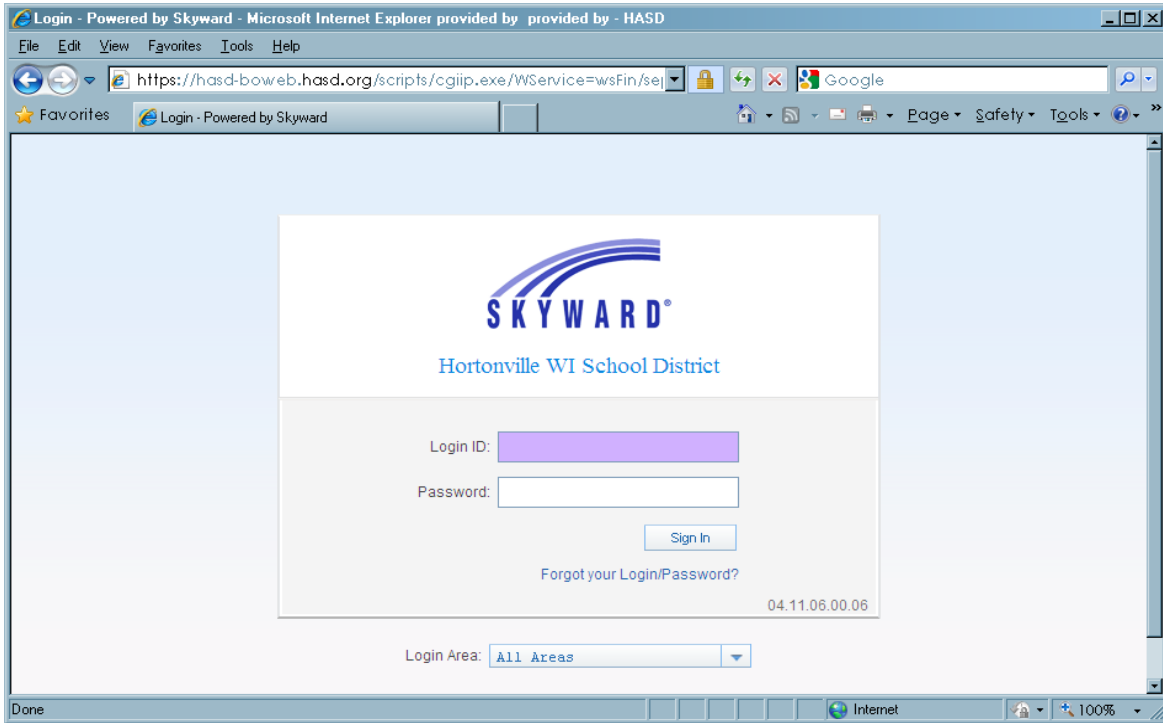
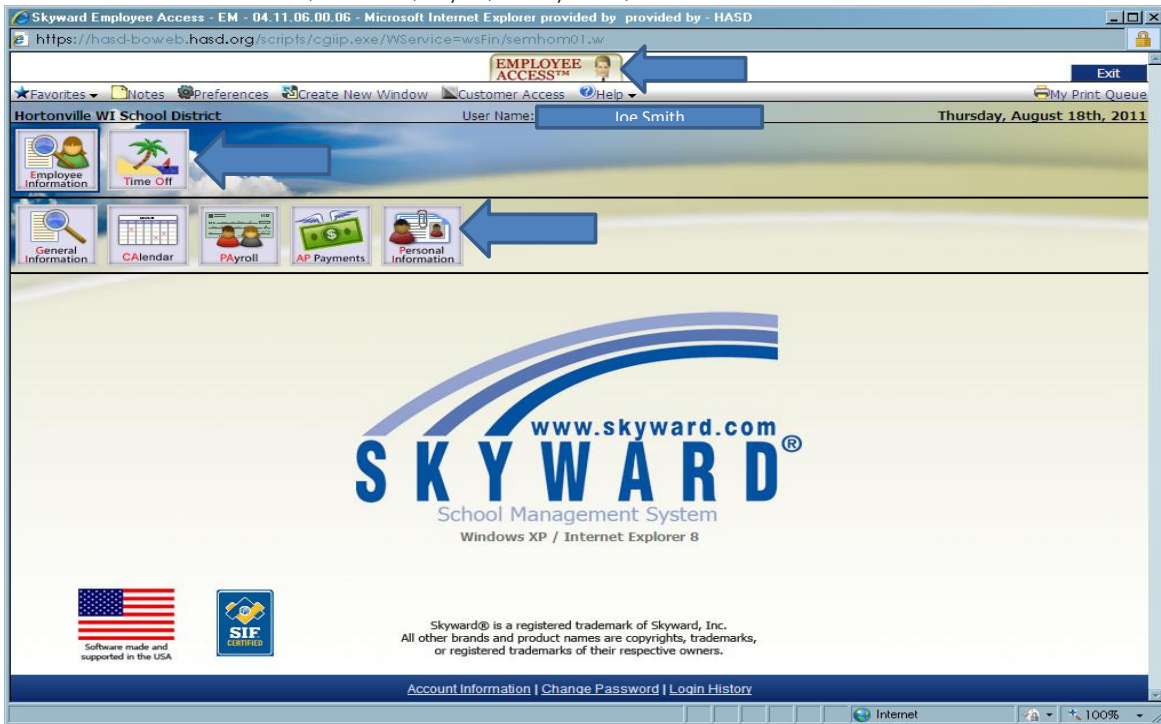


Sign in with Login ID, Password



Select Employee Access Tab, most will only have that tab available:

- 1-For now 2 button appear in first row, Employee Information & Time off
- 2-Select Employee Information, another row will appear with 5 more buttons
General Information, Calendar, Payroll, AP Payments, Personal Information





General Information Tab contains:

An older version of Employee Access info (District News, Personnel Info, Change Password, Report Options)

Report options:

Can create a report containing all pay for date range given. Can Create report to view then print.

Click Show buttons for items to print on screen, then Create Report

Back button when done.

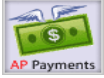


Contains time-off information, hovering the mouse cursor over the entries provides more detail

Employee Access Screens



Expands to show six more buttons...we'll look at others before expanding this one. See Page (4)



Shows all AP reimbursements submitted through Accounts Payable, i.e. Mileage, etc. Clicking on the "+" gives more detailed information on the individual check

AP Payments - 0 - 04.11.06.00.06 - Microsoft Internet Explorer provided by provided by - HASD

https://hasd-boweb.hasd.org/scripts/cgiip.exe/WService=wsFin/epayrollbwns009.w

Hortonville WI School District Thursday, August 18th, 2011

Home Page | Employee Information | AP Payments

Accounts Payable Payments - Skyward Default

Check Date	Check Number	Direct Deposit	Check Amount
06/29/2010	15020		437.54
04/30/2010	14338		1,438.30
11/30/2009	12996		98.74
07/31/2009	11804		272.36
02/27/2009	10332		529.79

5 records displayed

Check Date: [input field]

Filter Options
Show Check
Show Invoices



Allows you to view Personal Info, similar to the General Info tab, also allows you to request changes to Employee Information and Address. Click on Request changes button in each screen. Pay History, Time Off Balance/Status, Sub Transaction, AP Payments also available from this screen.

Employee Tab - 0 - 04.11.06.00.06 - Microsoft Internet Explorer provided by provided by - HASD

https://hasd-boweb.hasd.org/scripts/cgiip.exe/WService=wsFin/rempltabs001.w

Hortonville WI School District Thursday, August 18th, 2011

Home Page | Employee Information | Employee Tab

Demographic
Employee Info
Address

Personnel
Personnel Info
Lane/Step History
Prof Development
Assignments
Certifications

Pay History
Checks
Calendar YTD
Direct Deposit
W2 Information
W4 Information

Time Off Status

Sub Transactions

AP Payments

Time Off Org Chart

Employee
Employee: [input field]

Employee Info

View History

Request Changes

Employee Information

Name

Former Name: [input field] Conf. No

Spouse Name: [input field] No

Phone

Phone 1: [input field] Ext: [input field] Conf. No

Phone 2: () Ext: [input field] No

Phone 3: () Ext: [input field] No

Email: [input field]

Race and Ethnicity

Ethnicity: Hispanic/Latino?

Federal Race: 1-American Indian or Alaskan Native
 2-Asian
 3-Black or African American
 4-Native Hawaiian or Other Pacific Islander
 5-White

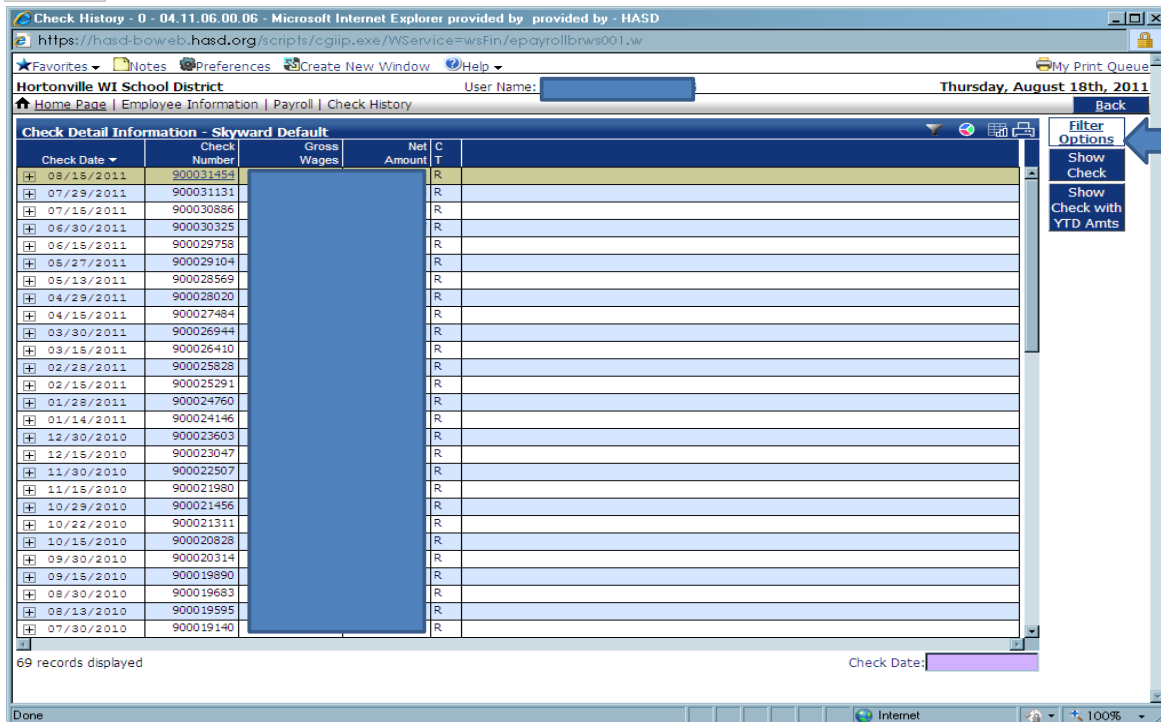
Employee Access Screens



Brings up another row of payroll related items
Check History, Calendar YTD, Direct Deposit Info, W2 info, W4 Info



Brings up all checks since 1/1/2009. Expand detail of each check by clicking "+". Also choose filter options to expand # of checks visible on Screen. Select Show Check, can Print single check.



Can make changes to deductions, exemptions, marital status to view changes on checks. Does not make changes, you must still contact Payroll to make those changes at this time.



View Pay YTD, all years since 2009



View your current Direct Deposit Information



View and print most recent W-2.
Click View W2, displays PDF of W2 that you can print.

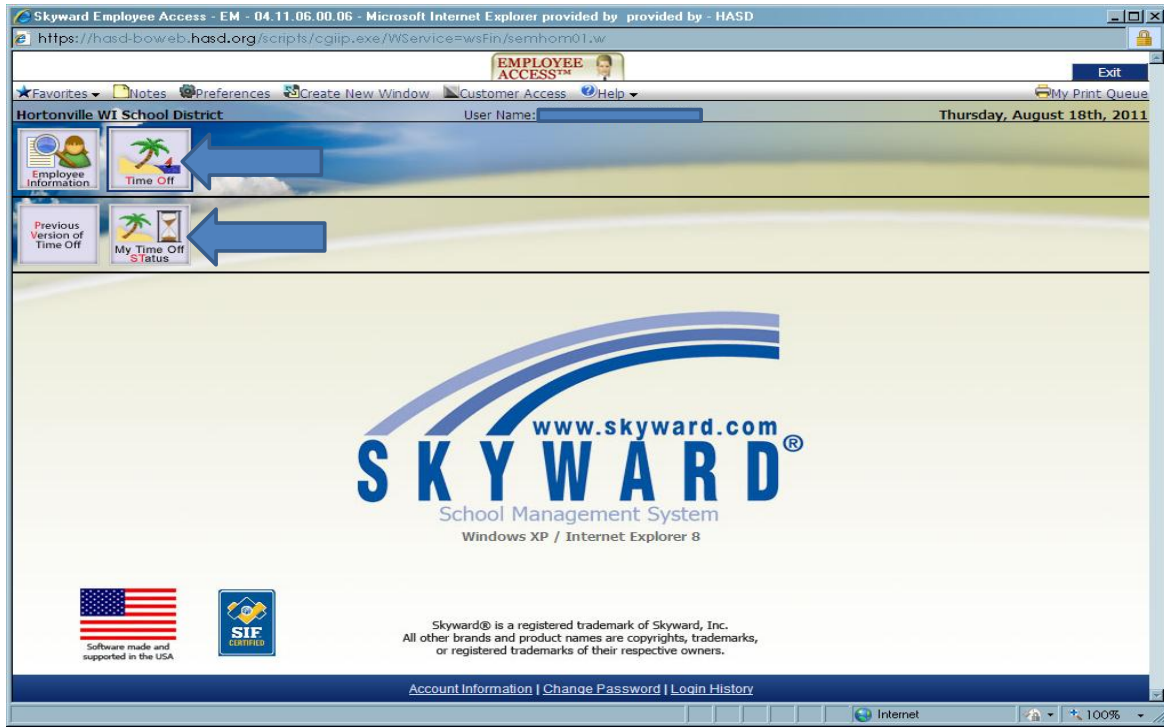
The screenshot shows a web browser window titled "W2 Information - 0 - 04.11.06.00.06 - Microsoft Internet Explorer provided by provided by - HASD". The address bar shows the URL: <https://hasd-boweb.hasd.org/scripts/cgiip.exe/WService=wsFin/epayrollbws006.w>. The page header includes "Hortonville WI School District" and "Thursday, August 18th, 2011". The main content area is titled "W2 Information - Skyward Default" and features a table with columns for various tax and wage categories: Federal Wages, Federal Tax, Social Security Wages, Social Security Tax, Medicare Wages, Medicare Tax, State 1 Wages, State 1 Taxes, and State 2 Taxes. A "Filter Options" menu is visible on the right side of the table, with a blue arrow pointing to the "View W2" option. Below the table, there is a search bar with a "Year:" label and a dropdown menu showing "2010". At the bottom of the page, it indicates "1 records displayed".



View current W4 information on file with Payroll.



Time off Button, then My Time Off Status. Shows time off taken, recorded by Payroll & balance remaining.



By clicking on "+" the screen expands and shows detail time off.

