

EMPLOYEE ACCESS

A BISD SKYWARD TOOLBOX “HOW-TO” GUIDE



Many of you normally log into the Student side of Skyward, make sure you log into the Finance/Employee side to access your employee apps.

LOGGING INTO SKYWARD – EMPLOYEE ACCESS

Go to

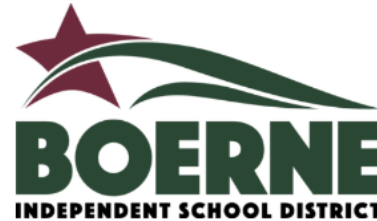
<https://skyward.iscorp.com/BoerneTXBus>

Or through the
Core
<https://boerneisd.helloid.com/#/applications>


HOW TO LOG IN:

You will use the same username and password you use to log into your email and other district apps.

If you forget your username and password click on the link below the sign in for assistance.



BOERNE ISD, TX

 You are no longer signed in.



Username

howarde

Password

.....

Sign In >












[Forgot your Username or Password?](#)

EMPLOYEE ACCESS DASHBOARD

After you log in you will see your employee access dashboard. Not everyone will have the same apps, they are set up based on your employee type.



Camper, Happy

 My Profile	 Payroll Check History	 Time Off Balances	 Request Time Off	 Calendar
 My Substitute Transactions	 W2 Forms	 Accounts Payable Check History	 My Expense Reimbursements	



EMPLOYEE INFORMATION

Name Happy Camper

Address 143 Serendipity Lane Boerne, TX

78006 **Phone** 830-357-2000 (CELL)

Email Happy Camper@boerneisd.net (WORK)

Happy Camper@GMAIL.COM (HOME)

Employee Number 001234

Start Date 08/10/2018

WHAT DOES EACH APP DO?

ASSIGNMENT INFORMATION

Position Teacher

Assignments GR 2

Buildings Good Day ES

Start Date 08/10/2018

Camper, Happy



EMPLOYEE INFORMATION

Name Happy Camper
Address 143 Serendipity Lane Boerne, TX
78006 **Phone** 830-357-2000 (CELL)
Email Happy.Camper@boerneisd.net (WORK)
Email 2 hcamper@GMAIL.COM (HOME)
Employee Number 001234
Latest Hire Date 08/10/2018

ASSIGNMENT INFORMATION

Position Teacher
Assignments GR 2
Buildings Good Day ES
Start Date 08/10/2018
End Date 05/31/2019
Amount 47,000.00
Percent Employed 100.00

MY PROFILE

Your profile screen will provide you information about you and about your assignment.

If your information needs to be updated please contact Human Resources @ ext. 2000

PAYROLL CHECK HISTORY

In the Payroll area of Employee Access, you are able to view your My Check History. This area of the software gives you access to any checks you have received while working.

My Check History

CHECKS

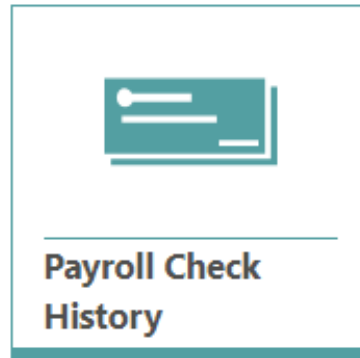
Search Check Date



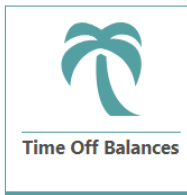
View: Skyward Default

Filter: Skyward Default

	↓	⚙	⚙	⚙	⚙	⚙	⚙
	Check Date	Check Number	Pay Gross	Net Check Amount	Payment Type	Payroll Type	
↻	▼	08/20/2018	9000005688	2,345.82	1,967.82	A - ACH	R - Regular
↻	▼	07/20/2018	9000004488	2,345.82	1,967.82	A - ACH	R - Regular

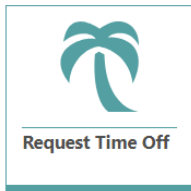


TIME OFF TYPES



Search Time Off Type Description View: Balances in Days (Modified) Filter: Skyward Default

Time Off Type Description	Prior Year Ending Balance in Days	Allocated Current Year in Days	Current Year Used in Days	Current Year Ending Balance in Days	Next Allocation Cycle Date	Ending Balance in Days
LOCAL SICK LEAVE	3.00	8.00	-0.50	10.50	07/01/2019	10.50
NON DUTY	0.00	0.00	0.00	0.00	06/01/2019	0.00
STATE PERSONAL LEA...	24.00	5.00	-5.00	24.00	07/01/2019	24.00



TIME OFF TRANSACTION DETAILS

Assignment

Hours Per Day

*Employee Time Off Type

*Time Off Reason

Transaction Type Code

Single Day Date Range

*Start Date

*Time Off Hours Per Day

Days

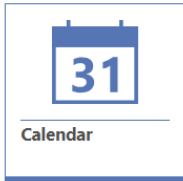
Description

TIME OFF

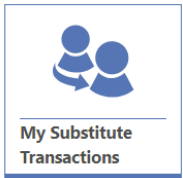
The **Time Off Balances** screen enables you to view how much time off has been allocated to you, how much you have used, and the hours or days you have remaining for vacation, sick days, and days off.

In the **Request Time Off** area of Employee Access, you can create a time off request to submit for approval.

OTHER EMPLOYEE ACCESS APPS



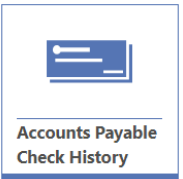
Calendar information includes employee birthdays, Payroll Check Dates, time off requests, and employee time off requests if you are set to approve time off requests. Approved time off requests display on the calendar in a different color than time off requests that have yet to be approved.



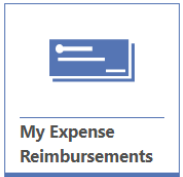
The My Substitute Transaction Details screen is view-only; and is not currently being utilized.





You are able to view your W2 data for each calendar year you have been employed. Viewing this information can be done for the purposes of record keeping or tax purposes.



You are able to view your check history. This area of the software gives you access to any accounts payable checks you have received and allows you to easily verify your check history information to check for any anomalies.



Expense reimbursements enable you to submit requests for repayment regarding various costs and expenses you paid when attending work-related events or functions.



**EMPLOYEE ACCESS IS
YOUR GO TO SOURCE
FOR PAYROLL AND
HUMAN RESOURCES
INFORMATION.**

For additional assistance contact Human Resources or Payroll @ ext. 2000