



. Sterling Morton High Schools

Morton District Office 5041 West 31st Street, Cicero, IL 60804

To: All Staff

From: Daniel E. Oberg, Fiscal Services Coordinator

Date: April 2, 2015

RE: Skyward Employee Access

District staff can view various personnel and payroll information via Employee Access through Skyward. Access and Instructions can be found on the District website under District Info. Please follow the steps below to access and view this information.

1. Login to **Skyward Finance** using the following URL:
<https://skyweb1.jsmorton.org/scripts/wsisa.dll/WService=wsFin/skyportlogin>

If you don't know your user name/password, click the [Forgot your Login/Password?](#) link on the login screen and the login information will be emailed to you.

The screenshot shows the Skyward login interface. At the top is the Skyward logo, followed by the text 'J STERLING MORTON HSD 201' and 'J STERLING MORTON HSD 201 - FINANCE'. Below this is a login form with two input fields: 'Login ID:' and 'Password:'. The 'Login ID:' field is highlighted in light green. To the right of the 'Password:' field is a 'Sign In' button. Below the 'Sign In' button is a link that says 'Forgot your Login/Password?' with a green arrow pointing to it.



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- Click on the **EMPLOYEE INFORMATION** tab.

J STERLING MORTON HSD 201

Sally Sample Account Preferences Exit ?

Home Employee Information

Employee Access

Jump to Other Dashboards

Employee

Reset Dashboards Select Widgets

AP Payments

No Account Payable Payments found.

Favorites

No favorites available.

Recent Programs

Employee Access Home

Personal Information

Check History

Requests Pre-Approval

My Print Queue

Job Status

No items available.

- Click on the **PERSONAL INFORMATION** link from the dropdown menu.

J STERLING MORTON HSD 201

Sally Sample Account Preferences Exit ?

Home Employee Information

Employee Information

Personal Information

Calendar

Online Forms

Payroll

Check History

Check Estimator

Calendar Year-to-Date

Fiscal Year-to-Date

Direct Deposit Information

W2 Information

W4 Information

Professional Development

Requests Pre-Approval

Requests Waiting Completion

History



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- The **EMPLOYEE INFORMATION** section will allow you to view your basic information such demographics and address.

<p>Employee Information</p> <p style="text-align: right;">Request Changes</p> <p>Name</p> <p>Former Name: <input type="text"/> Conf. <input type="checkbox"/> No</p> <p>Spouse Name: <input type="text"/> Conf. <input type="checkbox"/> No</p> <p>Phone</p> <p>Phone 1: (222) <input type="text"/> 222-2222 Ext: <input type="text"/> Conf. <input type="checkbox"/> No</p> <p>Phone 2: <input type="text"/> Ext: <input type="text"/> Conf. <input type="checkbox"/> No</p> <p>Phone 3: <input type="text"/> Ext: <input type="text"/> Conf. <input type="checkbox"/> No</p> <p>Race and Ethnicity</p> <p>Ethnicity: <input checked="" type="checkbox"/> Hispanic/Latino?</p> <p>Federal Race: <input type="checkbox"/> 1-American Indian or Alaskan Native <input type="checkbox"/> 2-Asian <input type="checkbox"/> 3-Black or African American <input type="checkbox"/> 4-Native Hawaiian or Other Pacific Islander <input checked="" type="checkbox"/> 5-White</p>	<p>Address</p> <p style="text-align: right;">View History</p> <p>Primary/Mailing Address Conf: <input type="checkbox"/> No</p> <p>Primary</p> <p>5041 31ST STREET CICERO, IL 60804</p> <p style="text-align: right;">Request Changes</p> <p>Mailing</p> <p style="text-align: right;">Request Changes</p>
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- The **PERSONNEL** dropdown will allow you to view your personnel information, lane and step history, and work assignments along with other personnel information as it applies to you.

<p>Employee Info</p> <p>Address</p> <p>▼ Personnel</p> <p>Personnel Info</p> <p>Lane/Step History</p> <p>Prof Development</p> <p>Assignments</p> <p>Certifications</p>	<p>Personnel Info</p> <p>Type: CLERICAL 12 MONTH</p> <p>Hire Date: 05/28/2013</p> <p>Start Date: 05/28/2013</p> <p>Building Location: EAST</p> <p>Check Location: EAST</p> <p>State ID: <input type="text"/></p>
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<p>Employee Info</p> <p>Address</p> <p>▼ Personnel</p> <p>Personnel Info</p> <p>Lane/Step History</p>	<p>Lane/Step History</p> <p>Views: General Filters: *Skyward Default</p> <table border="1"> <thead> <tr> <th>Type</th> <th>Placement</th> <th>Effective Date</th> <th>Lane</th> <th>Step</th> <th>Credits</th> </tr> </thead> <tbody> <tr> <td>CONTRACT</td> <td>CONTRACT</td> <td>05/28/2013</td> <td>B</td> <td>1.00</td> <td>0.00</td> </tr> </tbody> </table>	Type	Placement	Effective Date	Lane	Step	Credits	CONTRACT	CONTRACT	05/28/2013	B	1.00	0.00
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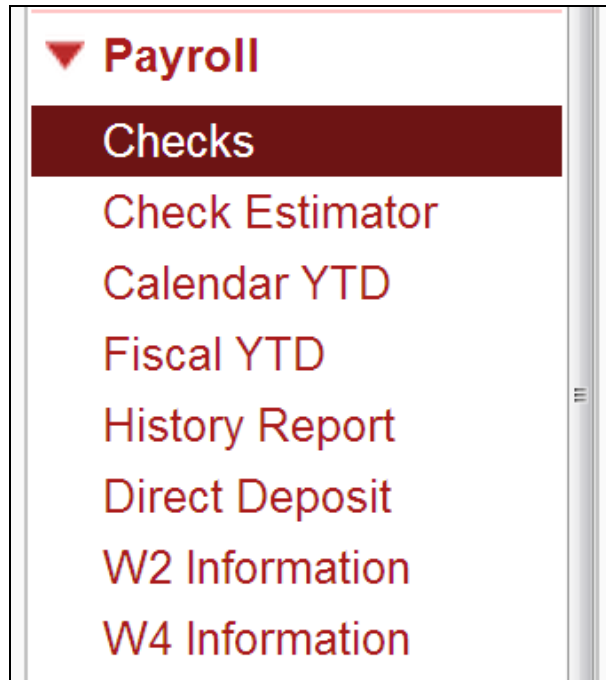
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6. The **PAYROLL** dropdown will allow you to print and view your checks, year to date incomes, and direct deposit information along with other pertinent payroll information as it applies to you. Click on the tab for the information that you would like to view.



The above screen shots have been provided as a basis for navigating through employee access. Each tab will display the corresponding information as it relates to each employee. Please keep in mind that any changes that you would like to make must go through the formal approval process before the change will be reflected in employee access. If you would like to use the check estimator tool, please click on the link below for more information.

http://www.skyward.com/DeptDocs/Corporate/Documentation/Public%20Website/Tutorials/Software/WA_EM_PR_578902_100_T.htm

If you have any questions or concerns, you may contact the Dan Oberg in the Business Office at extension 5027 or Shayna Cole in Human Resources office at extension 5732.