

## Personnel Tab – Employee Access

1. In order to view Personnel Information, login to Employee Access.
2. Select the 'Employee Information' tab, then 'Personal Information'.

The screenshot displays the Skyward web application interface for Bloomington PBLC SCH DIST 271, MN. The browser address bar shows the URL: <https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfInbloomingtonmn/rempftabsQ01.w>. The page title is "Personal Information - 05.17.06.00.10".

The navigation menu at the top includes "Home", "Employee Information" (selected), and "Time Off". The "Employee Information" tab is expanded, showing two columns of options:

- Employee Information:** Personal Information, Calendar, Modify HR Calendar Events, Accounts Payable Payments, Online Forms.
- Payroll:** Check History, Check Estimator, Calendar Year-to-Date, Direct Deposit Information, W2 Information, W4 Information, 1095 Forms.

The main content area is divided into sections:

- Assignments:** Certifications (with a message: "There are no records to display; check your filter settings.")
- Payroll:** Checks, Check Estimator, Calendar YTD, History Report, Direct Deposit, W2 Information, W4 Information, 1095 Forms.
- Time Off Status**
- Sub Transactions**
- AP Payments:** 20 records displayed
- Employee Letters**
- Emergency Contact**
- Attachments**

A grey arrow points to the "Employee Information" tab in the navigation menu.

3. Under the Personnel section located at the left side of the next screen, you can make various selections.

4. Select 'Lane/Step History' if you wish to see your Lane/Step. **For those of you on longevity steps, excluding paras:** Your step for 17-18 will be the last non-longevity step on your Unit's schedule, with your longevity added as an 'Add-on' to pay. We had to change the way we listed Steps for those on longevity from the 16-17 school year due to changing set-up requirements. In 16-17, we listed the Step as the year of longevity the person was receiving. This makes it appear as though people on longevity steps may have lost steps since they are assigned a lower step; that is not the case. Please see below to view how that change looks. Please continue to Item 5 for more information on how to view Add-ons.

The screenshot displays the 'Lane/Step History' page in the Skyward HR system. The page title is 'Lane/Step History - 05.17.06.00.10'. The URL is 'https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinbloomingtonmn/rempltabs001.w'. The page is for 'BLOOMINGTON PBLC SCH DIST 271, MN'. The left-hand navigation menu includes 'Home', 'Employee Information', and 'Time Off'. The 'Personal Information' section is expanded, showing 'Demographic', 'Personnel', 'Payroll', and 'Attachments'. The 'Personnel' section is further expanded to show 'Lane/Step History', which is highlighted by a grey arrow. The 'Lane/Step History' table has the following data:

Type	Placement	Placement Code	Effective Date	Matrix	Lane	Step	Credits
Contract	Contract	Contr1	08/29/2016	TE1718	MA	18.00	10.00
Contract	Contract	Contr1	08/29/2017	TE1718	MA	13.00	10.00

The page also shows a 'Views: General' and 'Filters: \*skyward default' dropdown. At the bottom, it indicates '20' records and '2 records displayed'.

5. Select 'Assignments' if you wish to see assignment information.

Personal Information - 05.17.06.00.10

Secure | https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinbloomingtonmn/rempltabs001.w

BLOOMINGTON PBLC SCH DIST 271, MN

Account | Preferences | Exit | ?

Home | Employee Information | Time Off

Personal Information

Employee: [ ]

**Assignments**

Assignment Information

Assignment Year: 2017-2018

Views: General | Filters: Skyward Default

Position	Assignment	Group	Building
Teacher K-12	Social Studies	Reg. Contract Teacher	

20 | 1 records displayed

- You can break down your assignment many ways by selecting the sideways triangle to the left the assignment. I've included several examples below. Base pay is shown under the 'Payroll Information' section. Add-on's include longevity pay and any applicable stipends an individual is earning. To view information that is off screen, just scroll to view the rest of the information.

What screen looks like after selecting arrow to the left of assignment:

The screenshot shows the Skyward HR system interface. At the top, it displays 'Personal Information - 05.17.06.00.10' and the URL 'https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinbloomingtonmn/remplfabs001.w'. The user is logged in as 'BLOOMINGTON PBLC SCH DIST 271, MN'. The main navigation menu includes 'Home', 'Employee Information', and 'Time Off'. The current page is 'Personal Information', which has a sidebar with various sections: Demographic, Personnel, Assignments (selected), Certifications, Payroll, Time Off Status, Sub Transactions, AP Payments, Employee Letters, Emergency Contacts, and Attachments. The 'Assignments' section is expanded, showing a table with columns for Position, Assignment, Group, and Building. The first row shows 'Teacher K-12', 'Social Studies', 'Reg Contract Teacher', and a building name. Below the table, there are several expandable sections: Position Information, Assignment Information, Term Information, Salary Information, Payroll Information, Payroll Account Distribution, and Add-ons. The bottom of the screen shows '20' and '1 records displayed'.

javascript:void("Load Tab")

What assignment screen looks like with the arrows next to Payroll Information and Add-ons selected (multiple examples):

Personal Information - 05.17.08.00.10

Secure | https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinbloomingtonmn/rempltabs001.w

BLOOMINGTON PBLC SCH DIST 271, MN

Account | Preferences | Exit | ?

Home | Employee Information | Time Off

Personal Information

Employee: \_\_\_\_\_

**Assignments**

Assignment Information

Assignment Year: 2017-2018

Views: General Filters: Skyward Default

Position	Assignment	Group	Building																											
<p><b>Payroll Information</b></p> <p>Pay Code: ANNUAL BASIC CONTRACT      Frequency: 24            Supervisor:      Contract Signed:            Pay Start: 09/05/2017      Pay Stop: 08/20/2018            Contract: 80,769.00      % Per Pay Period: 3,362.88            Daily Rate: 448.38      Hourly Rate: 62.28            Hours Per Year: 1,296      Minutes Per Year: 0</p> <p><b>Payroll Account Distribution</b></p> <p><b>Add-ons</b></p> <table border="1"> <thead> <tr> <th>Add-on Description</th> <th>Pay Code</th> <th>Pay Code Description</th> <th>Amount</th> <th>Calc Method</th> <th>FTE</th> <th>Pic Code</th> <th>Matrix</th> <th>Pay F</th> </tr> </thead> <tbody> <tr> <td>18L Teachers</td> <td>ASAL</td> <td>ANNUAL BASIC CONTRACT</td> <td>1,900.00</td> <td>MATRIX</td> <td>1.00000</td> <td>Long</td> <td>TE Addon</td> <td>24</td> </tr> <tr> <td colspan="3">Total Pay from Add-Ons:</td> <td>1,900.00</td> <td colspan="5"></td> </tr> </tbody> </table>				Add-on Description	Pay Code	Pay Code Description	Amount	Calc Method	FTE	Pic Code	Matrix	Pay F	18L Teachers	ASAL	ANNUAL BASIC CONTRACT	1,900.00	MATRIX	1.00000	Long	TE Addon	24	Total Pay from Add-Ons:			1,900.00					
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BLOOMINGTON PBLC SCH DIST 271, MN

Account Preferences Exit ?

Home Employee Information Time Off

Personal Information

Employee: [ ]

**Assignments**

Assignment Information  
 Assignment Year: 2017-2018

Views: General Filters: \*Skyward Default

Position	Assignment	Group	Building																																							
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BLOOMINGTON PBLC SCH DIST 271, MN

Account Preferences Exit ?

Home Employee Information Time Off

Personal Information

Employee: [ ]

**Assignments**

Assignment Information  
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Views: General Filters: \*skyward default

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20 1 records displayed

- Teachers may view their license information from the 'Certification' link, which includes when the license will expire.

The screenshot shows a web browser window with the URL <https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinbloomingtonmn/remptabs001.w>. The page title is "Personal Information - 05.17.06.00.10". The user is logged in as "BLOOMINGTON PBLC SCH DIST 271, MN". The navigation menu on the left includes sections for Demographic, Personnel, Payroll, Time Off Status, Sub Transactions, AP Payments, Employee Letters, Emergency Contacts, and Attachments. The "Certifications" link under the Personnel section is highlighted with an arrow. The main content area displays a table of certifications:

Current	Certification Type	Certification #	Function	Level	Scope	State	Issue Date
•	Standard		Elementary Education	K-6	Full Time Teaching		
•	Standard		Library Media Special	K-12	Full Time Teaching		

At the bottom of the table, it indicates "20" records and "2 records displayed".

- Please note: After new contracts are settled due to negotiations, it may take several weeks for this information to change. It will change when the new pay rate / retro is applied, and that can be several weeks AFTER the School Board has approved the new contract. It does not change immediately after membership votes to approve the new contract.