

Highly Qualified Application Tutorial

- 1. Log in to your Skyward Employee Access
 - a. Contact IT Helpdesk at 801-567-8737 if you need help accessing this account.
- 2. Select your Task Manager Dashboard.
- **3.** Under Task Processes, select Highly Qualified Application.
 - a. If you do not see the Task Processes box, you may have to Select Widgets (see green arrow)

Jump to Other Dashboards	😲 Task Manager (386)	● Jump to Other Systems
Training Database		Employee Access
*Calendar		L Human Resources
Skyward User		📌 Product Setup
Employee		
Task Manager		Task History
Reset Dashboards Select Widgets		
Favorites		
Task Processes		
FFCRA Leave Application	_	
Highly Qualified Application	-	
HR Entered Classified Change Form		
HR Entered Licensed Change Form	_	
HR Entered Licensed Hourly Change Form		
HR Entered Miscellaneous Change Form	-	
HR Entered Resignation		
Initial Salary Placement		
Military Leave Request		
Notice of Resignation		
My Time Off Status		

4. Open Custom Form

TM Process: High	nly Qualified Application		in 🕤 🗧	
Employee:		Qualified Application button to move to S add any Attachment Application" button School District emai	ns: Click the "Open" button under Custom Forms and complete the form. After completing the form, click the "Save" button. Click the step 2 and add any Notes. Click the "Next" button to move to Step ts. Click the "Next" button to move to Step 4 and click the "Highly to submit your request. An email confirmation will be sent to your l account. A second email will be sent twhen the Human Resources creased your request.	e "Next 3 and Qualifie Jordan
1. General			Highly Qualified	
Click the "Open" butto	n and complete the Highly Qualified A	pplication form.	Entry	
Custom Forms			1. General	
Custom Profile	Highly Qualified Application	Highly Qualified Application	Open 2. Notes	
			3. Attachments	
			Step 1 of 4 Process History Save and Finish Later Reasign Task	

Human Resources U

5. Read and complete form and click save.

Highly Qualified Application - 05.20.06.00.08 - Google Chrome	-			×
skyfintrn.jordan.k12.ut.us/scripts/wsisa.dll/WService=wsFinTrn/qqudfedit007.w?isPopup=true				
ighly Qualified Application	(*		ā	
Email		Save		
Email: Location: Location: Location:	6	 Print	5	
For classroom, daycare, instructional and media assistants, qualifying information form for compliance with "No Child Left behind" Regulation.	Č	Back	\Box	
I will select one of the options below and attach proof of eligibility for Highly Qualified status.				
Option A: Complete an Associate's (or higher) degree from an accredited college/university. * Option A Yes/No:				
If selecting Option A, complete these fields. Proof: Copy of degree or unofficial transcripts must be attached to this form.				
Opt A Level of Education: Opt A College/University: Opt A State:				
Opt A Course of Study: Opt A Graduated:				
* Option B Yes/No: If selecting Option B, complete these fields. Proof: Copy of unofficial transcripts must be attached to this form. Opt B Level of Education: Opt B College/University: Opt B State:				
Opt B Course of Study: Opt B Graduated:				
Dption C: Meet a rigorous standard of quality and be able to demonstrate, through a formal State or local academic assessment (the ParaPro Ass nowledge of and the ability to assist in instructing reading, writing and mathematics.	sessment),			
* Option C Yes/No: Proof: Copy of ParaPro print-out showing name and passing score.				
Option D: A current or previous licensed teacher. A copy of the licensure form must be attached.				
* Option D Yes/No: Proof: Copy of current or expired teaching license.				

6. Click Next

M Process: Hi	ghly Qualified Application	Qualified Application button to move to S add any Attachmen Application" button School District emai	click the "Open" button under Custom Forms and complete the n form. After completing the form, click the "Save" button. Click the step 2 and add any Notes. Click the "Next" button to move to Step 3 to Click the "Next" button to move to Step 4 and click the "Highly to to submit your request. An email confirmation will be sent to your 3 account. A second email will be sent when the Human Resources cessed your request.
. General			Highly Qualified
Click the "Open" but	tton and complete the Highly Qualified A	pplication form.	Entry 1. General
Custom Profile	Highly Qualified Application	Highly Qualified Application	Qpen 2. Notes 3. Attachments 4. Choose Next Task
			Process History Save and Finish Later Reassign Task



7. Add any notes that HR may need.

- a. Ex: transcripts sent via email, previous credits submitted, etc.
- 8. Click Next

TM Process: Salary Change Application	ini 🖞 🤠 ?]
Employee:	Employee Instructions: Click the "Open" button under custom Forms and complete the Lane Change Request form. After completing the form, click the "Save" button. Click the "Next" button to move to Step 2 and add any Notes. Click the "Next" button to move to Step 3 and add any dtpdfmetrs: Click the "Next" button to move to Step 3 and click the "Save" click the "Next" button to move to Step 3 and click the "Save" click the "Next" button to move to Step 3 and click the "Save" click the "Next" button to move to Step 3 and click the "Save" click the "Next" button to "Save" click the "Next" button to move to Step 3 and click the "Save" click the "Next" click the "Next" click the "Next" button to move to Step 3 and school District terms account. A second email will be sent when the Human Resources Department has processed your request.	
2. Notes	Salary Change Entry	
	Add 1. General	
	View 2. Notes	
There are no records to display; check your filter settings,	Delote 3. Attachments	
	4. Choose Next Task	
	Step 2 of 4	
	Previous Next	T.
	Process History	
	Save and Finish Later Reassign Task	

9. Add any attachments including: Parapro results, transcripts, diploma, teaching certificate, etc.

TM Process: Sala	ary Change Applicatio	n					ini 🖞 🤠 ?
Employee:			Employee Instructions: Click the Change Request form. After co button to move to Step 2 and a add any Attachments. Click the Application" button to submit y School District email account. A Department has processed you	mpleting to dd any No "Next" bu our reques second e	he form, clic ites. Click th tton to move st. An email	k the "Sa e "Next" e to Step confirmat sent when	ve" button. Click the "Next" button to move to Step 3 and 4 and click the "Salary Change ion will be sent to your Jordan n the Human Resources
3. Attachments						Sa	Change Entry
					Add	.	General
Description A	Step	Inputted File	Date Modified		Edit	2.	Notes
There are no records to	display; check your filter settings			A (Delete	3.	Attachments
						Step	3 of 4
				÷			revious <u>N</u> ext
I records displayed				•		Pro	cess History
u records displayed							Save and Finish Later Reassign Task

- 10. Chose file and add title
- 11. Click Save

Attachments " File Name: Choose File No file chosen	Save
	Back
* Description:	<u>o</u> uon



12. Click Next

TM Process: Salary (Change Application				📷 😭 🤠 ?
Employee:		Change R button to add any A Applicatio School Dis	equest form. After completing move to Step 2 and add any ttachments. Click the "Next" " button to submit your requ	the form, click Notes. Click the button to move lest. An email c email will be so	Custom Forms and complete the Lane the "save" button. Click the "Next" "Next" button to move to Step 3 and to Step 4 and click the "salary Change onfirmation will be sent to your Jordan ent when the Human Resources
3. Attachments					Salary Change Entry
				Add	1. General
Description 🔺	Step	Inputted File	Date Modified	Edit	2. Notes
Midas Transcript	Salary Change Entry	C:\fakepath\teacher-salary-schedu	04/11/2019 Thu 9	Delete	3. Attachments
					Step 3 of 4
					Previous Next
1 records displayed			,		Process History
r recordo dispidyeu					Save and Finish Later
					Reassign Task

13. Click Highly Qualified Review (HR Assistants)

TM Process: Highly Qualified Application	Employee Instructions: Click the "Open" button under Cu Qualified Application form. After completing the form, cli button to move to Step 2 and add any Notes. Click the "No add any Attachments". Click the "New Unbut on to move to Application" button to Souther Your request. An employ Department has processed your request, will be sent Department has processed your request. A will be sent	k the "Save" button. Click the "Next" lext" button to move to Step 3 and Step 4 and click the "Highly Qualified firmation will be sent to your Jordan
4. Choose Next Task Select the Next Task	Department has processed your request.	<u>Highly Qualified</u> Entry
Select the button below to create the Next Task		1. General
Highly Qualified Review		2. Notes
(HR Assistants)		3. Attachments
		4. Choose Next Task
Select the Next Task Select the Next Task Highly Qualified Review (HR Assistants)		
		Step 4 of 4
		Previous Process History
		Save and Finish Later Reassign Task
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Please note: When both proof of Highly Qualified eligibility and Application are received by HR, the salary change will be effective the 1st Monday of the following month.



To check the status of your Application

1. Under Task History, click on the Highly Qualified Application

International School District Home Employee Information Time Off FastTrack Open Positions FastTrack Screener	
Employee Access Jump to Other Dashboards Training Database* Calendar Skyward User Employee	Favorites * New Window My Print Queue Jump to Other Systems Employee Access N Human Resources Product Setup
Task Manager Reset Dashboards Select Widgets Favorites Task Processes	Task History Image: Created Created Process Description If The Apr 11 9:05am Salary Change Application Subject If: Image: Created If: Image: Created
Critical Family Leave Request FILA Leave Notice RE. FILA Leave Notice RE. File File Resignation Tinital Salary Placement Tinital Salary Placement Leave of Absence Liversed Leave of Absence Liversed	
Military Leave Request Notice of Resignation Pay Option Current Employee	

2. Use the drop down arrows to view the Task History

Date Created 🔻	Time Status	Description		s	ubject	Initiator	Area	
▼ 04/11/2019 Thu	9:05 am Open	Salary Change	Application				Employe	
Expand All Collapse /	All Modify Details (displa	aving 4 of 4) V	iew Printable Details					
Process								
Steps								
Task History								
Date/Time	Task Summary	Status	Assignee	OC	Notes			
04/11/19 9:09 am	Salary Change Entry	Completed						
04/11/19 9:09 am	Salary Change Review	Pending						
04/11/19 9:09 am	Salary Change Review	Pending						
04/11/19 9:09 am	Salary Change Review	Pending						
04/11/19 9:09 am	Salary Change Review	Pending						
04/11/19 9:09 am	Salary Change Review	Pending						
04/11/19 9:09 am	Salary Change Review	Pending						
04/11/19 9:09 am	Salary Change Review	Pending						
Attachments								
P Attacimients								

3. Status will show as completed or pending.