

Slide 1

To access Skyward EMPLOYEE ACCESS, do the following:

1. Open a web browser
2. Go to the Mifflin County School District website, <http://www.mcSDK12.org/>
3. Click the STAFF link and then SKYWARD EMPLOYEE ACCESS
4. District employees will use their NETWORK credentials; otherwise, please contact the MCSD Payroll Department for your credentials.

The screenshot displays the Skyward School District Employee Access interface. At the top, the user is logged in as Bobby Cistrunkscr. The main navigation area includes 'Home', 'Employee Information', 'Time Off', 'Inventory Requisitions', and 'Expense Reimbursement'. The 'Employee Information' section is expanded, showing links for 'Previous Version of General Information', 'Personal Information', 'Calendar', 'Modify HR Calendar Events', 'Accounts Payable Payments', and 'Surveys'. The 'Payroll' section is also expanded, showing links for 'Check History', 'Check Estimator', 'Calendar Year-to-Date', 'Fiscal Year-to-Date', 'Direct Deposit Information', 'W2 Information', and 'W4 Information'. A yellow callout box highlights the 'Employee Information' section, stating: "The Employee Information area includes Personal Information, Calendar, AP Payments, and Surveys." Another yellow callout box highlights the 'Payroll' section, stating: "This area also includes detailed information about the employee's payroll such as Check History, Check Estimator, Calendar YTD, Fiscal YTD, Direct Deposit Information, and W2 and W4 Information." The interface also features a 'District News' section with a message about a birthday, a 'Requisitions' section, and a 'Programs' section with links like 'Employee Access Home', 'FastTrack Open Positions', 'Quick Entry', 'Financial Management Home', 'Requisitions', and 'My Status'. The footer contains copyright information for Skyward, Inc. and the TX Scrambled Database, along with a note about Desktop View and Button Rows.

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Skyward School District

Bobby Cistrunscr Account Preferences Exit ?

Home Employee Information **Time Off** True Time FastTrack Open Positions FastTrack Screener Work Requests Account Master Purchasing Inventory Requisitions Expense Reimbursement

Time Off

- My Status
- My Requests

Click the My Requests link to enter requested time off.

The **Time Off** area is where the employee enters a request for a day off and can see time off balances in real time.

Employee Access

- Financial Management
- Human Resources
- Student Management
- Product Setup

District News Edit

It's almost Jamie's Birthday
Happy Birthday!

Recent Programs

- Employee Access Home
- FastTrack Open Positions
- Quick Entry
- Financial Management Home WF
- Requisitions WF\PU\MR\RE\RQ
- My Status
- Check History
- Chart of Accounts WF\AM\CA\CA
- History
- Unsubmitted

Edit Favorites

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Click the ADD button to enter your daily request.
Note: you must enter each day you are requesting.

Date	Time	Amount	Type	Status	Year	Cascading Group	Time Off Code	Reason	Description	A
11/05/2015 Thu	8:00 am	1 Days	Used	Approved	Current	VACATION AND C	VACATION	VACATION	VACATION	
11/04/2015 Wed	8:00 am	1 Days	Used	Approved	Current	VACATION AND C	VACATION	VACATION	VACATION	
11/03/2015 Tue	8:00 am	1 Days	Used	Approved	Current	VACATION AND C	VACATION	VACATION	VACATION	
11/02/2015 Mon	8:00 am	1 Days	Used	Approved	Current	VACATION AND C	VACATION	VACATION	VACATION	
09/16/2015 Wed	8:00 am	1 Days	Used	Waiting	Current		SICK	SICK SELF	SICK SELF	
09/08/2015 Tue	8:00 am	1 Days	Used	Approved	Current		SICK	SICK SELF	SICK SELF - Doctors	
09/02/2015 Wed	8:00 am	1 Days	Used	Approved	Current	VACATION AND C	VACATION	VACATION	VACATION	
09/01/2015 Tue	8:00 am	1 Days	Used	Approved	Current	VACATION AND C	VACATION	VACATION	VACATION	

Slide 4

Enter your Time Off Request, then click SAVE. Your request will be submitted to your Supervisor for approval. You will receive an Email response stating whether your request is approved or denied.

The screenshot shows a web browser window with the URL <https://mcsdky.mcsdk12.org:444/?isPopup=true>. The page title is "Add - 05.15.06.00.03 - Internet Explorer, enhanced for Bing and MSN".

Remaining Time Off

Time Off Code	Remaining	Approved	Waiting	Available	Future Remaining	Future Waiting	Future Available
BEREAVEMENT	0 Days			0 Days			
CONFERENCE	0 Days			0 Days			
DEDUCT	0 Days			0 Days			
EMERGENCY	0 Days			0 Days			
JURY DUTY	0 Days			0 Days			
MISCELLANEOUS/FIELD TRIP	0 Days			0 Days			
SICK	134 Days		1 Days	133 Days			
VACATION AND CARRYOVER	17.5 Days	4 Days		13.5 Days			

Time Off Request

* Time Off Code: Hours per Day: 8h 00m

* Reason:

Description:
Maximum characters: 200, Remaining characters: 200

* Start Date:

Days:

Start Time: AM

Substitute:

Buttons:

Select additional employees to notify when this request is submitted:
[Select Employee\(s\):](#)

Asterisk (*) denotes a required field

Callout Bubble:

Days should be ...
1.25 = 1 1/4 Days (summer hours)
1.0000 = Full Day
.5000 = 1/2 Day