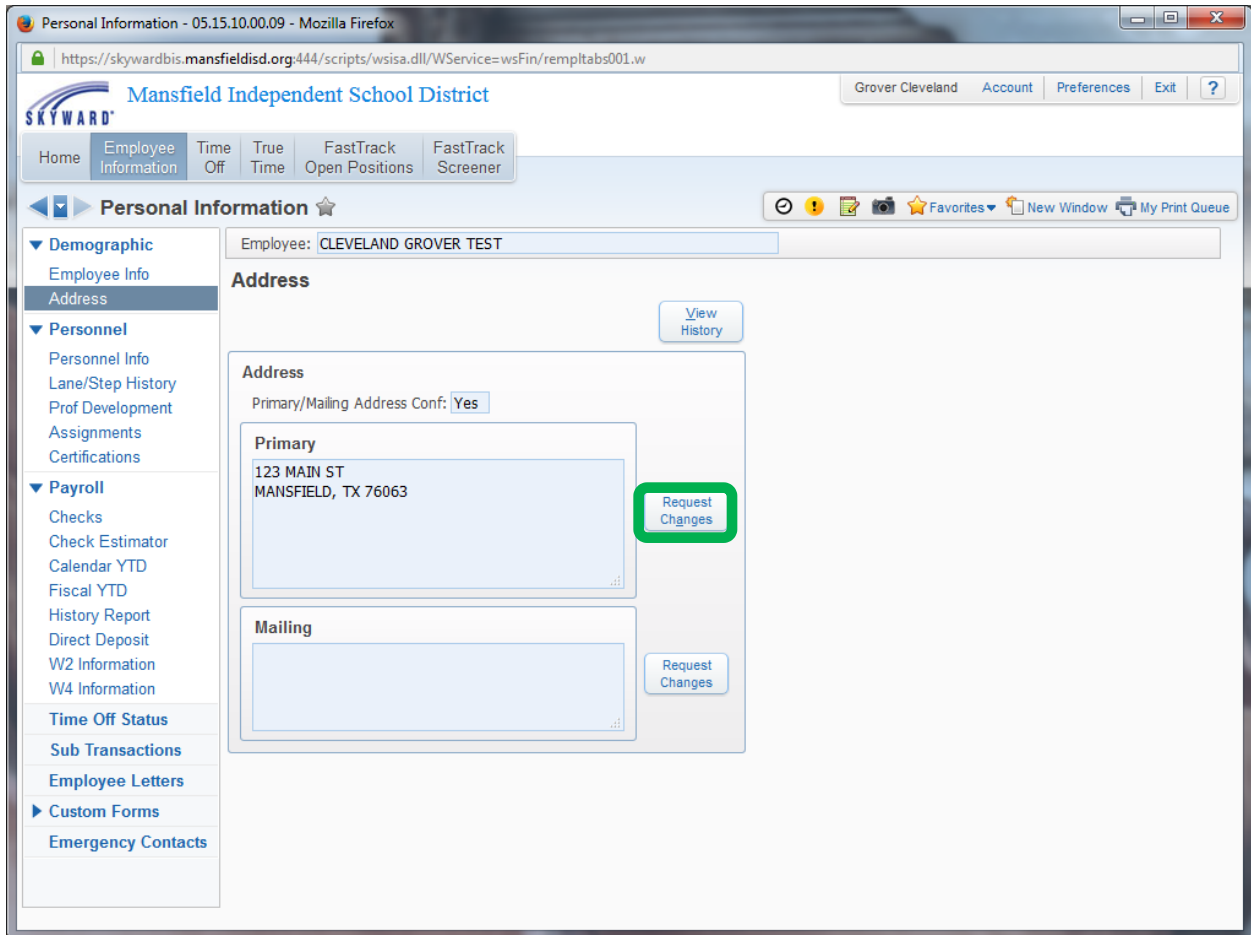
Ethnicity: Hispanic/Latino?

Federal Race: 1-American Indian or Alaskan Native
 2-Asian
 3-Black or African American
 4-Native Hawaiian or Other Pacific Islander
 5-White

Enter information to be updated then click the **Save** button.

Update Address

Click Employee Information/Personal Information/Demographic/Address



Click **Request Changes** to submit updates to the Department of Human Resources

SKYWARD EMPLOYEE ACCESS: GETTING STARTED

Request Changes - Primary Address - 05.15.10.00.09 - Mozilla Firefox

https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WService=wsFin/r/gen2edit018.w?isPopup=true

Request Changes - Primary Address

Employee

Employee: CLEVELAND GROVER TEST

Current Primary Address

123 MAIN ST
MANSFIELD, TX 76063

New Address

House # Dir Street [Update with Current Primary](#)

Address: 456 BROAD ST

Address 2:

S.U.D.: #: PO Box:

* Zip Code: 76063 City/State: MANSFIELD, TX

County: Township:

New Primary Address Preview

456 BROAD ST
MANSFIELD, TX 76063

Asterisk (*) denotes a required field

Enter information to be updated then click the **Save** button.

Personnel

View Assignment History with Salary Information

Click Employee Information/Personal Information/Personnel/Assignments

Personal Information - 05.15.10.00.09 - Mozilla Firefox
 https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WService=wsFin/rempltabs001.w

Mansfield Independent School District
 Grover Cleveland Account Preferences Exit ?

Home Employee Information Time Off True Time FastTrack Open Positions FastTrack Screener

Personal Information

Employee: CLEVELAND GROVER TEST

Assignments

Assignment Information
 Assignment Year: 2014-2015

Views: General Filters: *Skyward Default

Position	Assignment	Group	Building	FTE	Start Date	End Date	Salary
TEACHER	FOURTH GRADE	101 TEACHERS ACADEMIC	101 ALICE PONDER ES	1.0000	04/01/2015	06/08/2015	13,556.32

20 1 records displayed

Update the **Assignment Year** to view different years

Click the **arrows** to expand the view and see more information

Payroll

View Check History

Click Employee Information/Personal Information/Payroll/Checks

The screenshot shows a web browser window titled "Check History - 05.15.10.00.09 - Mozilla Firefox". The URL is [https://skywardbis.mansfieldisd.org:444/scripts/wsisd.dll/WService=wsFin/tabcontainer001.w?hProgram=epayrollbrws001&hSecurity=0&hSLinkName=Check History&hSToLoad=Er](https://skywardbis.mansfieldisd.org:444/scripts/wsisd.dll/WService=wsFin/tabcontainer001.w?hProgram=epayrollbrws001&hSecurity=0&hSLinkName=Check%20History&hSToLoad=Er). The page header includes the "Mansfield Independent School District" logo and navigation links: "Home", "Employee Information", "Time Off", "True Time", and "FastTrack Open Positions". The main content area is titled "Check History" and features a table with the following data:

Check Date	Check Number	Gross Wages	Net Amount	C	T
▶ 02/19/2016	900177126	1,109.70	923.18	R	
▶ 01/20/2016	900174933	1,161.60	963.24	R	
▶ 12/17/2015	900165518	1,738.65	1,408.99	R	
▶ 11/20/2015	900159770	1,203.75	996.19	R	
▶ 10/20/2015	900154103	903.75	758.44	R	

Below the table, there is a "Views: Check Date Seq - Check Detail Information" dropdown and a "Filters: *Skyward Default" dropdown. On the right side, there are buttons for "Show Check", "Show Check with YTD Amt", and "Timesheet Detail". At the bottom, there is a "Check Date:" input field and a status bar indicating "20" records and "5 records displayed".

View Salary Letters and Contracts

Click Employee Information/Personal Information/Employee Letters

The screenshot shows a web browser window with the URL `https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WService=wsFin/rempltabs001.w`. The page title is "Personal Information - 05.16.02.00.06 - Google Chrome". The user is logged in as Heather Brubaker. The interface includes a navigation menu with options like Home, Employee Information, Time Off, True Time, FastTrack Open Positions, FastTrack Screener, and Expense Reimbursement. The "Personal Information" section is active, showing the employee name "BRUBAKER HEATHER MASON". Under the "Employee Letters" sub-section, there is a table with the following data:

Posted Date	Description	Posted Time
05/19/2016	CONTRACT NON-CERTIFIED OTHER 2016-2017	12:30:55
09/11/2015	15-16 SALARY LETTER SALARY	15:29:11
09/12/2014	2014-2015 Salary Letter	18:16:05

At the bottom of the table, it indicates "3 records displayed" and a "Posted Date:" filter field.