SKYWARD EMPLOYEE ACCESS

- 1. www.deerfield.k12.wi.us
- 2. Staff Resources left side menu list
- 3. Skyward Employee Access
- 4. User name: last name first initial
- 5. Password: temp2345
 - > Once logged in, you will be prompted to change your password

You are able to view Employee Information including Personal Information and Payroll including Check History, Direct Deposit, W-2, and W-4 among other information.

Employee Access - 05.15.02.00.03 - Mozilla Firefo	ох			
https://skyward.iscorp.com/scripts/wsisa.dll/W	Service=w	sfindeerfieldwi/semhom01.w		
Deerfield School Distric	t - Fina	ncial	Wendy Helminiak	Account Preferences Exit ?
Employee Information		▼ Payroll		ue
Personal Information Calendar Modify HR Calendar Events Online Forms		Check History Check Estimator Calendar Year-to-Date Fiscal Year-to-Date Direct Deposit Information W2 Information W4 Information Flex Information		9
Personal Information My Status My Requests	¶ 			
© 2015 Skyward, Inc. All rights reserved.				Windows 7 / Firefox 35

To View Time Office Status and Requests and Submit New Requests:

- 1. Time Off
- 2. To view your time off status, click My Status
- 3. To submit a new time off request, click My Requests
- 4. Add
- 5. Enter:
 - $\circ \quad \text{Time off code} \\$
 - o Reason
 - o Description; maybe instructions for calling in a sub
 - o Date
 - o Hours
 - o Start Time
 - o SAVE
- 6. Supervisor and sub caller will receive an email notification
- 7. When requesting emergency time off Superintendent will receive email notification

IMPORTANT

- > This process does not eliminate the need to call school on days that you will be sick.
- If you are requesting time off within the next 24 hours, please notify your building secretary by phone to ensure a sub will be called.
- > Do not call or schedule your own sub.
- > Time off requests can be deleted or revised prior to the date requested.

Interchildysound lacop control torget/vestual dWService-worldederieldedu/cendendicit. Decrifield School District - Friancial Time Off Code: School District - Sinaccia Decrifield School Report - Dock Report	nployee Access - 05.15.02.00.03 - Mozilla Firefox	and and		
Deerfield School District - Financial Wenty Memail: Accurd Memail: Accurd Memail: Excursion Report - Dock Pay Compile Ended Memail: Accurd Memail: Accurd Memoil: Accurd M	https://skyward. iscorp.com /scripts/wsisa.dll/WService=w	sfindeerfieldwi/semhom01.w	-	
Control Concord Default V Findered Concord Default V	Deerfield School District - Fina	Wendy Helminiak	Account Preferences Exit ?	
Engloyed Image: Select Windput Engloyed Select Windput Rest Clashboards Select Windput Personal Information Image: Select Windput VM Requests Image: Select Windput 20215 Styward Inc: All tryIts reserve Windput Select Select Windput Select S	WARD'	holui		
If errorition Image: Section of the sectin of the section of the section of the section of the	Employee Time			
Image off Ny Rapparts Employee Read Dashboads Select Wigge Image of the select Wigge Image of the select Wigge Read Dashboads Select Wigge Image of the select Wigge	Information Off			
Wy Status Employee Reed Dashoards Select Wage In new Sto display Viria Viria Viria Select Wage Import Access Information Personal Information My Requests Status Select Wage Import Access Information My Requests Select Select Wage Select Select Wage Import Access Information	▼ Time Off			
Wy Requests Employee Reset Dashbaards Select Hogram Personal Information Wy Status Wy Status Add - 0.15.02.000.3 - Maxile Frefox Import of the provide scope scope scope of the provide scope of the provide scope of the provide scope of the provide scope	My Status			
Employee Read Dashbards Select Wight Personal Information Wy Status Wy Requests 2015 Styword, fbc All right reserved Wight Status Wy Requests 2015 Styword, fbc All right reserved Wight Status Wy Requests 2015 Styword, fbc All right reserved Wight Status Wy Requests 2016 Styword, fbc All right reserved Wight Status Wy Request 2016 Styword, fbc All right reserved Wight Status Wy Request 2016 Styword, fbc All right reserved Wight Status Wy Request Styword, fbc All right reserved Wight Status Wy Request First Off Code Status Stot Code Status Wight Status Stot Code Status Wight Status Stot Code Status Wight Status Wight Status	My Requests			
Employee Detrict Nave Det	· · · · · · · · · · · · · · · · · · ·		Date i Terrarativa	Danash Dank Dav
Rest Dashboards Select Widgets Personal Information Image: Colspan="2">Image: Colspan="2" Image: Colspan= Colspan= Colspan="2"	Employee	District News	WH	Completed
Instruct Deprint Instruct Deprint Employee Access Home Personal Information My Status Instruct Deprint My Status Instruct Deprint e2015 Styward. Inc. Alt rights reserved. Windows 7 / Free e2015 Styward. Inc. Alt rights reserved. Instruct Deprint e2015 Styward. Inc. Alt rights reserved. Instruct Deprint e2015 Styward. Inc. Alt rights reserved. Instruct Deprint e2016 Styward. Inc. Alt rights reserved. Instruct Deprint e2016 Stymard. Inc. Alt rights reserved. Instruct Deprint e2016 Stymard. Inc. Alt rights reserved. Instruct Deprint e2016 Stymard. Instruct Deprint Instruct Deprint e2017 Stymard. Instruct Deprint Instruct Deprint e2018 Stymard. Instruct Deprint Instruct Deprint Feederal. Struct Deprint Feederal. Struct Deprint Feederal. Struct Deprint Struct Deprint Struct Deprint Struct Deprint <td< td=""><td>Reset Dashboards Select Widgets</td><td></td><td>L</td><td></td></td<>	Reset Dashboards Select Widgets		L	
Employee Access Home Personal Information My Status My Requests 22105 Styward. In: All rights reserved. Add - 05150220003 - Mozilla Frefox Image: Comployee Access Home Image: Comployee Access Ho	Recent Programs			
Personal Information My Status My Requests 2015 Styward. In: All rights reserved. Secure Styward. In: All rights reserved. 2015 Styward. In: All rights reserved. Secure Styward. In: All rights reserved. 2015 Styward. In: All rights reserved. 2015 Styward. In: All rights reserved. 2016 Stype and Information Presonal Information 2017 Stype and Information Presonal Information 2018 Stype and Information Presonal Information 2019 Stype and Information Presonal Information	Employee Access Home			
My Status My Requests 2215 Skyward. Inc. All rights reserve. Xecord 24 for the proceed of t	Personal Information			
My Requests 20205 Skyward, Inc. All rights reserve. My Requests Winder Status My Requests 20205 Skyward, Inc. All rights reserve. My Requests Winder Status My Requests Winder Status My Requests Winder Status My Requests My Requests My Requests My Requests My Requests My Requests My Requests My Requests My Requests My Requests My Requests My Requests My Requests My Requests	My Status 🐴			
2215 Styward, Inc. All rights reserved. 2215 Styward, Inc. All rights reserved. 2215 Styward, Inc. All rights reserved. 2216 Stymard, Inc. All rights reserve	My Requests			
2025 Styward, Mrc. XM proposed, Subject Status Subject Style Style Status Subject Style Style Status V Status Subject Style				
Add - 05.15 02:00.03 - Mozilla Firefox https://skyward.iscorp.com/scripts/wisa.dll/WService=wsfindeerfieldwi/torgedit001.w?isPopup=true Add Remaining Time Off Time Off Code FireforMax Broom Stock 105.052.00.03 - Mozilla Firefox Future Future Future PersonAa Broom Stock 2 49.00m Broom Stock 2 49.00m 400.				
Add - 05.15.02.00.03 - Magaila Firefox https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfindeeffieldwi/torgedit001.w?isPopup=true Add Remaining Time Off Time Off Code: Remaining Approved Wating Available Remaining Wating Available PERSORVCY 32 n 00m 320.00m SCHOOL BUSRESS 40 n 00m 40 n 00m SCHOOL BUSRESS 40 n 00m SCHOOL BUSRESS 40 n 00m 40 n 00m SCHOOL BUSRESS 40	2015 Skyward, Inc. All rights reserved.			Windows 7 / Firefox 35
SNOW DAY Sh 00m Sh 00m 24h 00m VACATION 64h 00m 40h 00m 24h 00m Time Off Request 	Time Off Code Remaining Approv EMERGENCY 32h 00m PERSONAL 8h 00m SCHOOL BUSINESS 0h 00m SICK 4h 00m	ruture ruture red Waiting Available Remaining Waiting 32h 00m 8h 00m 0h 00m 43h 00m	Available	
Time Off Request * Time Off Code: SICK / FAMILY Description: SICK/FAMILY Maximum characters: 200, Remaining characters: 200 * Start Date: (3)12/2015 (SNOW DAY 8h 00m VACATION 64b 00m 40b 0	8h 00m 24h 00m		
Time Off Request Save * Time Off Code: SICK / Hours Hours per Day: 8h 00m Back * Reason: SICK/FAMILY Detail Decription: SICK/FAMILY Image: Sick		2		
<pre>* Time Off Code: SICK / Bours</pre>	Time Off Request			Back
Description: SICK/FAMILY Maximum characters: 200, Remaining characters: * Start Date: 03/12/2015 Book Hours: Optoms 00 + minutes Start Time: 08:00 AM Select additional employees to notify when this request is submitted and approved/denied Select Employee(s):	* Time Off Code: SICK - Hours * Reason: SICK/FAMILY	Hours per Day: 8h 00m		
Maximum characters: 200, Remaining characters: 200 * Start Date: [03/12/2015 Hours: 0 hours 00 ~ minutes Start Time: [08:00 AM Select additional employees to notify when this request is submitted and approved/denied Select Employee(s):	Description: SICK/FAMILY	· Deteller		
* Start Date: 03/12/2015 Thursday Hours: Ohours 00 v minutes Start Time: 08:00 AM Select additional employees to notify when this request is submitted and approved/denied Select Employee(s):	Maximum characters: 200. Rema	aining characters: 200		
Hours: 0 hours 00 minutes Start Time: 08:00 AM Select additional employees to notify when this request is submitted and approved/denied Select Employee(s):	* Start Date: 03/12/2015 📰 Thurso	lay		
Start Time: 08:00 AM Select additional employees to notify when this request is submitted and approved/denied Select Employee(s): : Asterisk (*) denotes a required field	Hours: 0 hours 0 - minut	ies		
Select additional employees to notify when this request is submitted and approved/denied Select Employee(s):	Start Time: 08:00 AM			
Select Employee(s): .::: Asterisk (*) denotes a required field	Select additional employees to notify	when this request is submitted and approved/deni	ed	
Asterisk (*) denotes a required field	Select Employee(s):			
Asterisk (*) denotes a required field				
Asterisk (*) denotes a required field				
Asterisk (*) denotes a required field				
Asterisk (*) denotes a required field				
Asterisk (*) denotes a required field				
	Asterisk (*) denotes a required field			

Questions? Please call Wendy Helminiak or Nathan Hruby