

Online New Hire and Change Forms

1. From the Finance or Human Resources Screen, Select Task Manager
2. Click the applicable form: Classified or Licensed, New Hire or Change form.

(This example is for the Classified New Hire Form. The process is generally the same for other forms, with slight variations.)

The screenshot shows the Skyward Human Resources dashboard for Dawn Sargent. The 'Task Manager' widget is active, displaying 'There are no tasks currently assigned to you.' and 'Task History' showing 'There are no processes initiated by you.' The 'Task Processes' list includes: Classified Change Form, Classified New Hire Form (circled in red), Licensed Change Form, and Licensed New Hire Form. Other widgets include 'Jump to Other Dashboards' with 'Task Manager' circled, 'Jump to Other Systems' with 'Human Resources' selected, and 'Notifications' showing 'You do not have any unread notifications.'

3. Follow the instructions in the grey box by entering the name of the new hire
4. Click the "Next" button at the bottom of the screen.

The screenshot shows the 'TM Process: Classified New Hire Form' entry screen. The '1. Enter Subject' step is active, with instructions: 'On step 1, enter the name of the new hire in the "Subject" field. On step 2, click the "Open" button and complete the New Hire Form and "Save". On step 3, add any notes you want the approvers to see. On step 4, attach a letter of resignation if the new hire is replacing a resigning employee. On step 5, click the "New Hire Form Approval" button.' The 'Subject' field contains 'Harry Potter'. The 'New Hire Form Entry' sidebar lists steps: 1. Enter Subject, 2. General, 3. Notes, 4. Attachments, 5. Choose Next Task. At the bottom, the 'Next' button is circled in red, along with 'Process History', 'Save and Finish Later', and 'Reassign Task' buttons.

5. Click the "Open" button.

TM Process: Classified New Hire Form

Subject: Harry Potter

2. General

On step 1, enter the name of the new hire in the "Subject" field. On step 2, click the "Open" button and complete the New Hire Form and "Save". On step 3, add any notes you want the approvers to see. On step 4, attach a letter of resignation if the new hire is replacing a resigning employee. On step 5, click the "New Hire Form Approval" button.

Custom Forms

Custom Profile	Classified New Hire Form	Classified New Hire Form
		Open

New Hire Form Entry

1. Enter Subject
2. General
3. Notes
4. Attachments
5. Choose Next Task

Step 2 of 5

Next

Process History

Save and Finish Later

Reassign Task

6. Fill in the information. (Fields with an asterisk are required.) Where there is an arrow to the right of a field, click to see what selections are available for that field.
7. Click "Save."

Classified New Hire Form

Name: SARGENT, DAWN Employee Type: Classified Cont Building Code: 111

* Name: Harry Potter * SSN: 222-222-222

* Location: Columbia Elementary * Hire Date: 08/21/2013 Wednesday

* Job Title: Office Aide * Job Group: Other

* Account 1: 000 * Percent 1: 100.00

Account 2: 0.00 Percent 2: 0.00

Account 3: 0.00 Percent 3: 0.00

* Contract Days: 225.00

* Hours Per Week: 40.00

* Hours Per Day: 8.00

* Additional FTE: No

* Replacement: Yes Replacement Name: Donald Duck Replacement Reason: Termination

Save

Print

Back

8. Click "Next" at the bottom of the screen.

TM Process: Classified New Hire Form
Subject:

2. General
On step 1, enter the name of the new hire in the "Subject" field. On step 2, click the "Open" button and complete the New Hire Form and "Save". On step 3, add any notes you want the approvers to see. On step 4, attach a letter of resignation if the new hire is replacing a resigning employee. On step 5, click the "New Hire Form Approval" button.

Custom Forms

Custom Profile	Classified New Hire Form	Classified New Hire Form	<input type="button" value="Open"/>
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New Hire Form Entry

1. Enter Subject
2. **General**
3. Notes
4. Attachments
5. Choose Next Task

Step 2 of 5

Process History

9. Step 3 is optional, and will allow the addition of notes.
- a. If notes are desired, click "Add" and enter the information
 - b. Click "Save."

TM Process: Classified New Hire Form
Subject:

3. Notes

There are no records to display; check your filter settings.

0 records displayed

New Hire Form Entry

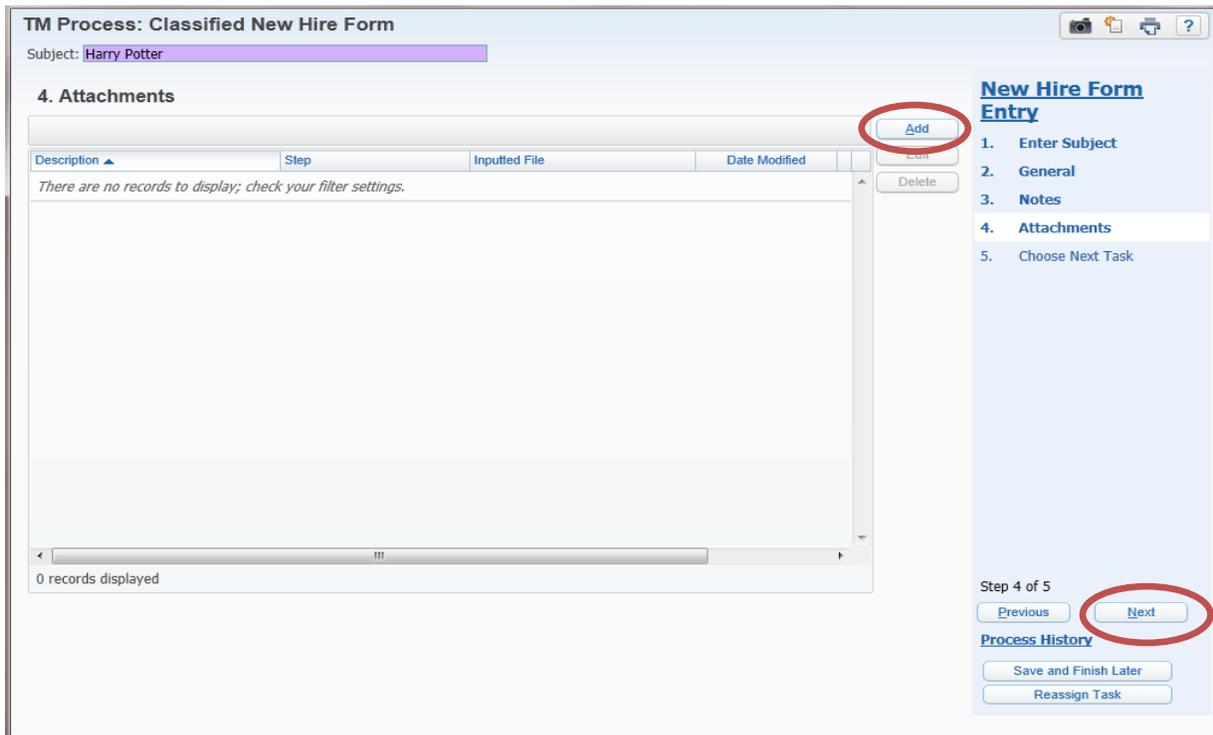
1. Enter Subject
2. General
3. **Notes**
4. Attachments
5. Choose Next Task

Step 3 of 5

Process History

10. Click "Next" at bottom of the page.

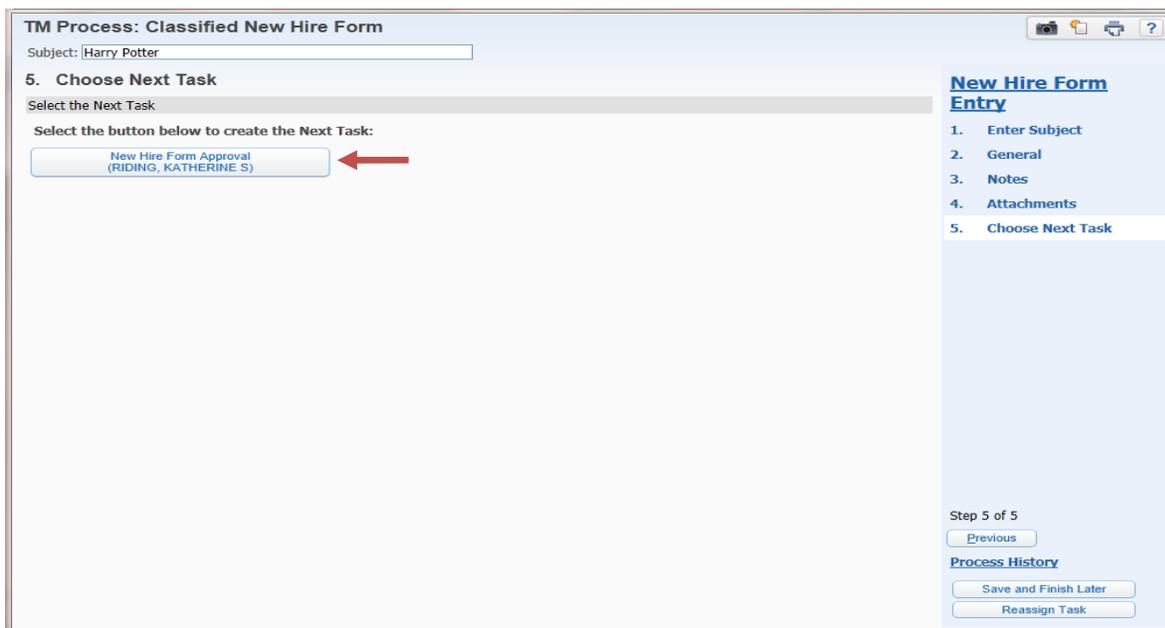
11. Step 4 will allow attachments to be added.
 - a. If desired, click “Add,” then browse for the attachment.
 - b. Click “Save.”



12. Click “Next.”

13. The fifth and final step is to select where the form should go next. Depending on the organization, there may be more than one person listed.

14. Click on the correct option for this form.



Task History now shows the date and time the form was created. An Unread Notification is also displayed. To read the notification, click on the Task Summary.

The screenshot shows the Skyward Human Resources dashboard. The 'Task History' widget displays a table with the following data:

Created	Process Description	Subject
Wed Jun 12 11:49am	Classified New Hire Form	Harry

The 'Unread Notifications (1)' widget displays a table with the following data:

Date sent	Task Summary	Subject
Wed Jun 12 11:59am	New Hire Form Approval	Harry

Red circles highlight the 'Task History' and 'Unread Notifications' widgets.

Read the notification, and then click "Mark Read." (Can be left "Unread" to act as a reminder.)

The screenshot shows the 'Notifications' window. The notification details are as follows:

- Date Created: 06/12/13
- Time: 11:59 am
- Read: No
- Summary: Classified New Hire Form Approval Needed - Harry Potter
- Detail: Form Approval

Buttons on the right side of the window include 'Mark Read', 'Mark All as Read', 'Mark Unread', and 'Back'.

If marked as read, "Unread Notifications" is no longer displayed.

The screenshot shows the Skyward Human Resources dashboard after the notification has been marked as read. The 'Unread Notifications' widget is no longer present, and the 'Notifications' widget displays the message: "You do not have any unread notifications."

The next approver logs into Skyward and selects Task Manager. An Unread Notification shows a New Hire Form is waiting for approval. Click on the New Hire Form Approval at the bottom of the Task Manager list.

The screenshot shows the Skyward Employee Access interface for Jordan School District. The user is Katherine Riding. The interface includes a navigation menu with options like Home, Employee Information, Time Off, True Time, and FastTrack Open Positions. The main area displays a 'Task Manager (25)' list and an 'Unread Notifications (22)' panel. The 'Unread Notifications' panel is circled in red, showing a notification for 'New Hire Form Approval' sent on Wed Jun 12 11:59am to Harry. The 'Task Manager' list below it shows a corresponding entry for 'New Hire Form Approval' on Wed Jun 12 11:59am, which is also circled in red. The details for this task are visible below the list entry, stating: 'KATHERINE S RIDING has been assigned to New Hire Form Approval for Harry Potter. Process description: Classified New Hire Form. The process was initiated by: DAWN SARGENT'.

The approver can open to view information. Click "Next."

The screenshot shows the 'TM Process: Classified New Hire Form' view. The subject is 'Harry Potter'. The interface includes a 'General' section with instructions on how to proceed. Below this is a 'Custom Forms' section with a table showing the current form profile. At the bottom right, there is a 'Next' button circled in red, along with other buttons like 'Check Spelling', 'Save and Finish Later', and 'Reassign Task'.

Approver can view or add notes. Click "Next."

TM Process: Classified New Hire Form

Subject:

2. Notes

There are no records to display; check your filter settings.

0 records displayed

New Hire Form Approval

1. General
2. Notes
3. Attachments
4. Choose Next Task

Step 2 of 4

Process History

Approver can view or add attachments. Click "Next."

TM Process: Classified New Hire Form

Subject:

3. Attachments

Description ▲	Step	Inputed File	Date Modified
<i>There are no records to display; check your filter settings.</i>			

0 records displayed

New Hire Form Approval

1. General
2. Notes
3. Attachments
4. Choose Next Task

Step 3 of 4

Process History

Click the button to send this form to the next level for review.

TM Process: Classified New Hire Form

Subject:

4. Choose Next Task

Select the Next Task or return to a Previous Task

Select the button below to create the Next Task:

Select the button below to return to a Previous Task:

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New Hire Form Approval

1. General
2. Notes
3. Attachments
4. Choose Next Task

Step 4 of 4

Process History