Skyward Implementation

Training Schedule

Differentiated professional development is a critical key to the success of the SKYWARD implementation. The eventual training plan will offer traditional instructor led classroom training in conjunction with WebEx interactive training, traditional online documentation and CBT.

In support of the initial implementation TIS will offer two training workshops; one for district\school bookkeepers and support staff and one for district\school administrators such as Principals and Directors. Workshops will be offered December 12th – 16th, 2011 and January 5th – 11th, 2012.

Two training sessions per day per group will be offered beginning at 8:00AM and 1:00PM.

DISTRICT\SCHOOL ADMINISTRATORS			DISTRICT\SCHL BOOKKEEPERS & SUP STAFF		
Dates	Session A	Session B	Dates	Session A	Session B
Tues. Dec. 13	8:00AM	1:00PM	Tues. Dec. 13	8:00AM	1:00PM
Wed. Dec. 14	8:00AM	1:00PM	Wed. Dec. 14	8:00AM	1:00PM
Thurs. Dec. 15	8:00AM	1:00PM	Thurs. Dec. 15	8:00AM	1:00PM
Fri. Dec. 16	8:00AM	1:00PM	Fri. Dec. 16	8:00AM	1:00PM
Mon Dec. 19	8:00AM	1:00PM	Mon Dec. 19	8:00AM	1:00PM
Thurs. Jan. 5	8:00AM	1:00PM	Thurs. Jan. 5	8:00AM	1:00PM
Fri. Jan. 6	8:00AM	1:00PM	Fri. Jan. 6	8:00AM	1:00PM
Mon. Jan 9	8:00AM	1:00PM	Mon. Jan 9	8:00AM	1:00PM
Tues. Jan. 10	8:00AM	1:00PM	Tues. Jan. 10	8:00AM	1:00PM

DISTRICT \ SCHOOLBOOKKEEPERS AND SUPPORT STAFF TRAINING AGENDA		
TOPIC	**EST. LENGTH**	**INSTRUCTOR(S)**
SKYWARD OVERVIEW This section covers general Skyward information and how to login to the application and configure user options. • PaC vs. Web explained • Logging in and out of Skyward • Preferences • User Preferences	20 minutes	TIS

REQUISITIONS
This section covers how to enter a requisition and the approval processes necessary to create a Purchase Order.
• Adding Requisitions
• Approval Levels
• Reporting Options
• How Requisitions Become Purchase Orders
• View Purchasing Activity
• View Purchase Orders
• Closing Purchase Orders
• Options
   o Adding Notes
   o Adding Attachments
   o Setting Filter Options
   o Clone a Purchase Order
	45 minutes	Purchasing, TIS

RECEIVING (AP) This section covers how to receive items against an existing Purchase Order. • Receiving Items • Running Reports	15 minutes	Finance, TIS
PAYROLL WORKSHEETS This section covers how to enter, verify and submit time for hourly employees and substitutes. • Enter Payroll Worksheet • Verify Payroll Worksheet	45 minutes	Skyward, Payroll
TIME OFF (LEAVE) This section covers how to enter and verify Payroll Worksheets for hourly employees. • Limited Access processing (Adding Used Transactions) • Implementation Timeline (Employee Access)	25 minutes	HR, TIS

BUDGET MANAGEMENT
This section covers Budget Management and Reporting
 	
• Budget Revisions
• Budget Transfers – Create Transfers, Submit and Approve Options
• Reporting Options
    o Revenue and Expense Report
    o Balance Sheet Report
    o Saved Report
    o Scheduling Reports on the Web
	45 minutes	Skyward, Finance

PAF OVERVIEW	10 minutes	Skyward, HR

DISTRICT \ SCHOOL ADMINISTRATORS TRAINING AGENDA		
TOPIC	**EST. LENGTH**	**INSTRUCTOR(S)**
SKYWARD OVERVIEW This section covers general Skyward information and how to login to the application and configure user options. • PaC vs. Web explained • Logging in and out of Skyward • Preferences • User Preferences	20 minutes	TIS

REQUISITIONS
 This section covers how to enter a requisition and the approval processes necessary to create a Purchase Order.
 • Requisitions to Purchase Order Overview
 • Approval Levels
 • Reporting Options
 • View Purchasing Activity
 • View Purchase Orders
 • Options
     o Adding Notes
     o Adding Attachments
     o Setting Filter Options
	15 minutes	Purchasing, TIS

RECEIVING (AP) This section covers how to receive items against an existing Purchase Order. • Receiving Items Overview • Running Reports	15 minutes	Finance, TIS
PAYROLL WORKSHEETS This section covers how to enter, verify and submit time for hourly employees and substitutes. • Enter Payroll Worksheet • Verify Payroll Worksheet	25 minutes	Skyward, Payroll
TIME OFF (LEAVE) This section covers how to enter and verify Payroll Worksheets for hourly employees. • Limited Access processing (Adding Used Transactions) • Implementation Timeline (Employee Access)	15 minutes	HR, TIS

BUDGET MANAGEMENT
This section covers Budget Management and Reporting
• Web Budgetary Data Mining
• Reports
  o Revenue and Expense Report
  o Balance Sheet Report
  o Saved Report
  o Scheduling Reports on the Web
	30 minutes	Skyward, Finance

PAF OVERVIEW	10 minutes	Skyward, HR