



# YOU CAN ACCESS YOUR PAY INFORMATION ON SKYWARD EMPLOYEE ACCESS!

To login to Skyward from the Monroe SD website, hover over Staff, then click on Skyward. Make sure the drop down menu is set to All Areas. Use your unique login information to sign-in. If you can't remember your login ID or password, please use the link. A pop-up box will open and will ask for your email address- this MUST be your district email which is where the system will send your reset information. If you try resetting and it doesn't work then you can call Stefanie Preston (360-804-2515) to help reset it.

Once logged in, click on [Employee Access](#) > [Employee Information](#) > [Personal Information](#)

There are several options on the left side of the screen with different information in them.

To look at your current pay assignments, click on [Personnel](#) then [Assignments](#). Your screen should look similar to the picture below. Make sure you are in the correct year in the drop down menu.

**Assignments**

Assignment Information  
Assignment Year: 2022-2023

Views: General Filters: \*Skyward Default

Position	Assignment	Group	Building	FTE	Start Date	End Date
CLASSIFIED	NON REP	BASE	DISTRICT OFFICE	1.0000	09/01/2022	08/31/2023
CLASSIFIED	NON REP	STIPEND	DISTRICT OFFICE	1.0000	09/01/2022	08/31/2023
CLASSIFIED	STIPEND	STIPEND	DISTRICT OFFICE	1.0000	09/01/2022	08/31/2023

To view the details of each assignment, click on the small triangle on the left side of the assignment, then [Expand All](#). This will open up several boxes with additional information. Most of the information that you will be looking for can be found in the Payroll Information box. This is where you will find your hourly rate and total we expect you to make for the full school year.

Payroll Information

Pay Code: OFFICE PERSONNEL	Frequency: M
Supervisor:	Contract Signed:
Pay Start: 08/01/2022	Pay Stop: 07/31/2023
Contract: 63,107.20	% Per Pay Period: 4,820.69
Daily Rate: 242.72	Hourly Rate: 30.34
Hours Per Year: 2,080	Minutes Per Year: 0



Another area that may be helpful is the Term Information box. This shows how many days (including holidays) you are scheduled to work. For classified staff (paraeducators, bus drivers, etc.) you can also verify your number of hours per day. Certificated staff (teachers, counselors, etc.) you will want to look at the Calc FTE.

▼ Term Information	
Calendar: <b>OP 247 + 13 STANDARD</b>	Days: <b>260.00</b>
Start Date: <b>08/01/2022</b>	End Date: <b>07/31/2023</b>
Hours: <b>2,080</b>	Minutes: <b>0</b>
Hours Per Day: <b>8:00</b>	% Employed: <b>100.000%</b>
FTE: <b>1.00000</b>	Calc FTE: <b>1.00000</b>

Additionally, the Salary Information box has a Placement Tracker. This is what we use to tell the system the position and step to pay you on the salary schedule.

▼ Salary Information			
Calc Method: <b>MATRIX</b>	Matrix Type: <b>HOURLY</b>		
Matrix: <b>22OPUSE</b>	Base Matrix:		
Placement: <b>PSE-OP Hourly</b>	Placement Tracker: <b>Lane:LVL C Step:2 Credits:0</b>		
	<b>Pay Code</b>	<b>Per Diem Contract</b>	<b>Calculated Contract</b>
<b>Assignment:</b>	C233	63,107.20	63,107.20
<b>Add-Ons:</b>	C233	0.00	0.00
<b>Total:</b>	C233	63,107.20	63,107.20

### Questions? Call your HR Coordinator:

- High School, Transportation, District Office, Coaches, Maintenance/Custodial- Sarah Verdier, 360-804-2533
- All Elementary Schools- Sibyl Rauschkolb, 360-804-2531
- Park Place, Hidden River, SVEC, Leaders in Learning- Cassandra Bunney, 360-804-2532

