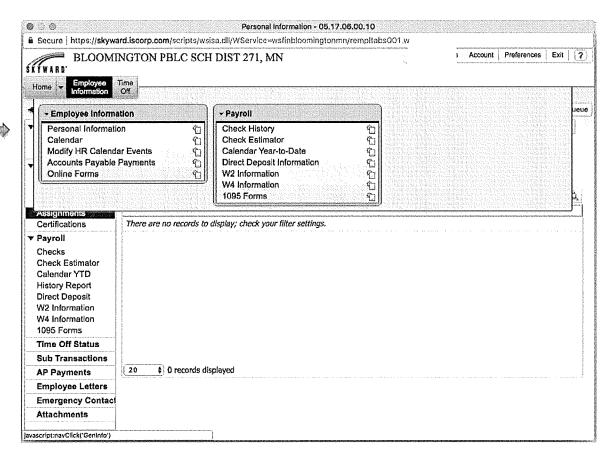
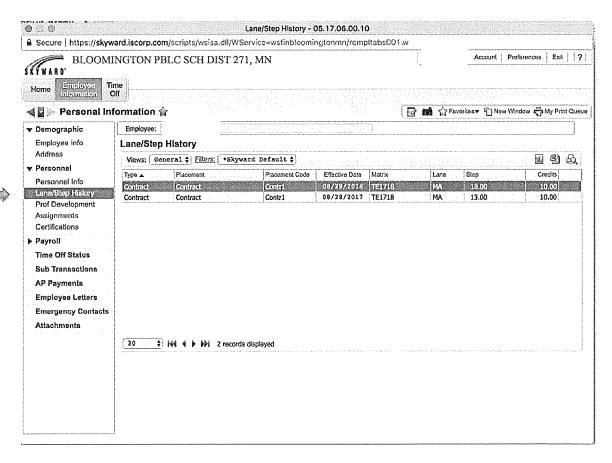
## Personnel Tab - Employee Access

- 1. In order to view Personnel Information, login to Employee Access.
- 2. Select the 'Employee Information' tab, then 'Personal Information'.

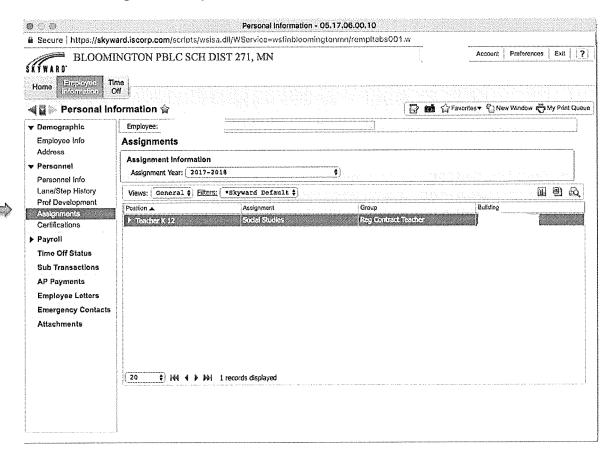


3. Under the Personnel section located at the left side of the next screen, you can make various selections.

4. Select 'Lane/Step History' if you wish to see your Lane/Step. For those of you on longevity steps, excluding paras: Your step for 17-18 will be the last nonlongevity step on your Unit's schedule, with your longevity added as an 'Add-on' to pay. We had to change the way we listed Steps for those on longevity from the 16-17 school year due to changing set-up requirements. In 16-17, we listed the Step as the year of longevity the person was receiving. This makes it appear as though people on longevity steps may have lost steps since they are assigned a lower step; that is not the case. Please see below to view how that change looks. Please continue to Item 5 for more information on how to view Add-ons.



5. Select 'Assignments' if you wish to see assignment information.

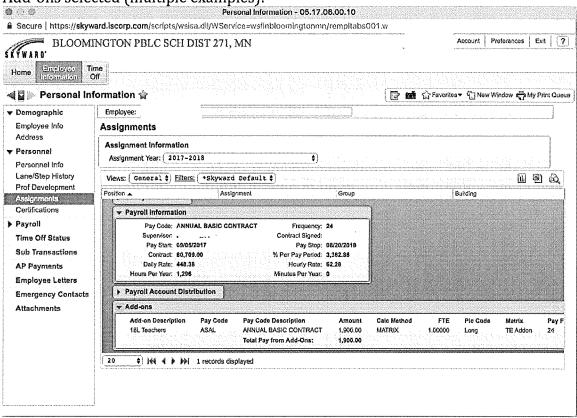


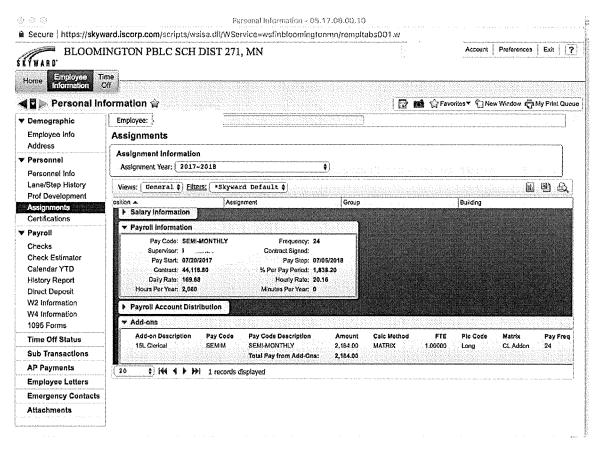
6. You can break down your assignment many ways by selecting the sideways triangle to the left the assignment I've included several examples below. Base pay is shown under the 'Payroll Information' section. Add-on's include longevity pay and any applicable stipends an individual is earning. To view information that is off screen, just scroll to view the rest of the information.

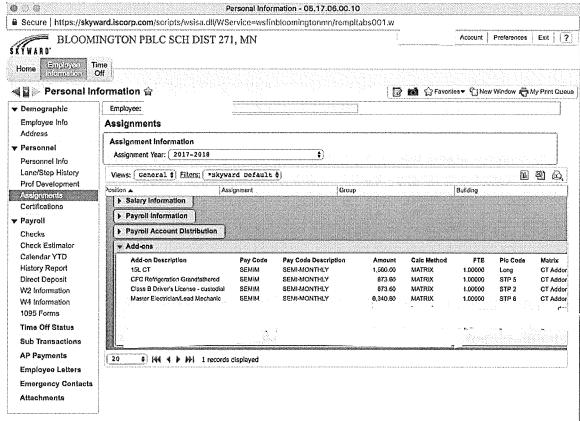
What screen looks like after selecting arrow to the left of assignment: Personal Information - 05.17.06.00.10 Secure https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinbloomingtonmn/rempltabs001.w Account Preferences Exit ? BLOOMINGTON PBLC SCH DIST 271, MN Employee Home ☑ 👪 🏠 Favorites▼ 🗓 New Window 👸 My Print Queue 🐗 🖁 🔊 Personal Information 🏟 Employee: w Demographic Employee Info **Assignments** Address Assignment Information w Personnel Assignment Year: 2017-2018 Personnel Info Lane/Step History Views: General + Filters: \*Skyward Default + **Prof Development** Assignment Building Ansignmente Certifications Expand All Collapse All Modify Details (displaying 7 of 7) View Printable Details ▶ Payroll Time Off Status > Position Information **Sub Transactions** Assignment Information AP Payments > Term Information **Employee Letters**  Salary Information **Emergency Contacts** ▶ Payroll Information Attachments ▶ Payroll Account Distribution ▶ Add-ons 144 4 > 101 1 records displayed

Javascript:void("Load Tab")

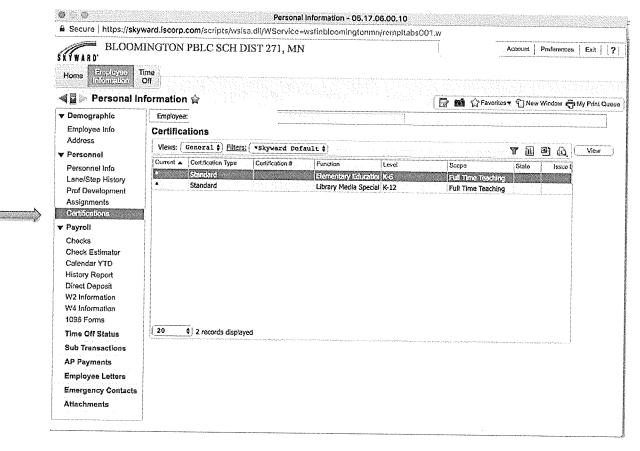
What assignment screen looks like with the arrows next to Payroll Information and Add-ons selected (multiple examples):







7. Teachers may view their license information from the 'Certification' link, which includes when the license will expire.



8. Please note: After new contracts are settled due to negotiations, it may take several weeks for this information to change. It will change when the new pay rate / retro is applied, and that can be several weeks AFTER the School Board has approved the new contract. It does not change immediately after membership votes to approve the new contract.