

Request Changes to Employee Information

Skyward Employee Access

Skyward Employee Access

We would like to ask that all staff review their Personal information in Skyward. If you find information that needs to be updated, please follow these quick & easy steps

As you learn to navigate the Skyward Dashboard (Employee Access Home Screen) if you have any questions please contact Kristie Grulke at 675-1046, Mary Ellen Taylor at 675-1041 or Nicole Pupanek at 675-1061.

1. Log into your staff profile in [Skyward](#). This link is also available by clicking on the Staff icon on the [District website](#), then Login Links and Skyward Staff Access. If you've forgotten your account credentials please contact Kristie.



Employee Access

2. Choose Employee Information, then Personal Information.

The screenshot shows the Skyward Employee Access web application interface. The browser title is "Employee Access - 05.15.10.00.07 - Internet Explorer" and the URL is "https://skyward.iscorp.com/scripts/wsisa.dll/WService-wsfinjeffersonwi/semhom01.w". The page header includes the Skyward logo, "SCHOOL DISTRICT OF JEFFERSON", and navigation links for "Account", "Preferences", and "Exit".

The main navigation menu includes "Home", "Employee Information", and "Time Off". A dropdown menu is open under "Employee Information", showing "Employee Access" (selected) and "Financial Management".

The interface features several widgets:

- Jump to Other Dashboards:** A list with "Skyward User" and "Employee" (highlighted). Buttons for "Reset Dashboards" and "NEW Select Widgets" are present.
- Recent Programs:** A list of programs including "Employee Access Home", "Personal Information", "Calendar Year-to-Date", "Check History", and "Check Estimator", each with a document icon.
- Favorites:** A section titled "No favorites available."
- Jump to Other Systems:** A list with "Employee Access" and "Financial Management", each with a document icon.
- My Print Queue:** A section titled "No items available." with columns for "Job" and "Status".

A "Suggested Widgets" notification box at the bottom right states: "There are new suggested widgets available for you to select." with buttons for "Select Widgets", "Remind Me Tomorrow", and "Dismiss".

At the bottom of the page, there is a copyright notice: "© 2015 Skyward, Inc. All rights reserved." and a status bar showing "javascript:void('Employee Access');" and "100%".

Request Changes

3. Click Request Changes to update the following

information:

Spouses Name

Phone Numbers

Addresses

All these changes are under the Demographic tab

on the left hand menu and the sub tabs of Employee

Info & Address.

The screenshot shows a web browser window titled "Personal Information - 05.15.10.00.07 - Internet Explorer". The address bar shows the URL: <https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinjeffersonwi/remptabs001.w>. The page header includes the SKYWARD logo and navigation tabs for "Home", "Employee Information", and "Time Off". The main content area is titled "Personal Information" and features a left-hand navigation menu with the following categories: Demographic (selected), Personnel, Payroll, Time Off Status, AP Payments, and Employee Letters. Under the "Demographic" category, sub-tabs include "Employee Info" (selected), Address, Personnel Info, Lane/Step History, Prof Development, Assignments, and Certifications. The "Employee Info" sub-tab is active, displaying a form with the following sections: "Employee Information" (with a "Request Changes" button), "Name" (with fields for Former Name and Spouse Name, each with a "Conf." dropdown set to "No"), "Phone" (with fields for Phone 1, 2, and 3, each with area, number, and extension fields, and a "Conf." dropdown set to "No"), and "Race and Ethnicity" (with checkboxes for Hispanic/Latino, 1-American Indian or Alaskan Native, 2-Asian, 3-Black or African American, 4-Native Hawaiian or Other Pacific Islander, and 5-White, which is checked).

Update

4. Enter the updated information in the appropriate fields.

When complete choose **SAVE**. This will send an e-mail to the HR department with the requested change. Once approved by the HR department, the change will be made.

To exit without requesting changes, choose **BACK**.

The screenshot shows a web browser window with the following content:

- Browser Title:** Request Changes - Employee Information - 05.15.10.00.07 - Internet Explorer
- URL:** https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinjeffersonwi/rngen2edit001.w?isPopup=true
- Form Title:** Request Changes - Employee Information
- Employee Information:** Employee: [Redacted] (Buttons: Save, Back)
- Demographic Request Change - Employee Information:**
 - Name:** Former Name: [Redacted] Conf. No; Spouse Name: [Redacted] Conf. No
- Phone:**
 - Phone 1: (920) [Redacted] Ext: [Redacted] Conf. No
 - Phone 2: [Redacted] Ext: [Redacted] Conf. No
 - Phone 3: [Redacted] Ext: [Redacted] Conf. No
 - 1st Email: [Redacted]
 - 2nd Email: [Redacted] Type: [Dropdown]
 - 3rd Email: [Redacted] Type: [Dropdown]
 - 4th Email: [Redacted] Type: [Dropdown]
- Race and Ethnicity:**
 - Ethnicity: Hispanic/Latino?
 - Federal Race: 1-American Indian or Alaskan Native
 - 2-Asian
 - 3-Black or African American
 - 4-Native Hawaiian or Other Pacific Islander
 - 5-White