

Slide 1 - Slide 1

The screenshot shows the Skyward School District Employee Access web application. The browser title is "Employee Access - 05.12.10.00.00 - Windows Internet Explorer". The user is logged in as "Angela Avilezscr". The interface includes a navigation menu with categories like "Employee Information", "Payroll", and "Professional Development". A yellow callout box is overlaid on the "Employee Information" section, containing the following text:

**Personnel**

Navigate to **Employee Access, Employee Information, Employee Information, Personal Information** to access the **Personnel** area.

**Who, What, When, Why?**

The Personnel area displays employees' personnel, assignment, lane/step history, certifications, and professional growth information housed in the Profile.

Employees would access this area periodically to review and verify their human resources records.

The interface also shows a "Recent Programs" sidebar with items like "Employee Access Home", "Personal Information", "Inventory Requisitions", "Activity", "Approve", "Human Resources Home", "Employee Profile", "Organizational Charts", "Submit Request", and "Product Setup Home". The footer contains copyright information for Skyward, Inc. and CSUGIndiana 2012 User Group - Finance, along with the system information "Windows XP / Internet Explorer 8".

Slide 2 - Slide 2

The screenshot shows a web browser window titled "Personal Information - 05.12.10.00.00 - Windows Internet Explorer". The page header includes the Skyward logo and the text "Skyward School District". A navigation menu at the top contains various options: Home, Employee Information, Time Off, True Time, FastTrack Open Positions, Work Requests, Account Master, Budget Management, Purchasing, Inventory Requisitions, Employee Review, Expense Reimbursement, and Online Open Enrollment. The main content area is titled "Personal Information" and features a search bar with the text "Employee: Avilezscr Angela A". Below this, a yellow callout box contains the instruction: "Select each tab under the Personnel menu to view the corresponding information." The left sidebar lists several categories: Demographic, Personnel, Payroll, Time Off Status, Insurance, and Sub Transactions. The Personnel category is expanded, showing sub-items: Personnel Info, Lane/Step History, Prof Development, Assignments, and Certifications. The main content area displays the following information for the selected employee: Hire Date: 03/20/1992, Start Date: 07/06/2003, Building Location: BUILDING -BUS, and Check Location: CHECK LOCATION -BUS. The bottom of the browser window shows the address bar with "Local Intranet" and a zoom level of 100%.

Slide 3 - Slide 3

The screenshot shows a web browser window titled "Personal Information - 05.12.10.00.00 - Windows Internet Explorer". The page header includes the Skyward logo and "Skyward School District". A navigation menu at the top contains various options: Home, Employee Information, Time Off, True Time, FastTrack Open Positions, Work Requests, Account Master, Budget Management, Purchasing, Inventory Requisitions, Employee Review, Expense Reimbursement, and Online Open Enrollment. The main content area is titled "Personal Information" and displays details for "Employee: Avilezscr Angela A". A yellow callout box points to the "Personnel Info" section, stating: "The Personnel Info area shows basic hire/location information." The "Personnel Info" section includes the following fields: Type: ADMINISTRATOR, Hire Date: 03/20/1995, Start Date: 07/06/2003, Building Location: BUILDING -BUS, and Check Location: CHECK LOCATION -BUS. A left-hand navigation menu lists categories such as Demographic, Personnel, Payroll, Insurance, and Sub Transactions. The browser's address bar shows "Local Intranet" and the zoom level is set to 100%.



Slide 4 - Slide 4

The Lane/Step History tab displays a running history of the employee's placement tracker history found in the Profile Position tab.

Type	Placement	Effective Date	Lane	Step	Credits
Contract	CONTRACT	07/01/2003	SUPT	0.00	0.00
Contract	CONTRACT	07/01/2005	SUPT	0.00	0.00
Contract	CONTRACT	08/14/2006	SUPT	0.00	0.00
Contract	CONTRACT	09/01/2006	SUPT	1.00	0.00
Contract	CONTRACT	07/01/2007	SUPT	0.00	0.00
Contract	CONTRACT	07/01/2008	SUPT	0.00	0.00
Contract	CONTRACT	07/01/2009	SUPT	1.00	0.00
Contract	CONTRACT	07/01/2010	SUPT	0.00	0.00
Contract	CONTRACT	07/01/2011	SUPT	0.00	0.00