

Licensed Salary Change Request

- 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 Salary Change Application.
 - a. If you do not see the Task Processes box, you may have to Select Widgets (see green arrow)

Jordan School District	Account Preferences Exit
Home Home Employee Time FastTrack Off Off Open Positions Screener	
◄ ■ b mployee Access	📄 📷 🏫 Favorites 🔻 怕 New Window 🖏 My Pri
Jump to Other Dashboards 1 Task Manager (15)	Jump to Other Systems
Training Database	Employee Access
*Calendar	L Human Resources
Skyward User	Product Setup
Employee	y House onep
Task Manager	Task History
	Tusk History
Reset Dashboards Select Widgets	
Favorites O	
Critical Family Leave Request	
HR Entered Resignation	
Initial Salary Placement	
Intent to Return From Leave of Absence (1 Year)	
Leave of Absence Licensed	
Military Leave Request	
Notice of Resignation	
Pay Option Current Employee	
Pay Option New Employee	
Salary Change Application	
Sick Bank Request	
Teacher Transfer Request	

4. Open Custom Form

THE Design of the local	Channes Annelisation			
Employee:	ary Change Application	Change Request for button to move to S add any Attachmen Application" button School District emai	ons: Click the "Open" button under Custom Forms and complete the La mm. After completing the form, click the "Save" button. Click the "Next" Step 2 and add any Notes. Click the "Next" button to move to Step 3 and sts. Click the "Next" button to move to Step 4 and click the "Salar/ Cha to submit your request. An email confirmation will be sent to your Jord all account. A second email will be sent when the Human Resources occessed your request.	nd nae
1. General			Salary Change Ent	<u>ry</u>
Click the "Open" but	on and complete the Salary Change Application	on form.	1. General	
Custom Forms	3		2. Notes	
Custom Profile	Salary Change Application	Salary Change Application	Open 3. Attachments	
			Step 1 of 4	
			Process History	
			Save and Finish Later Reassign Task	

Human Resources U

5. Read and complete form and click save.

Salary Change Appli	Name:			â 🕤 📅
salary change. Examples of showing the number of cred change will be reflected on day, the salary change will b	IEG - Salary Guidelines, this Application proof of eligibility include an In-Service i lits required and final grade posted. If ap the paycheck issued in the following mo e effective on the first paycheck of the n	for Salary Change must be completed and submitted with proof of eligibil Record, a CACTUS Midas printout from USBE or UEN, and/or an official tr plication and proof of eligibility are submitted prior to the 15th of the mon ht. If the application and proof of eligibility is submitted after the last wor ew contract year. ict.org email confirming it was received and processed by the Human Res	anscript th, the salary ked contract	Save Print Back
* Subject/Grade:	Math			
* License Type:	Professional License			
	ed documents to move to the following le			
* Level Requested:	Bachelor+20 sem crdt (30 qtr)	T		
In step 4, I will attach the f * In-Service Record: * CACTUS/Midas Printout:		y change (Select all that apply):		
I have mailed or emailed n	ny OFFICIAL transcripts to the Human Re	esource Department:		
		· · · · · · · · · · · · · · · · · · ·		
	Mail Official Transcripts to:	Email Official eTranscripts to:		
	Jordan School District Human Resources 7387 S. Campus View Dr. West Jordan, UT 84084	hr@jordandistrict.org		
Asterisk (*) denotes a required	field			
Process: Salary Ch	ange Application			(min (*) -
ployee:		Employee Instructions: Click the "Open" button under Cu Change Request form. After completing the form, click th button to move to Step 2 and add any Notes. Click the "Net" add any Attachments. Click the "Net" button to move to Application" button to submit your request. An email cont School District email account. A second email will be sent Department has processed your request.	e "Save" butto lext" button to Step 4 and cl îrmation will b	on. Click the "I o move to Step ick the "Salary oe sent to you
General			Salary	<u>Change I</u>
lick the "Open" button and co	omplete the Salary Change Application for	m.	1. Gene	-
Custom Forms			2 Notor	

6. Click Next

M Process: Sa	lary Change Application		in 🔁 🤤 🤶
Employee:		Change Request f button to move to add any Attachme Application" butto School District em	tions: Click the "Open" button under Custom Forms and complete the Lane form. After completing the form, click the "Save" button. Click the "Next" Step 2 and add any Notes. Click the "Next" button to move to Step 3 and ents. Click the "Next" button to move to Step 4 and click the "Salary Chang no to submit your request. An email confirmation will be sent to your Jordan nal account. A second email will be sent when the Human Resources processed your request.
. General			Salary Change Entry
Click the "Open" bu	tton and complete the Salary Change Ap	plication form.	1. General
Custom Form	S		2. Notes
Custom Profile	Salary Change Application	Salary Change Application	Open 3. Attachments
			4. Choose Next Task
			Step 1 of 4
			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 Employee:	Employee Instructions: Click the "Open Change Request form. After completing button to move to Step 2 and add any add any Attachments. Click the "Neet" Application" button to submit your requ School District email account. A second Department has processed your request	the form, click lotes. Click the outton to move est. An email c email will be s	the "Save" button. Click the "Next" "Next" button to move to Step 3 and to Step 4 and click the "Salary Change confirmation will be sent to your Jordan
2. Notes			Salary Change Entry
		Add	1. General
		View	2. Notes
There are no records to display; check your filter settings.	A	Delete	3. Attachments
			4. Choose Next Task
			Step 2 of 4 Provious Next Process History Save and Finish Later Reassign Task

9. Add any attachments including: Midas transcripts, On-track transcripts, In-Service report, etc.

TM Process: Sala	ary Change Application	n					📷 怕 🖶 ?
Employee:			Employee Instructions: Click the Change Request form. After cor button to move to Step 2 and a add any Attachments. Click the Application" button to submit yo School District email account. A Department has processed you	npleting to dd any No "Next" bu our reques second e	he form, click t ites. Click the ' tton to move t st. An email co	the "Sa "Next" to Step nfirma	we" button. Click the "Next" button to move to Step 3 and 4 and click the "Salary Change tion will be sent to your Jordan
3. Attachments						<u>S</u> ;	
					Add	1.	General
Description A	Step	Inputted File	Date Modified		Edit	2.	Notes
· · ·	display; check your filter settings.			*	Delete	3.	Attachments
 0 records displayed 				v F			p 3 of 4 Previous <u>N</u> ext Crease History Save and Finish Later Reassign Task

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

ttachments	i 📩 🖶 ?
Attachments * File Name: Choose File No file chosen * Description:	<u>Save</u> <u>B</u> ack
* Description:	



12. Click Next

M Process: Salary C	Change Application				📷 怕 🤠 ?
imployee:		Change F button to add any Applicatio School D	tequest form. After comple move to Step 2 and add a Attachments. Click the "Ne on" button to submit your i	ting the form, click ny Notes. Click the xt" button to move equest. An email c ond email will be s	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
escription 🔺	Step	Inputted File	Date Modified	Edit	2. Notes
lidas Transcript	Salary Change Entry	C:\fakepath\teacher-salary-sched		A Delete	3. Attachments
records displayed			_	•	Step 3 of 4 Previous Next Process History
					Save and Finish Later

13. Click Salary Change Review (HR Clerks)

TM Process: Salary Change Application		📷 😭 🧓 ?
Employee:	Employee Instructions: Click the "Open" button under Cur Change Request form. After completing the form, click the button to nove to Step 2 and add any Notes: Click the "N add any Attachments. Click the "Next" button to move to Application" button to submit your request. An email conf School District email account. A second email will be sent Department has processed your request.	"Save" button. Click the "Next" ext" button to move to Step 3 and Step 4 and click the "Salary Change irmation will be sent to your Jordan
4. Choose Next Task		Salary Change Entry
Select the Next Task		1. General
Select the button below to create the Next Task		2. Notes
Salary Change Review (HR Clerks)		3. Attachments
(Incolonicy)		4. Choose Next Task
		Step 4 of 4
		Process History
		Save and Finish Later Reassign Task

Please note: If application <u>and</u> proof of eligibility are submitted prior to the 15th of the month, the salary change will be reflected on the paycheck issued in the following month. If the application and proof of eligibility is submitted after the last worked contract day, the salary change will be effective on the first paycheck of the new contract year.



To check the status of your Salary Change Form

1. Under Task History, click on the Salary Change Application

Jordan School District Home Employee Information Employee Access	📄 📾 🏫 Favorites 🗣 🎦 New Window 🖶 My Print Queue
Jump to Other Dashboards Training Database* Calendar Skyward User Employee Task Manager Reset Dashboards Select Widgets	Jump to Other Systems ✓ Employee Access ✓ Human Resources ✓ Product Setup Task History ✓ Created Process Description Subject
Favorites O Task Processes Image: Critical Family Leave Request Image: Critical Family Leave Request Image: FMLA Leave Rodice Image: HR Entered Resignation Initial Salary Placement Intent to Return From Leave of Absence (1 Year) Leave of Absence Licensed Military Leave Request Military Leave Request Military Leave Request Pay Option Current Employee	HThu Apr 11 9:05am Salary Change Application E

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

3/2819 Thu 9:05 am Open Salary Change Application Employee	1919 Truu 9:05 am Open Salary Change Application Employee 1.All Collapse All Modify Details (displaying 4 of 4) View Printable Details Employee ess s refine Task Summary Status Assignee OC 11/19 909 am Salary Change Review Pending 11/19 909 am Salary Change Review Pending	Date Created 🔻	Time Status					Initiator			1
and All Collapse All Modify Details (displaying 4 of 4) View Printable Details rocess teps ask History Date Time Task Summary Status Assignee OC Notes Of 11/19 500 am Salary Change Entry Completed Of 11/19 500 am Salary Change Review Pending	All Collapse All Modify Details (displaying 4 of 4) View Printable Details ess s History eTime Task Summary Status Assignee OC Notes History History Completed Salary Change Entry Completed Hill 9 90 am Salary Change Review Pending			Description	Application	S	ubject	Initiator	Area	100	
roccess teps ask History Date Time Task Summary Status Assignee OC Notes 04/11/9 90 am Salay Change Review Pending 04/11/9 90 am Salay Change Review Pending	ess s History eTime Task Summary Status Assignee OC Notes if 11/19 900 am Salury Change Entry Completed 11/19 900 am Salury Change Review Pending	• 04/11/2019 Thu	aros ani Ohen	Salary Change	e Application				Emplo	ree	-
teps ask History Date Time Task Summary Status Assignee OC Notes O4/11/9 90 am Salary Change Entry Completed O4/11/9 90 am Salary Change Review Pending	s History Effine Task Summary Status Assignee OC Notes 11/19 90 an Satury Change Entry Completed 11/19 90 an Satury Change Review Pending 11/19 90 an Satury Change Review Pending	Expand All Collapse	All Modify Details (displa	ying 4 of 4) V	iew Printable Details						
teps ask History Date Time Task Summary Status Assignee OC Notes O4/11/9 90 am Salary Change Entry Completed O4/11/9 90 am Salary Change Review Pending	s History Effine Task Summary Status Assignee OC Notes 11/19 90 an Satury Change Entry Completed 11/19 90 an Satury Change Review Pending 11/19 90 an Satury Change Review Pending	Process									
Ask History Date Time Task Summary Status Assignee OC Notes 04/11/9 900 am Salay Change Entry Completed 04/11/9 900 am Salay Change Review Pending	eTime Task Summary Status Assignee OC Notes 1/19 90 am Salary Change Review Pending 1/19 90 am Salary Change Review Pending										
Date Time Task Summary Status Assignee OC Notes 04/11/9 908 am Salay Change Retive Pending 0 <	eTime Task Summary Status Assignee OC Notes 1/19 90 am Salary Change Review Pending 1/19 90 am Salary Change Review Pending	Steps									
04/11/19 190 am Salay Change Entry Completed 04/11/19 1909 am Salay Change Review Pending 04/11/19 1909 am Salay Change Review Pending	11/19 90 am Salary Change Entry Completed 11/19 90 am Salary Change Review Pending	🔻 Task History									
04/11/19 8/93 am Salary Change Review Pending 04/11/19 8/93 am Salary Change Review Pending	1/19 9:09 am Salary Change Review Pending	Date/Time	Task Summary	Status	Assignee	OC	Notes				
04/11/9 809 am Salary Change Review Pending 04/11/9 809 am Salary Change Review Pending 04/11/9 809 am Salary Change Review Pending 04/11/9 809 am Salary Change Review Pending	11/19 90am Salary Change Review Pending	04/11/19 9:09 am	Salary Change Entry	Completed							
04/11/19 8/09 am Salary Change Review Pending 04/11/19 8/09 am Salary Change Review Pending 04/11/19 8/09 am Salary Change Review Pending 04/11/19 8/09 am Salary Change Review Pending	1/19 9:09 am Salary Change Review Pending	04/11/19 9:09 am	Salary Change Review	Pending							
04/11/9 809 am Salary Change Review Pending 04/11/9 809 am Salary Change Review Pending 04/11/19 809 am Salary Change Review Pending	1/19 9/09 am Salary Change Review Pending 1/19 9/09 am Salary Change Review Pending 1/19 9/09 am Salary Change Review Pending 1/19 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	1/19 9:09 am Salary Change Review Pending 1/19 9:09 am Salary Change Review Pending 1/19 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	1/19 9/09 am Salary Change Review Pending 1/19 9/09 am Salary Change Review Pending	04/11/19 9:09 am	Salary Change Review	Pending							
	11/19 9:09 am Salary Change Review Pending	04/11/19 9:09 am		Pending							
04/11/19 9:09 am Salary Change Review Pending		04/11/19 9:09 am		Pending							
	chments	04/11/19 9:09 am	Salary Change Review	Pending							
tachments		▶ Attachments									
		P Attacimienta									

3. Status will show as completed or pending.