



HUMAN RESOURCES

PERSONNEL RECORDS

NO MORE ACCESSING SEVERAL AREAS OF THE SYSTEM TO ANSWER EMPLOYEE RELATED QUESTIONS.

- Centralized area for all employee related data
- Audit history of changes made
- One name record shared throughout the system
- Ability to limit access
- Store documents as attachments and determine who has access

Position	Assignment	Building	Assignment Type Codes	Building Codes	Birth Date	Gender	Hire Date	Start Date	End Date	Contract Status
Teacher	German	Evans High School		400	01/06/1965		09/01/2015	09/01/2015		
Teacher	German	Evans High School					08/01/2023	05/31/2024		
Teacher	German	Evans High School					08/01/2022	05/31/2023		
Teacher	German	Evans High School					08/01/2021	05/31/2022		
Teacher	German	Evans High School					08/01/2020	05/31/2021		
Teacher	German	Evans High School					08/01/2019	05/31/2020		
Teacher	German	Evans High School					08/01/2018	05/31/2019		
Teacher	German	Evans High School					08/01/2017	05/31/2018		
Teacher	German	Evans High School					08/01/2016	05/31/2017		
Teacher	German	Evans High School					08/01/2015	05/31/2016		

ONE PLACE FOR EMPLOYEE DATA

Easily access information for an employee in one place, regardless of where the data was processed or entered. Quickly view employees timesheets, pay setup and detailed check history all from one area, saving you time and clicks. Look no further than the employee audit history for changes to an employees address, ACH, pay, deductions or benefits? Because data is shared from other areas of the system, the user has flexibility where they add or update a piece of information. A singular name record is used throughout the system so name, address, and phone changes could not be easier.

LIMITING ACCESS

Rest assured that users will only have access to the information they need. Security provides access to areas of the system a user will see in the Employee Profile and what they can do with that information (view, make changes or add a record). Users can also be limited to the employees they see when using limited Employee Profile Access. Limited Employee Profile Access can be a huge help sharing information the district already has on hand such as emergency contact information with select building personnel.

EASY ACCESS TO HISTORICAL FISCAL YEAR DATA

As your district builds history within the Skyward system, that history is clearly visible. When looking at an employee, you can see what jobs they have worked at the district as well as pay information for all fiscal years. When an employee has an amount change on a deduction or benefit, the old one can be stopped and a new one started, allowing personnel to easily view when that change occurred. Detailed historical payroll information starting with their first check in Skyward is also accumulated and shown along with calendar and fiscal year totals.