

# Employee Access User Guide



Post Falls  
School District 273

**Revised 10/2021**

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## INTRODUCTION

**What is 'Employee Access'?** Employee Access is a program in Skyward that:

1. Allows employees to monitor their district records regarding employee contact information, monthly and yearly pay documentation, federal and state withholding information and leave status through Employee Information.
2. Allows employees to request absences through Time Off.

Access to the web site is through a district provided Login ID and password. Employees can access Skyward by using a district computer or at home via the "Skyward Employee Access" Quick Link at the district web site <http://www.pfsd.com>.

## GETTING STARTED

To log in to Skyward Employee Access you will need your Login ID (username) and password as provided by PFSD Human Resources. If you have forgotten or lost your Login ID and password, please contact Human Resources to obtain a replacement. Employees that have a district email account can also obtain login information using the self-help feature on the sign-in web page.

**CONNECT AT WORK / HOME.** Go to the District Internet Site at <http://www.pfsd.com> and select the link labeled "Skyward Employee Access" under the Quick Links to the left on the home page.

Next you will need to log into the site.

1. Type in your Login ID and Password as provided by the Human Resources Office. Then click on the Sign In button.

Note: If you do not remember your Login ID and / or Password, contact the Human Resources Department or click on "Forgot your Login/Password?" and follow the instructions.

2. It is recommended that employees add this login page to their internet favorites for easier access to the Skyward Employee Access link in the future.

SKYWARD®  
Post Falls School District #273

Login ID:   
Password:

[Forgot your Login/Password?](#)

05.19.02.00 02:11 7

Login Area: Employee Access ▼

**For security reasons you will be logged out of the Employee Access application after five minutes of inactivity.**

## CHANGING YOUR INITIAL PASSWORD

When you first log in to Skyward you will be asked to change your password. Please use a password that is unique. If others can guess your password, they will be able to view your salary information.

1. Type in your new password, confirm the new password and click the Submit button.
2. You will see a message confirming your account has been successfully updated...click 'OK'.

### Expired Password

Your password has expired. Please enter a new password.

Name:	DOE, JANE		
Login:	jdoe		
New Password:	<input type="password"/>	Confirm New Password:	<input type="password"/>
			<input type="button" value="Submit"/>
Minimum Password Length:		0	
Number of Passwords Before Reuse:		1	

## NAVIGATING EMPLOYEE ACCESS

Once you have signed in, you will see a screen similar to the one below.



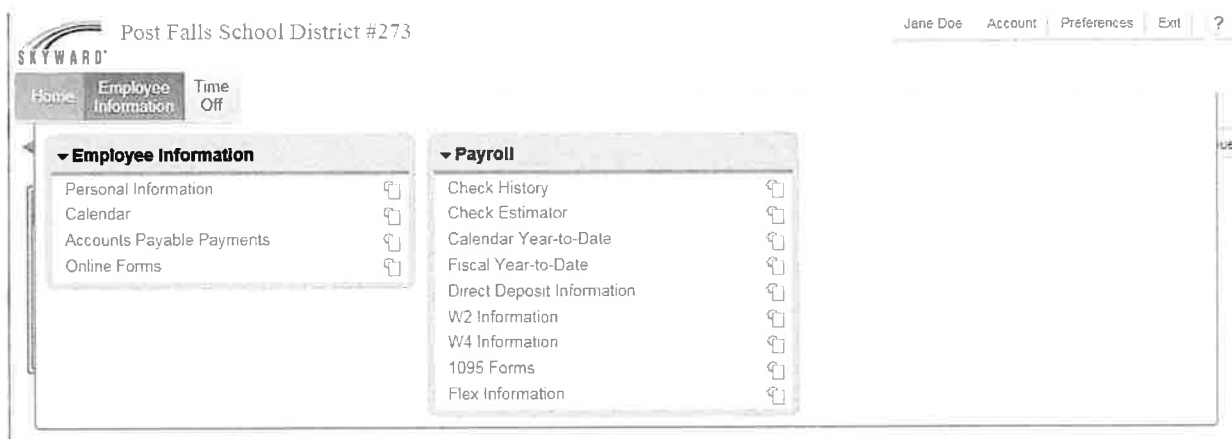
Depending upon your employee category, you will see two or more options in Employee Access. All employees should see:

- 1)Employee Information
- 2)Time Off

The User Guide will describe these options in the following pages.

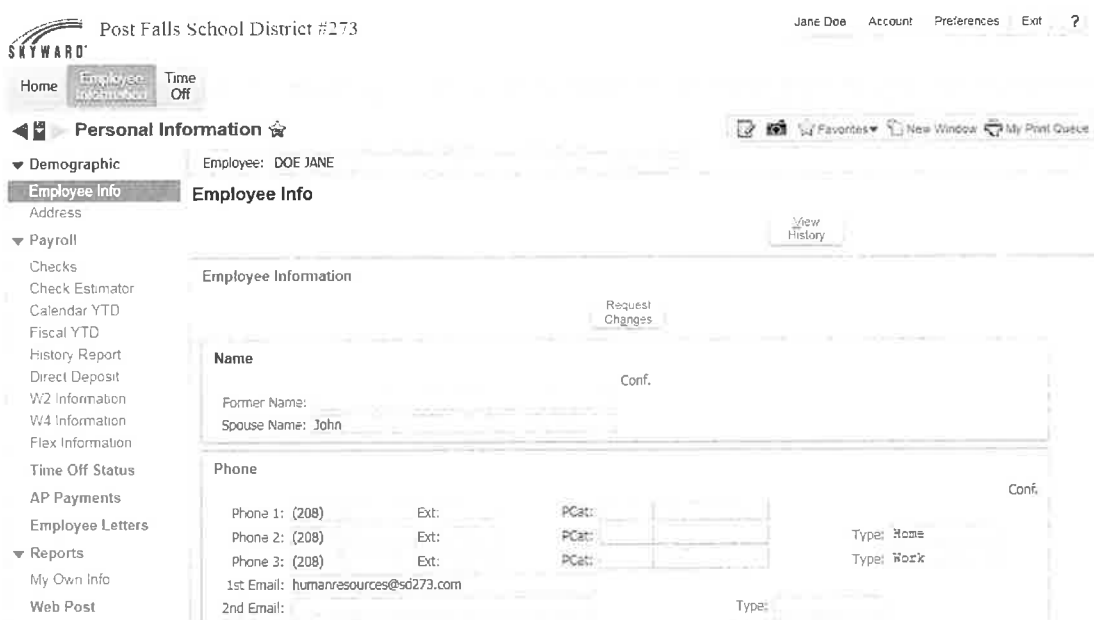
# EMPLOYEE INFORMATION

When you click on the 'Employee Information' button, you will see the following screen:



You will see several options under 'Employee Information' and 'Payroll.' Please note there are several ways to obtain the same information. For example, if you select 'Personal Information', this option will allow you to see payroll information as well.

If you click on the 'Personal Information' option, you will see the following screen:



Using 'Personal Information', you can view:

**Reports** – Under 'My Own Info' you can view other information currently recorded in Skyward, such as employee type, degrees earned and at what institution, and certifications. If you notice any inaccuracies, contact Human Resources at [humanresources@sd273.com](mailto:humanresources@sd273.com).

**Payroll** – This option allows employees to view payroll information, such as:

- **Check History** – View individual paycheck information and print paystubs as needed.
- **Check Estimator** – Use this process to calculate what net pay will be if you change your W4 information. **This option is for estimating only; W4 information will not be changed with the Payroll Department.**
- **Calendar YTD (Year to Date)** – View total paychecks for the calendar year (starting in January) by clicking the 'Show Calendar YTD' Button. Employees may view and print a copy of their pay details for the calendar year.
- **Fiscal YTD (Year to Date)** – View total paychecks for a selected fiscal year by clicking the 'Show Fiscal YTD' Button. View and print details by clicking the arrow by the fiscal year record.
- **History Report** – Employees can edit and view payroll history reports based on the options chosen.
- **Direct Deposit Information** – This shows employee direct deposit information. **To change direct deposit information, employees must submit a new Direct Deposit Form to the Human Resources Department.** Direct Deposit changes must be submitted to the Human Resources Department by the 8<sup>th</sup> of the month in order to take effect with that month's payroll. (Direct Deposit forms are available under Personal Information/Reports/WebPost/PFSD Direct Deposit Form.) **Employees must submit a voided check with the Direct Deposit form.**
- **W2 Information** – View W2 information by clicking the 'Show W2 Info' Button. Employees may select and print copies of their W2 information by calendar year.
- **W4 Information** – View W4 information by clicking the 'Show W4 Info' Button. This is a printable copy of the employee's W4 information. **To change W4 information, new Federal and State W4 forms must be submitted to the Human Resources Department.** (Forms are available under Personal Information/Reports/Web Post/ Federal or Idaho Form W-4.)
- **Time Off Status** – View current leave availability.

**Web Post** – Web Post allows employees to have access to the most commonly requested employee forms, including time sheets, payroll, benefits, PERSI, and employee reimbursement forms.

#### Web Post

Views:  Filters:

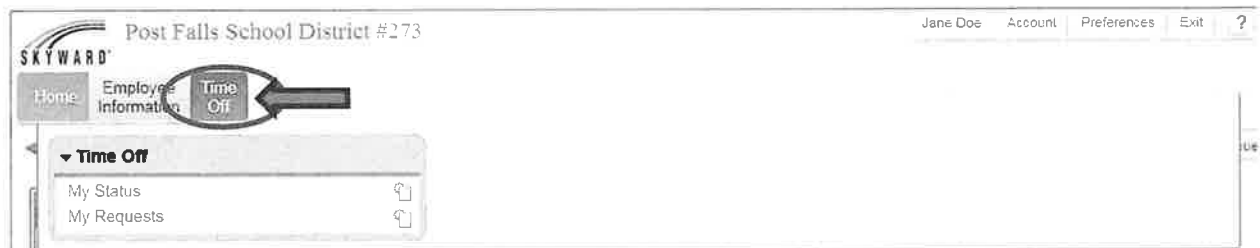
Received Date	Description	Status
08/03/2020	PFSD Time Sheet	Unread
02/25/2020	W-4 Idaho State 2020	Unread
02/25/2020	W-4 Federal 2020	Unread
02/25/2020	I-9 Form	Unread
07/09/2019	Employee Name/Address Change Form	Unread
03/22/2019	Medical Insurance Waiver Form	Unread
03/22/2019	Employee Monthly Travel Record	Unread
03/22/2019	Employee Travel Reimbursement Form	Unread
03/22/2019	PERSI Choice 401K Paycheck Contribution Form	Unread
03/22/2019	PERSI RS115 Beneficiary Designation	Unread
03/22/2019	PFSD Direct Deposit Form	Unread
03/22/2019	Resignation/Retirement Form	Unread
03/22/2019	Accident Reporting and Personal Safety Form	Unread

20 13 records displayed Received Date:

## TIME OFF

All employees are required to enter time off requests in Skyward Employee Access. Requests will be automatically forwarded to the employee's principal or supervisor for approval. **Employees who need substitutes will be redirected to request a substitute through the Ready Sub link.**

To request time off or view time off status you will need to log into your Skyward account and click the Time Off tab.



\* **Note:** If you have Supervisor access, you will also see 'My Approvals' and 'My Employees' as options under Time Off. Please see the Employee Access Guide for Supervisors/Approvers for further instructions.

**My Status** – this option will allow you to view your available leave in Skyward.

**My Requests** – this option will allow you to view the time off you have taken in the past as well as make a request for future time off.

### HOW TO REQUEST TIME OFF

**Step 1:** Click on 'My Requests' under the Time Off area



**Step 2:** Click on the 'Add' button



**Step 3:** Fill out each field as described below. The letter designation in each arrow on the screen corresponds to the lettered instructions below.

- A. **Time Off Code** - Use the drop-down arrow to select what type of time off you are requesting.
  - B. **Reason** – Chose the reason for the requested time off.
  - C. **Description** – Enter a description for the requested time off. **Please do not enter private or HIPPA protected information in this field.**
  - D. **Start Date** – Enter the date for which you are requesting time off. All dates must be requested individually.
  - E. **Hours** – Enter the number of hours that you are scheduled to work on the date you are requesting if you are requesting to take a full day off. **If you are requesting a partial day, enter only the number of hours that you will be gone.** If requesting to take an entire week off it must be requested in individual days. In this instance, you would repeat this process 5 times entering a new date each time. The clone button is helpful for this.
    - a. If you are cancelling your request for a date already requested and approved, re-enter your time off request for the date you are cancelling; you will enter the number of hours you are cancelling as a negative number.
  - F. **Start Time** – Enter your regular starting time if you are taking a full day; if you are requesting less than a full day, enter the start time of your requested absence.
  - G. **Sub Needed** – Check this box if you will need to request a substitute. Once you have clicked the save button you will be redirected to the ReadySub login to request a substitute.
- All professional leave must be approved by the appropriate supervisor.
- H. **Additional Employees-** Please notify the School Secretary & any Immediate Supervisors of your scheduled absence. Click the link labeled Select Employee, then click the box next to the additional person(s) to receive an e-mail and click the save button. You may include any other employees that need to be aware of your leave request.

**Once all these fields have been entered, click the Save button.** This will record your request for time off; the request will be automatically submitted to your principal/supervisor for approval. If you do not need a sub, this completes the time off request.

**Add**

Remaining Time Off	Remaining	Approved	Waiting	Available	Future Remaining	Future Waiting	Future Available
Time Off Code	12h 00m			12h 00m			
CLASSIFIED PERSONAL LEAVE	24h 00m			24h 00m			
CLASSIFIED/HOURLY SICK LEAVE							

**Time Off Request**

\* Time Off Code: **CLASSIFIED/HOURLY SICK LEAVE - Hours** (A. Time Off Code)

\* Reason: **SICK** (B. Reason)

Description: **SICK** (C. Description)

Type: ☒ Single Day ☐ Date Range

\* Start Date: **03/25/2019** (D. Start Date) **Monday**

Hours: **0** hours **00** minutes (E. Hours)

Start Time: **08:00** AM (F. Start Time)

☐ Sub Needed (G. Sub Needed- once you click Save you will be redirected to ReadySub to request a sub)

Select additional employees to notify when this request is submitted and approved/denied

Select Employee(s):

H. Additional Employees to Notify  
Be sure to include the school secretary and immediate supervisor

For Resource or Life skills Staff – When sub is not needed enter NO SUB NEEDED and do not click the Sub needed box

Save Back



**Step 4:** For employees that require a substitute, you need to make sure that you checked the "Sub Needed" box. You will be redirected to the ReadySub login once you save your request.

**Step 5:** Posting an absence in ReadySub

## Screen 1

RS ReadySub Announcements Absences Organization Karen

### New Absence

Summary Itinerary Substitute Notes / Attachments Post

Summary

Job Classification

-- Select --

Next

## Screen 2 – Requesting Date and Reason

Summary Itinerary Substitute Notes / Attachments Post

Single Day Multi Day

Date

Job Date

Select a job date

Itinerary

West Ridge Elementary remove

Schedule

-- Select --

Start

-- Select --

End

-- Select --

Job Reason

Self

Must match Skyward Leave

Job Position

Select a job position

Room (optional)

Enter the job room

Report To (optional)

Select a user

Enter the school secretary's name here

Back Next


### Screen 3 – Requesting Substitute


#### Options


1. Posting to Pool – all subs will get a notification
2. Request Substitute – only the ones you request will get the notification
3. Assign to Substitute


Summary Itinerary **Substitute** Notes / Attachments Post

Substitute Configuration

 Post to Pool

 Request Substitutes

 Assign to Substitute


























 No Substitute Required

Requested Substitutes ⓘ (1 of a maximum of 5 selected)

Favorite Substitutes ⓘ

☒ Karen Wilhelm

Additional Requested Substitutes ⓘ

## Screen 6 – Final View of posted absence

### Absence on Thursday, July 30, 2020

Details

Notes


Attachments

Sub Preferences

Substitute Feedback


History (2)

Employee



Cancel

Substitute



Absence Summary

Job Id

3s0kbbfcipuewq

Substitute Status

Filed

Approval Status

No Approval Required

Reason

Personal Leave

Classification

Teacher

Organization

Post Falls School District

Total Hours

7.00

Itinerary

1 day • 1 remaining

West Ridge Elementary

8:20am - 3:20pm PDT

Fall Day • 7.00 hours

Personal Leave

1st Grade

If you posted to the pool or requested a substitute this box will say open

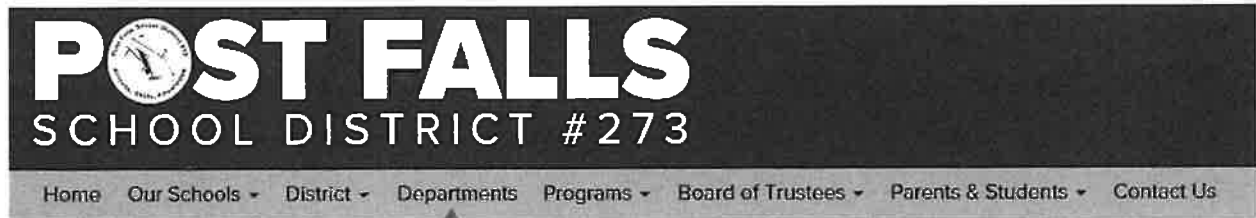
**Step 7:** After your supervisor has reviewed your time off request you will receive an email confirming that the request has been approved or denied.

**Remember if your time off is denied you will need to login in to ReadySub and cancel your posting/substitute.**

## HOW TO ACCESS DISTRICT EMAIL FROM A NON-DISTRICT COMPUTER

Employee web email access is available at the Post Falls School District website: [pfsd.com](http://pfsd.com)

- **Select Departments**



- **Select Technology**

### Quick Links

About the District  
Boundary Maps  
Contact Office  
COVID Dashboard  
District Calendar 2021 2022  
Employment  
Explore Our Schools! -  
Home  
Idaho State Department of  
Education Report Card  
Nutritional Services  
PFSD Phone and Fax Numbers  
Skyward Family/Student Access  
School Supply List 2021-22  
School Resource Officer (SRO)  
Skyward Employee Access  
Transportation

### Administration

**Finance**  
Business Manager/Treasurer  
Wendy Lee  
(208) 773-1658

**Human Resources**  
Human resource Department  
208-773-1658  
E-mail PFSD Payroll

**Nursing & Community Services**  
Head Nurse  
Susan Conti  
  
Central school nursing office  
phone number 208-773-6976.

**Technology**  
Mike Lancaster-Technology Director  
Jon Wilkerson- Technology Coordinator  
Ed Hoy- Network Administrator  
Jordan Slatten- Building Technician  
Jasper Dodson - Building Technician

- **Go to "Staff Links" and "District Gmail, then enter your user name and password.**



### Links

#### Staff Links

District Gmail  
Helpdesk  
Skyward Employee Access  
Skyward SIS

## Contact Information – Assistance

Time Off/Employee Access/General Assistance - Human Resources Department:

- Phone: (208) 773-1658
- Email: [humanresources@sd273.com](mailto:humanresources@sd273.com)

Benefits – Human Resources Department:

- Phone: (208) 773-1658
- Email: [benefits@sd273.com](mailto:benefits@sd273.com)

Payroll Assistance – Human Resources Department:

- Phone: (208) 773-1658
- Email: [payroll@sd273.com](mailto:payroll@sd273.com)

ReadySub Assistance

- Jill Stevenson – Substitute Coordinator
  - Business Hours Phone: (208) 619-1514
  - Emergency/After Hours Cell: (208) 217-2778
  - Email: [jstevenson@sd273.com](mailto:jstevenson@sd273.com)

# Benefits

## Post Falls School District Benefits

Post Falls School District is pleased to offer its employees a competitive benefits package which includes:

- Medical and vision insurance, with two plan levels available through Blue Cross/Idaho School Benefit Trust:
  - Preferred Blue PPO/Driver Plan
  - Preferred Blue PPO/Buy Down Plan
- Dental insurance, with two plans available through
  - Delta Dental
  - Blue Cross/Willamette
- Group Life Insurance through NCPERS Life
- Section 125 Medical and Dependent Care Spending Accounts through American Fidelity
- Additional Life, Cancer, and Disability policies available through American Fidelity and Aflac
- PERSI (Public Employee Retirement System of Idaho) defined benefit retirement plan
- PERSI Choice 401(K) Plan
- 457 and 403B retirement plans

Staff who work 20 or more hours per week (0.5 FTE or greater) are eligible to enroll in District benefits.

### For more Information:

- [2021-2022 Medical/Dental Benefits](#)
- [NCPERS Life Insurance](#)
- [PERSI](#)
- [PERSI Choice 401\(k\) Plan](#)
- [American Fidelity](#)
- [AFLAC](#)
- [Tax-sheltered Account Options](#)
- [Employee Assistance Program \(BPA Health\)](#)

Please direct questions to [humanresources@sd273.com](mailto:humanresources@sd273.com)

## Employee Benefits Contact Information/Forms/Links

[Blue Cross Provider Lookup](#)

[Blue Cross Prescription Formulary](#)

[PERSI Beneficiary Designation Form RS115](#)

[PERSI Choice 401\(k\) Paycheck Contribution Election](#)

[NCPERS Life Insurance Enrollment Form](#)

Section 125 Benefit Election Form

American Fidelity Accounts

Waiver of Health Coverage

BEN: Employee Online Insurance Enrollment

**For Telephone Inquiries:**

Advanced Benefits: (208) 664-3482 (For help with enrollment questions or claims adjudication.)

Blue Cross: (833) 623-7992 Medical/Dental

Delta Dental: (208) 489-3580

VSP: (800) 877-7195 (Vision Service Plan)

# EMPLOYEE CENTER

Welcome to Post Falls School District Employee Center.

## NEW EMPLOYEE INFORMATION

If you are a new employee please click on the Certified or Classified link below to access new hire forms and instructions:

- [New Certified Employees](#)
- [New Classified Employees](#)

## CURRENT EMPLOYEE INFORMATION

Current employees can access information regarding District benefits, job descriptions, salary schedules and employee handbooks by selecting from the following:

- [2021-2022 Medical/Dental Insurance Benefits](#)
- [Employee Forms](#)
- [PERSI Retirement Benefits at a Glance](#)
- [Job Descriptions](#)
- [Salary Schedules](#)
- [Employee Handbooks](#)
- [Skyward Employee Access User Guide](#)