

LEON COUNTY SCHOOL DISTRICT



SKYWARD USERS MANUAL

LEON COUNTY SCHOOL DISTRICT

Employee Profile Browse



TABLE OF CONTENTS

Chapter 1: Employee Browse.....	3
What is Employee Profile?	3
Step 1: Navigate to Employee Profile Screen	3
Step 2: Using the Employee Search	3
Step 3: Navigation Menu.....	4
Step 4: Using the Employee Advanced Search	6

Chapter 1: Employee Browse

What is Employee Profile?

The Employee Profile holds a library of specific personal information on employees.

Step 1: Navigate to the Employee Profile Screen

- 1) Log in to the **WEB** version of Skyward.
- 2) Click on Human Resources (HR), Employee, Employee Profile (EP)



The **Employee Profile** screen opens.

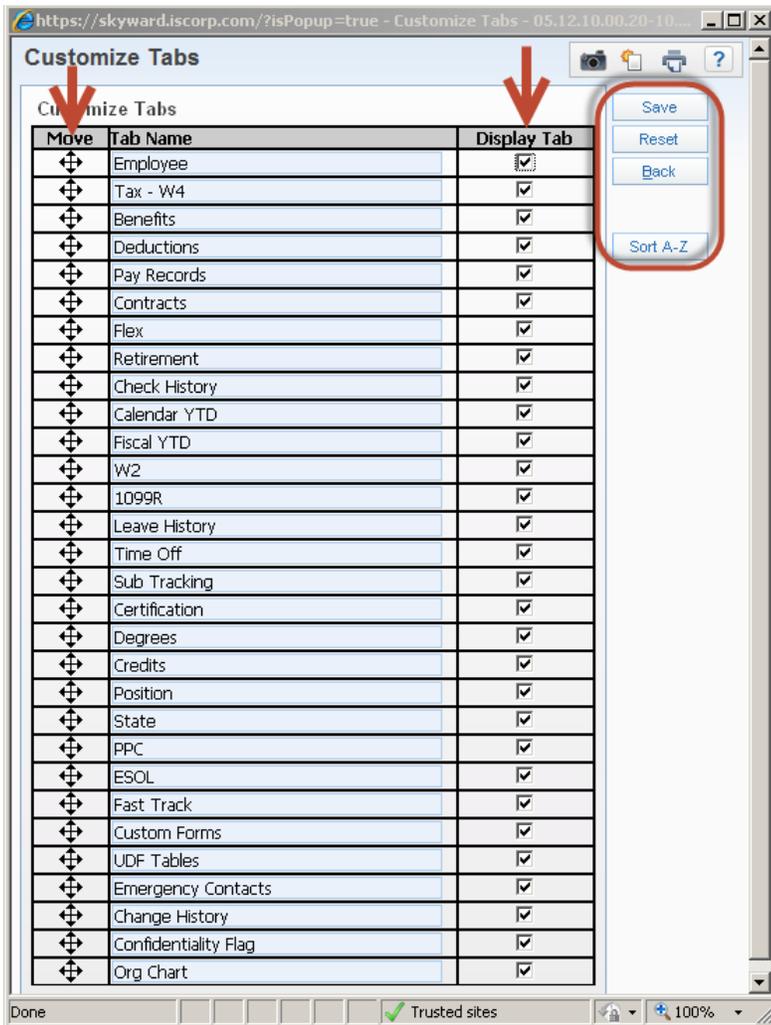
Step 2: Using the Employee Search

When the Employee Profile screen appears, you can highlight the 'name key' and start typing in the last name of the employee you wish to display. A drop down box will appear with possible matches. Select the name you want by clicking once on the employee name.

The name key consists of the first 5 characters of the person's last name followed by the first three characters of the first name and a three digit number. If more than one employee exists with the same name key consecutive numbers will be attached to the end of the name key.

Example:

SMITHANN000	ANN	SMITH
SMITHANN001	ANNIE	SMITH



With this screen, you can select or deselect the tabs that you want to see in your navigation menu.

You can also rearrange the tabs so that the data you use most is at the top of the navigation menu.

After making changes, click the **SAVE** button to save your changes.

Step 4: Using the Employee Advanced Search

From the Employee Profile screen, click the **Employee** link to open the **Advanced Employee Lookup**.

Leon School District - Training Database

Deborah Flavorsscr Account Preferences Exit ?

Home Employee Time Off

Name

Employee: JONKEELL000 Jonkescr, Ellis A

Employee Type: TEACHER User Name: emp1412 Name ID: 4059

Building: BUILDING -1091 Check Location: CHECK LOCATION -1091

Gender: M Age: 31 Hire Date: 08/08/2005 Birth Date: 10/17/1982

The following screen should appear:

Advanced Employee Lookup

You can search using Employee Filters for a range of employees to choose from.

You can search an individual with the Individual Employee Lookup fields.

Employee Filters

Last Name Begins: [] Search

First Name Begins: [] Reset

Middle Name Begins: []

Former Name Begins: []

Date of Birth: []

Phone (1,2,3): []

Gender: Male Female Both

Reference Type: Employee Reference Both

Use Employee Ranges

As you begin typing in a lookup field, a drop-down will display a list of matching employees. Click the appropriate employee or finish typing the information and click enter.

Individual Employee Lookup

Full Name (First Middle Last): []

Full Name (Last First Middle): []

Former Name: []

Alphakey: []

Name ID: []

Employee ID: []

State ID: []

SSN: []

Last 4 SSN: []

Employees

Name Key	Last Name	First	Middle	Employee Type	Former Name	Name ID	Employee ID	State ID
JONESGIL000	JONES	GILLIAN		CLERICAL SCHLS PT 3		5250	000052684	
JONESISC000	JONES	ISCHOLINA	W	SUB TEACHER		5248	000051978	
JONESLAU001	JONES	LAUREN	B	INACTIVE EMPLOYEE	RILLING	19611	655358	
JONESPOR000	JONES	PORCHIA	L	UNKNOWN		27789	119474568	
JONESRON000	JONES	RONALD	L	SUB TEACHER		5244	000051365	
JONESSHA001	JONES	SHARLENE	D	SUB TEACHER		5230	000039053	
JONESSHA002	JONES	SHAYLA	N	SUB TEACHER		5238	000050085	
JORDABUR000	JORDAN	BURNIC		SUB TEACHER		5256	000029795	
JORDAJAC000	JORDAN	JACQUELINE	C	SUB TEACHER		5259	000051319	
JORDAJAC000	JORDAN	PATRICE	V	INACTIVE EMPLOYEE		26155	000052042	

20 records displayed

https://skyward.iscorp.com/?vPositioningField=JONESGIL000&isPopup=true - Advanced Employee Look - Microsoft Internet Explorer p

Advanced Employee Lookup

Employee Filters

Last Name Begins:

First Name Begins:

Middle Name Begins: Use Employee Ranges

Former Name Begins:

Date of Birth:

Phone (1,2,3):

Gender: Male Female Both

Reference Type: Employee Reference Both

Individual Employee Lookup

Full Name (First Middle Last):

Full Name (Last First Middle):

Former Name:

AlphaKey:

Name ID:

Employee ID:

State ID:

SSN:

Last 4 SSN:

Employees

Name Key	Last Name	First	Middle	Employee Type	Former Name	Name ID	Employee ID	State ID
▶ JONESGIL000	JONES	GILLIAN		CLERICAL SCHLS PT 3		5250	000052684	
▶ JONESISC000	JONES	ISABELINA	W	SUB TEACHER		5248	0000	
▶ JONESLAU001	JONES				RILLING	19611	6553	
▶ JONESPOR000	JONES					27789	119474568	
▶ JONESRON000	JONES	RONALD	L	SUB TEACHER		5244	000051365	
▶ JONESSHA001	JONES	SHARLENE	D	SUB TEACHER		5230	000039053	
▶ JONESSHA002	JONES	SHAYLA	N	SUB TEACHER		5238	000050085	
▶ JORDABUR000	JORDAN	BURNIC		SUB TEACHER		5256	000029795	
▶ JORDAJAC000	JORDAN	JACQUELINE	C	SUB TEACHER		5259	000051319	
▶ JORDA...	JORDAN	BATRICE	V	INACTIVE EMPLOYEE		56155	000052042	

20 records displayed