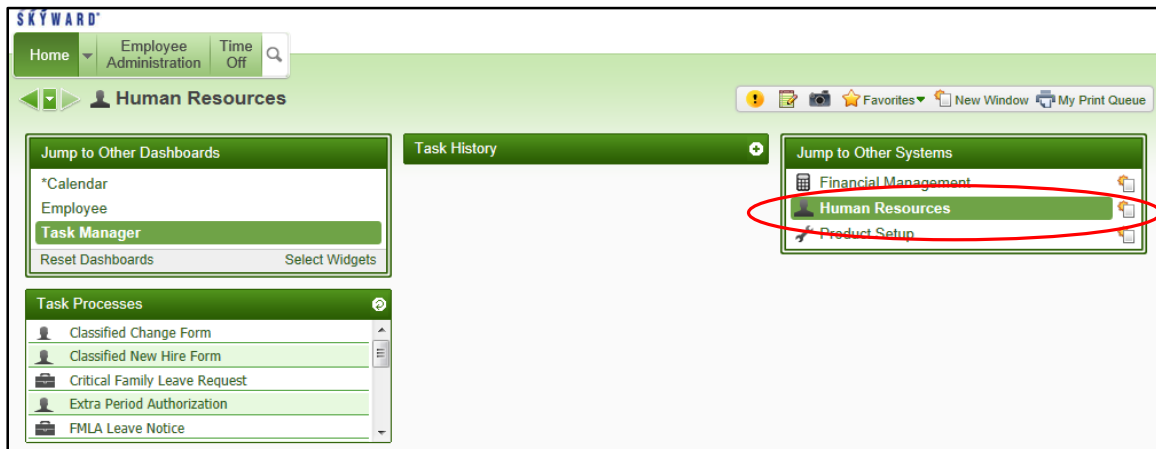


Adding a New Position Request

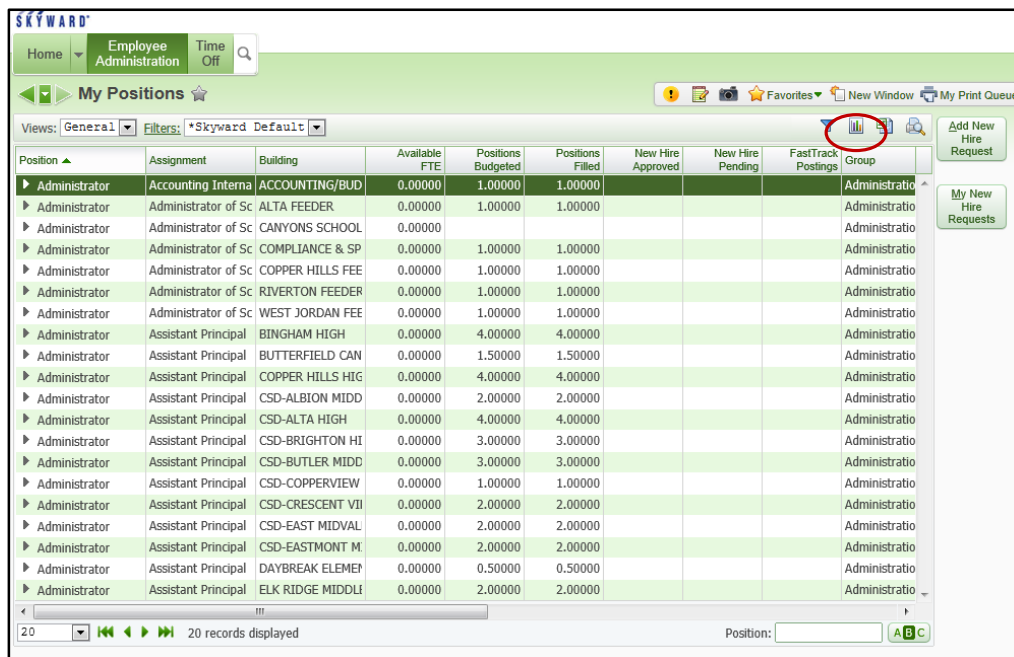
1. Log into the Skyward Finance System.
 - a. If the Human Resources screen does not come up, select Human Resources from Jump to Other Systems box.



2. Select Employee Administration, then My Positions.



3. Set up a filter to view only positions at your location by clicking on the Quick Filter icon.



- Under the Building, type part of the name of your building on the top line and the same partial name on the second line, followed by several "z's," as in the example below. Click Apply Filter.

The screenshot shows the SKYWARD Employee Administration interface. The 'My Positions' table is displayed with the following columns: Position, Assignment, Building, Available FTE, Positions Budgeted, Positions Filled, New Hire Approved, New Hire Pending, FastTrack Postings, and Group. The 'Building' column contains the text 'West Hills' and 'West Hillszzzzzz'. The 'Apply Filter' button is circled in red.

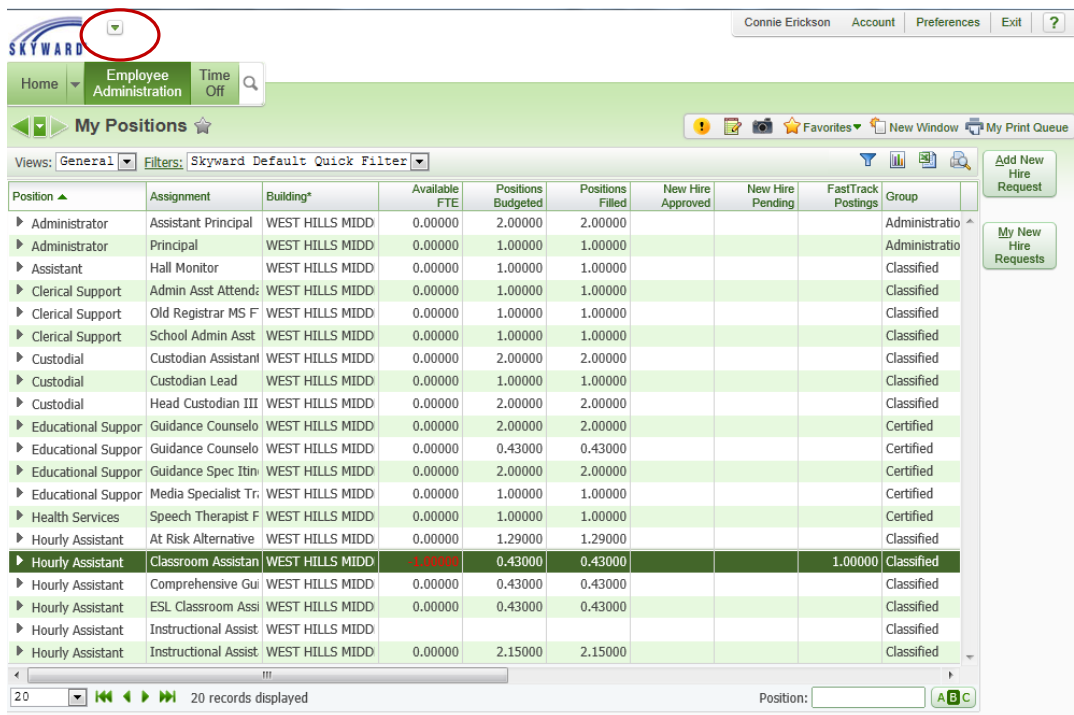
Position	Assignment	Building	Available FTE	Positions Budgeted	Positions Filled	New Hire Approved	New Hire Pending	FastTrack Postings	Group
		West Hills	-9,999,999,9	-9,999,999,9	-9,999,999,9	-9,999,999,9	-9,999,999,9	-9,999,999,9	
ZZZZZZZZZZZZZZZZZZZZ	ZZZZZZZZZZZZZZZZZZZZ	West Hillszzzzzz	9,999,999,99	9,999,999,99	9,999,999,99	9,999,999,99	9,999,999,99	9,999,999,99	ZZZZZZZZZZ
		Reset							
Administrator	Accounting Intern	ACCOUNTING/BUD	0.00000	1.00000	1.00000				Administratio
Administrator	Administrator of Sc	ALTA FEEDER	0.00000	1.00000	1.00000				Administratio
Administrator	Administrator of Sc	CANYONS SCHOOL	0.00000						Administratio
Administrator	Administrator of Sc	COMPLIANCE & SP	0.00000	1.00000	1.00000				Administratio

Only positions for the selected building will now be displayed.

The screenshot shows the SKYWARD Employee Administration interface after filtering by building. The 'My Positions' table is displayed with the following columns: Position, Assignment, Building*, Available FTE, Positions Budgeted, Positions Filled, New Hire Approved, New Hire Pending, FastTrack Postings, and Group. The table now displays only positions for 'WEST HILLS MIDD'.

Position	Assignment	Building*	Available FTE	Positions Budgeted	Positions Filled	New Hire Approved	New Hire Pending	FastTrack Postings	Group
Administrator	Assistant Principal	WEST HILLS MIDD	0.00000	2.00000	2.00000				Administratio
Administrator	Principal	WEST HILLS MIDD	0.00000	1.00000	1.00000				Administratio
Assistant	Hall Monitor	WEST HILLS MIDD	0.00000	1.00000	1.00000				Classified
Clerical Support	Admin Asst Attend	WEST HILLS MIDD	0.00000	1.00000	1.00000				Classified
Clerical Support	Old Registrar MS F	WEST HILLS MIDD	0.00000	1.00000	1.00000				Classified
Clerical Support	School Admin Asst	WEST HILLS MIDD	0.00000	1.00000	1.00000				Classified
Custodial	Custodian Assistant	WEST HILLS MIDD	0.00000	2.00000	2.00000				Classified
Custodial	Custodian Lead	WEST HILLS MIDD	0.00000	1.00000	1.00000				Classified
Custodial	Head Custodian III	WEST HILLS MIDD	0.00000	2.00000	2.00000				Classified
Educational Support	Guidance Counselo	WEST HILLS MIDD	0.00000	2.00000	2.00000				Certified
Educational Support	Guidance Counselo	WEST HILLS MIDD	0.00000	0.43000	0.43000				Certified
Educational Support	Guidance Spec Itin	WEST HILLS MIDD	0.00000	2.00000	2.00000				Certified
Educational Support	Media Specialist Tr	WEST HILLS MIDD	0.00000	1.00000	1.00000				Certified
Health Services	Speech Therapist F	WEST HILLS MIDD	0.00000	1.00000	1.00000				Certified
Hourly Assistant	At Risk Alternative	WEST HILLS MIDD	0.00000	1.29000	1.29000				Classified
Hourly Assistant	Classroom Assistan	WEST HILLS MIDD	0.00000	0.43000	0.43000				Classified
Hourly Assistant	Comprehensive Gui	WEST HILLS MIDD	0.00000	0.43000	0.43000				Classified
Hourly Assistant	ESL Classroom Assi	WEST HILLS MIDD	0.00000	0.43000	0.43000				Classified
Hourly Assistant	Instructional Assist	WEST HILLS MIDD							Classified
Hourly Assistant	Instructional Assist	WEST HILLS MIDD	0.00000	2.15000	2.15000				Classified

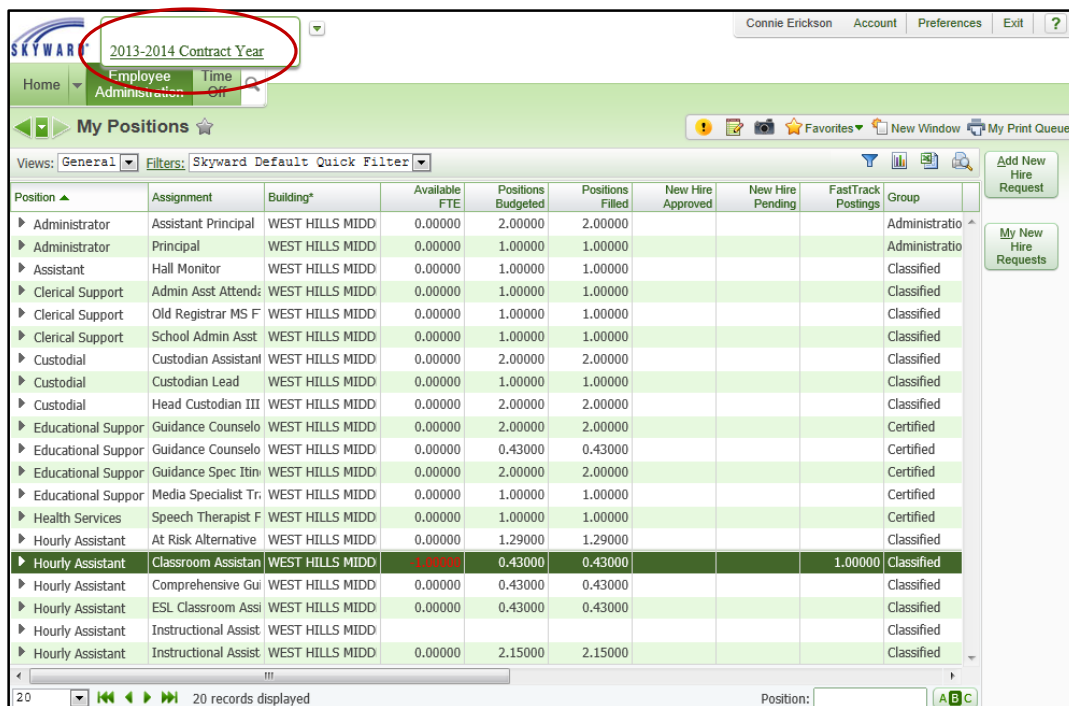
***IMPORTANT: To select positions for the current contract year, at the top of the screen, click on the arrow.**



The screenshot shows the Skyward Employee Administration interface. At the top left, there is a dropdown menu with an arrow pointing down, which is circled in red. The interface includes a navigation bar with 'Home', 'Employee Administration', and 'Time Off' options. Below this is a 'My Positions' section with a 'Views: General' dropdown and a 'Filters: Skyward Default Quick Filter' dropdown. The main table displays a list of positions with columns for Position, Assignment, Building*, Available FTE, Positions Budgeted, Positions Filled, New Hire Approved, New Hire Pending, FastTrack Postings, and Group. The table is filtered to show 20 records, with the first record being 'Administrator Assistant Principal' at 'WEST HILLS MIDD' with an available FTE of 0.00000 and 2.00000 budgeted positions.

Position	Assignment	Building*	Available FTE	Positions Budgeted	Positions Filled	New Hire Approved	New Hire Pending	FastTrack Postings	Group
Administrator	Assistant Principal	WEST HILLS MIDD	0.00000	2.00000	2.00000				Administratio
Administrator	Principal	WEST HILLS MIDD	0.00000	1.00000	1.00000				Administratio
Assistant	Hall Monitor	WEST HILLS MIDD	0.00000	1.00000	1.00000				Classified
Clerical Support	Admin Asst Attend	WEST HILLS MIDD	0.00000	1.00000	1.00000				Classified
Clerical Support	Old Registrar MS F	WEST HILLS MIDD	0.00000	1.00000	1.00000				Classified
Clerical Support	School Admin Asst	WEST HILLS MIDD	0.00000	1.00000	1.00000				Classified
Custodial	Custodian Assistant	WEST HILLS MIDD	0.00000	2.00000	2.00000				Classified
Custodial	Custodian Lead	WEST HILLS MIDD	0.00000	1.00000	1.00000				Classified
Custodial	Head Custodian III	WEST HILLS MIDD	0.00000	2.00000	2.00000				Classified
Educational Support	Guidance Counselo	WEST HILLS MIDD	0.00000	2.00000	2.00000				Certified
Educational Support	Guidance Counselo	WEST HILLS MIDD	0.00000	0.43000	0.43000				Certified
Educational Support	Guidance Spec Itin	WEST HILLS MIDD	0.00000	2.00000	2.00000				Certified
Educational Support	Media Specialist Tr	WEST HILLS MIDD	0.00000	1.00000	1.00000				Certified
Health Services	Speech Therapist F	WEST HILLS MIDD	0.00000	1.00000	1.00000				Certified
Hourly Assistant	At Risk Alternative	WEST HILLS MIDD	0.00000	1.29000	1.29000				Classified
Hourly Assistant	Classroom Assistan	WEST HILLS MIDD	0.43000	0.43000	0.43000			1.00000	Classified
Hourly Assistant	Comprehensive Gu	WEST HILLS MIDD	0.00000	0.43000	0.43000				Classified
Hourly Assistant	ESL Classroom Assi	WEST HILLS MIDD	0.00000	0.43000	0.43000				Classified
Hourly Assistant	Instructional Assist	WEST HILLS MIDD							Classified
Hourly Assistant	Instructional Assist	WEST HILLS MIDD	0.00000	2.15000	2.15000				Classified

The current Contract Year will appear. Click to select.



The screenshot shows the Skyward Employee Administration interface with the '2013-2014 Contract Year' selected in the top left dropdown menu. The interface is identical to the previous screenshot, but the dropdown menu is now open, showing the selected contract year. The table below is the same as in the previous screenshot.

Position	Assignment	Building*	Available FTE	Positions Budgeted	Positions Filled	New Hire Approved	New Hire Pending	FastTrack Postings	Group
Administrator	Assistant Principal	WEST HILLS MIDD	0.00000	2.00000	2.00000				Administratio
Administrator	Principal	WEST HILLS MIDD	0.00000	1.00000	1.00000				Administratio
Assistant	Hall Monitor	WEST HILLS MIDD	0.00000	1.00000	1.00000				Classified
Clerical Support	Admin Asst Attend	WEST HILLS MIDD	0.00000	1.00000	1.00000				Classified
Clerical Support	Old Registrar MS F	WEST HILLS MIDD	0.00000	1.00000	1.00000				Classified
Clerical Support	School Admin Asst	WEST HILLS MIDD	0.00000	1.00000	1.00000				Classified
Custodial	Custodian Assistant	WEST HILLS MIDD	0.00000	2.00000	2.00000				Classified
Custodial	Custodian Lead	WEST HILLS MIDD	0.00000	1.00000	1.00000				Classified
Custodial	Head Custodian III	WEST HILLS MIDD	0.00000	2.00000	2.00000				Classified
Educational Support	Guidance Counselo	WEST HILLS MIDD	0.00000	2.00000	2.00000				Certified
Educational Support	Guidance Counselo	WEST HILLS MIDD	0.00000	0.43000	0.43000				Certified
Educational Support	Guidance Spec Itin	WEST HILLS MIDD	0.00000	2.00000	2.00000				Certified
Educational Support	Media Specialist Tr	WEST HILLS MIDD	0.00000	1.00000	1.00000				Certified
Health Services	Speech Therapist F	WEST HILLS MIDD	0.00000	1.00000	1.00000				Certified
Hourly Assistant	At Risk Alternative	WEST HILLS MIDD	0.00000	1.29000	1.29000				Classified
Hourly Assistant	Classroom Assistan	WEST HILLS MIDD	0.43000	0.43000	0.43000			1.00000	Classified
Hourly Assistant	Comprehensive Gu	WEST HILLS MIDD	0.00000	0.43000	0.43000				Classified
Hourly Assistant	ESL Classroom Assi	WEST HILLS MIDD	0.00000	0.43000	0.43000				Classified
Hourly Assistant	Instructional Assist	WEST HILLS MIDD							Classified
Hourly Assistant	Instructional Assist	WEST HILLS MIDD	0.00000	2.15000	2.15000				Classified

- Highlight the position needing a new request and click Add New Hire Request.

Position	Assignment	Building	Available FTE	Positions Budgeted	Positions Filled	New Hire Approved	New Hire Pending	FastTrack Postings	Group
Administrator	Assistant Principal	WEST HILLS MIDD	0.00000	2.00000	2.00000				Administratio
Administrator	Principal	WEST HILLS MIDD	0.00000	1.00000	1.00000				Administratio
Assistant	Hall Monitor	WEST HILLS MIDD	1.00000	1.00000					Classified
Clerical Support	Admin Asst Attendi	WEST HILLS MIDD	0.00000	1.00000	1.00000				Classified
Clerical Support	Old Registrar MS F	WEST HILLS MIDD	1.00000	1.00000					Classified
Clerical Support	School Admin Asst	WEST HILLS MIDD	0.00000	1.00000	1.00000				Classified
Custodial	Custodian Assistant	WEST HILLS MIDD	0.00000	2.00000	2.00000				Classified
Custodial	Custodian Lead	WEST HILLS MIDD	-1.00000	1.00000	2.00000				Classified
Custodial	Head Custodian III	WEST HILLS MIDD	0.00000	1.00000	1.00000				Classified
Educational Support	Guidance Counselo	WEST HILLS MIDD	-1.00000	2.00000	3.00000				Certified
Educational Support	Guidance Counselo	WEST HILLS MIDD	0.50000	0.50000					Certified
Educational Support	Guidance Spec Itin	WEST HILLS MIDD	2.00000	2.00000					Certified
Educational Support	Media Specialist Tr	WEST HILLS MIDD	0.00000	1.00000	1.00000				Certified
Health Services	Psychologist FT	WEST HILLS MIDD	-1.00000		1.00000				Certified
Health Services	Speech Therapist F	WEST HILLS MIDD	1.00000	1.00000					Certified
Hourly Assistant	Admin Asst Registr	WEST HILLS MIDD	-1.32000		1.32000				Classified
Hourly Assistant	At Risk Alternative	WEST HILLS MIDD	1.72000	1.72000					Classified
Hourly Assistant	Classroom Assistan	WEST HILLS MIDD	-0.86000		0.86000				Classified
Hourly Assistant	Classroom Assistant	WEST HILLS MIDD	-0.43000		0.43000				Classified
Hourly Assistant	Comprehensive Gui	WEST HILLS MIDD	0.43000	0.43000					Classified

- Make sure the correct FTE is showing.
- Fill in Reason for Hire (ex. Replacement, Additional)
- In comments, state who you are replacing and last working day or reason for additional FTE is requested.

Add Position Request

Position Information

Plan: 2013-2014 Contract Year

Position: Hourly Assistant

Assignment: Classroom Assistant I

Building: WEST HILLS MIDDLE

Start Date: 07/01/2013

Group: Classified

Department:

Calendar: Classified Hourly

End Date: 06/30/2014

Request Information

* Requested Start Date: 07/01/2013

* End Date: 06/30/2014

* FTE: 1.00000

* Reason for Hire:

* Comments:

Maximum characters: 250, Remaining characters: 250

Date Requested: 03/10/2014

Requested By: ERICKSON, CONNIE M

* Supervisor: EVANS, STACY L

Buttons: Submit for Approval, Save and Submit Later, Back

9. You can also fill in the optional posting information such as posting date, additional notes, lane placement, and budget code. *These areas are not required to send requests to HR.

Proposed Job Posting Information

Employment Type: Part Time Weekly Hours:
 Internal Post Start Date:
 External Post Start Date:
 Keep Posting Open Until: Or applications are received.¹
¹Additional Listing Notes:
Maximum characters: 250, Remaining characters: 250
(1) = Indicates the data is informational only and will not be copied into the Position Listing during the Move To FastTrack process.

Proposed Salary Information

Salary Calculation Method:
 Matrix Type:
 Matrix: Matrix Info

Start
 Lane:
 Credits:
 Step Range:

End

Account Distribution

Account Number	Percent
10 E 414 0050 1084 165	100.00

My Positions will now show a New Hire Pending.

2013-2014 Contract Year

Connie Erickson
Account
Preferences
Exit
?

Home
Employee Administration
Time Off

My Positions

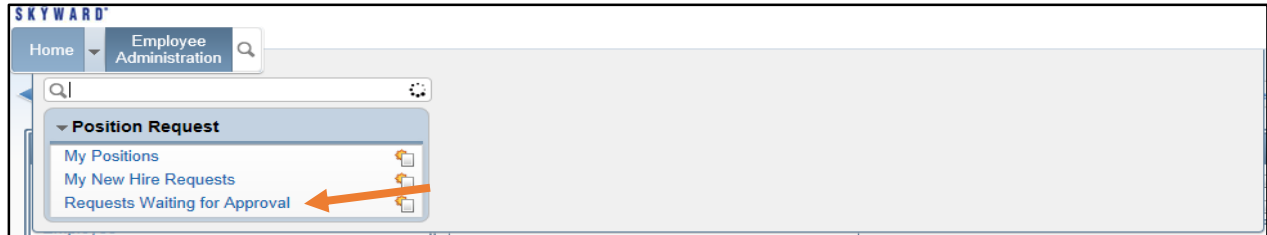
Views: General
Filters: Skyward Default Quick Filter

Position	Assignment	Building*	Available FTE	Positions Budgeted	Positions Filled	New Hire Approved	New Hire Pending	FastTrack Postings	Group
▶ Hourly Assistant	Classroom Assistan	WEST HILLS MIDD	-0.86000		0.86000		0.43000		Classified
▶ Hourly Assistant	Classroom Assistan	WEST HILLS MIDD	-0.43000		0.43000				Classified
▶ Hourly Assistant	Comprehensive Gui	WEST HILLS MIDD	0.43000	0.43000					Classified
▶ Hourly Assistant	ESL Classroom Assi	WEST HILLS MIDD	0.00000	0.43000	0.43000				Classified
▶ Hourly Assistant	Hall Monitor PT	WEST HILLS MIDD	-0.96000		0.96000				Classified
▶ Hourly Assistant	Instructional Assist	WEST HILLS MIDD	-1.29000	0.43000	1.72000				Classified
▶ Hourly Assistant	Instructional Assist	WEST HILLS MIDD							Classified

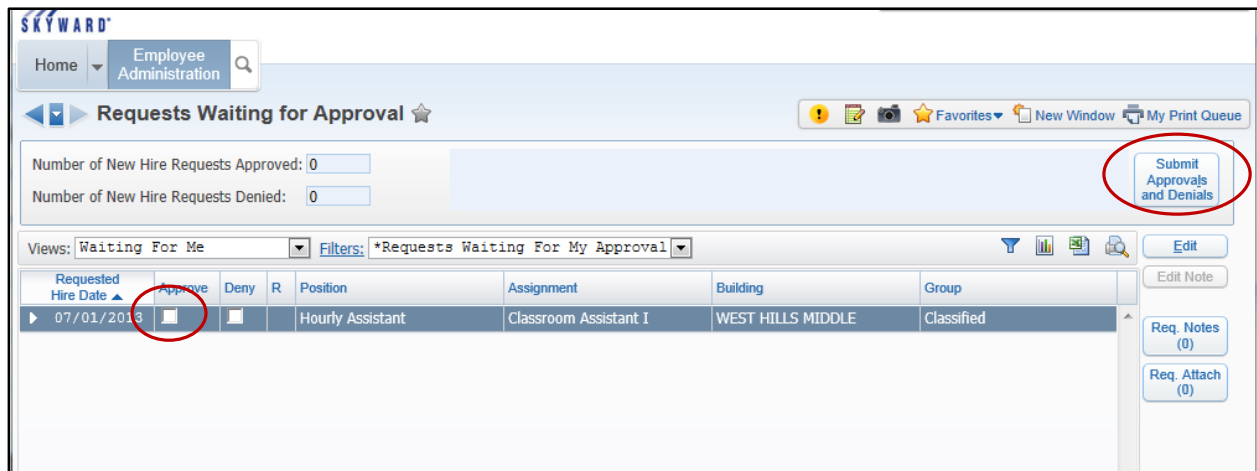
Add New Hire Request
My New Hire Requests

Approval

1. Log into Skyward Finance/Human Resources. Click on Employee Administration, then select Requests Waiting for Approval.



2. Any Position Requests will be displayed. Checkmark the box to approve, then click Submit Approvals and Denials.



3. Click Yes to submit the requests to HR.

