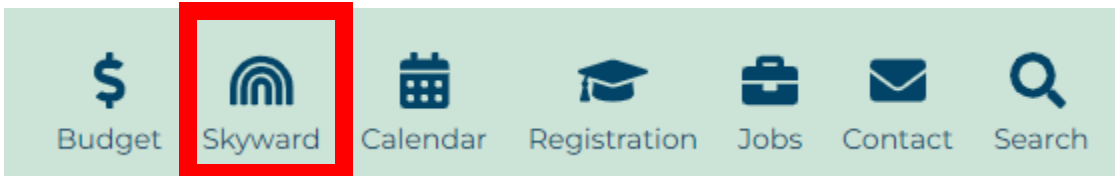


# Understanding Your Pay

- To log into Skyward, go to the [Mount Vernon School District Website](#) and click the Skyward Link.



- **User Name** = First letter of your first name, your last name and the year you were born  
\* This is the most common username. Depending on hire date.

Example:

Janice Smith 1963

User Name: **jsmith63**

- Temporary Password: **mtvernon01\***  
You will be prompted to enter a new password

A screenshot of the Skyward login interface. At the top is the Skyward logo (a rainbow) and the text 'MOUNT VERNON SCHOOL DISTRICT 320'. Below this are two input fields: 'Login ID:' and 'Password:'. To the right of the 'Password:' field is a 'Sign In' button. Below the 'Sign In' button is a link that says 'Forgot your Login/Password?'. In the bottom right corner of the form area, the date '05.24.02.00.08' is displayed.A dropdown menu labeled 'Login Area:' with 'All Areas' selected. The entire dropdown menu is circled in red.

- 'Employee Access' tab

MOUNT VERNON SCHOOL DISTRICT 320

Home Employee Information Time Off

Employee Access

Jump to Other Dashboards

- WESPac
- Employee**
- Reset Dashboards Select Widgets

AP Payments

No Accounts Payable Payments found

Favorites

- Employee Access**
- My Approvals
- Human Resources
- Reports
- Edit Favorites

Recent Programs

- Employee Access Home
- Human Resources Home WH\PA\SB
- SEBB WH\PA\SB
- My Approvals
- Employee Profile WH\PE\EP
- Assignment Export/Payroll Import WH\PA\AE
- Reports WH\TO\RE

Jump to Other Dashboards

- Employee Access**
- Human Resources
- Human Resources
- Student Management

My Print Queue

Job	Status
Export Data: View/Save Locally for SEBB Vendor Transfer	Completed
Export Navia Deductions	Completed
Extract SEBB Deductions	Completed
Employee Data Mining - PAY FACTOR VERIFICATION-ALL	Completed
Import Assignments Part 2	Completed

District News

No news to display

- [Employee Information tab]
- Select 'Personal Information'

MOUNT VERNON SCHOOL DISTRICT 320

Home Employee Information Time Off

Employee Information

- Personal Information**
- Online Forms

Payroll

- Check History
- Check Estimator
- Calendar Year-to-Date
- Fiscal Year-to-Date
- Direct Deposit Information
- W2 Information
- W4 Information
- 1095 Forms

- Select 'Checks'
- Select the check you'd like to view
- Click the [Show Checks] button on the right
- You can also print your check from this screen

Employee Access - Employee Tab

Demographic  
Employee Info  
Address

Personnel  
Personnel Info  
Lane/Step History  
Prof Development  
Assignments  
Certifications  
1095-C  
1095-B

Payroll  
**Checks**  
Check Estimator  
Calendar YTD  
Fiscal YTD  
History Report  
Direct Deposit  
W2 Information  
W4 Information  
1095 Forms

Employee  
Employee:

Checks  
Views: Check Date Seq - Check Detail Information  
Filters: \*Skyward Default

Check Date	Check Number	Gross Wages	Net Amount	C T
05/31/2024	900181859	6,834.54	4,719.94	R
04/30/2024	900180745	6,834.54	4,727.75	R
03/29/2024	900179623	7,011.99	4,848.33	R
02/29/2024	900178505	6,834.54	4,724.65	R
01/31/2024	900177386	7,071.14	4,896.89	R
12/29/2023	900176275	6,834.54	4,797.51	R
11/30/2023	900175165	6,834.54	4,795.88	R
10/31/2023	900174073	6,834.54	4,808.77	R
09/29/2023	900173059	6,834.54	4,794.82	R
08/31/2023	900171936	6,452.70	4,523.13	R
07/31/2023	900170825	6,674.45	4,691.89	R

20 records displayed

Check Date:

Show Check  
Pay, Ded, Ben Info  
Show Check with YTD Amts

- You can also select the arrow to the left of the check date and "Expand All" to quickly view checks

Checks

Views: Check Date Seq - Check Detail Information  
Filters: \*Skyward Default

Check Date	Check Number	Gross Wages	Net Amount	C T
5/31/2024	900181103	7,359.92	4,361.71	R

Expand All Collapse All Modify Details (displaying 6 of 6) View Printable Details

Check Detail Information Pay, Ded, Ben Info

Check Number: 900181103 Net Pay: 4,361.71 Payroll Post Quarter: 2 Retire Post Date: 05/31/2024  
 Check Type: Regular Gross Pay: 7,359.92 Payroll Post Date: 05/31/2024  
 Check Date: 05/31/2024 Budgetary Post Dt: 05/31/2024  
 ACA Hours: 147.68

Taxable Wage Information

	Federal	State	FICA	Medicare
Gross Wages:	7,359.92	7,359.92	7,359.92	7,359.92

20 records displayed

Check Date:

## PAY CODE TYPES:

- **TEACHER—Base Pay**
- **TD Prof Dev Day—Teacher Directed pay**
  - Teacher Directed Form to record hours and submit for payment
  - Payment issued for 7.5 hours (regardless of FTE)
  - Single payment
- **Prof Dev Day—Professional Development Pay: District established 4 days**
  - Paid on contract, evenly, September through August
- **Additional Hours—Timesheet Pay for:**
  - Missed prep due to subbing
  - Extra hours
  - Paid the following month after work was completed
  - Pay Code: Reg 3
- **Subbing in Frontline**
  - Pay Code: T993
- **Class Overload pay**
  - Pay Code: TOL3X
- **IEP Stipend / Extended Time—Extended Days per CBA**
  - Pay Code: CIEP or C063
  - Entries recorded in Skyward > Time Off
- **Stipends**
  - Athletic Coaching, Dual Language, BEST, PBS, etc.
  - Pay Codes vary
- **LWOP3—Unpaid Leave**

[Print](#)  
[Back](#)

Check Detail Information	
Check Date: 10/31/2023	Gross Wages: 11,472.18
Check Number: 900173812	Net Amount: 8,042.18
Check Type: Regular	

Taxable Wage Information				
	Federal	State	FICA	Medicare
Gross Wages:	11,472.18	11,472.18	11,472.18	11,472.18
Minus Deductions that Decrease Tax:	1,151.42	291.00	291.00	291.00
Plus Taxable Benefits:				
Taxable Gross Wages:	10,320.76	11,181.18	11,181.18	11,181.18

Pays							
Description	Rate	Factor/Hours	Amount	Retire Hours	WC Hours	Work Hours	Period End
<a href="#">Prof Dev Day</a>	234.13	1.00	234.13	7.50	5.36	7.50	10/31/2023
<a href="#">TD Prof Dev Day</a>	702.38	1.00	702.38	7.50	5.36	7.50	10/31/2023
<a href="#">TEACHER</a>	10,535.67	1.00	10,535.67	142.50	101.78	142.50	10/31/2023
		Total:	11,472.18	157.50	112.50	157.50	

Deductions			
Description	--Decrease Tax--		
	Amount	Fed	St F/M
ASSN DUES WEA	136.88		
Emp Pd LTD 60%	68.83		
Fed Inc Tax	1,059.48		

Benefits			
Description	-----Taxable-----		
	Amount	Fed	St F/M
FICA	693.23		
Medicare	162.13		
Paid Fam Med Ly	25.24		

# DEDUCTIONS and BENEFITS

Description	Amount	--Decrease Tax--		
		Fed	St	F/M
ASSN DUES WEA	134.63			
DEFERRED COMP	100.00	Y		
Emp Pd LTD 60%	30.99			
Fed Inc Tax	524.67			
FICA	427.66			
Medicare	100.02			
Paid Fam Med Lv	40.85			
TRS Plan 3	528.20	Y		
UMPACP-PSHVNE/C	145.00	Y		
Wa LTC	40.85			
Workers' Comp	14.95			
<b>Total:</b>	<b>2,087.82</b>			

"Y" = Yes, this deduction lowers your taxable income.

Description	Amount	-----Taxable-----		
		Fed	St	F/M
FICA	427.66			
Medicare	100.02			
Paid Fam Med Lv	15.49			
SEBB ER	1,100.00			
TRS Plan 3	690.78			
Unemployment 00	0.00			
VEBA Cont	600.00			
Workers' Comp	28.13			
<b>Total:</b>	<b>2,962.08</b>			

**Payroll DEDUCTIONS** are wages withheld from an employee's total earnings for the purpose of paying taxes, garnishments and benefits, like health insurance. These withholdings constitute the difference between gross pay and net pay.

- ASSN DUES WEA**—Union membership dues
- DEFERRED COMP/403B TSA AMT**—Optional tax-sheltered or deferred annuity to save more for retirement (DCP or OMNI)
- TRS Plan 2 or 3**—Employee's retirement contribution (if eligible)
- UMP/KW/PH/VA/PS/VU/V1**—Medical Insurance monthly premium
- Emp Pd LTD 60% or 50%**—Optional Employee paid Long-Term Disability
- Wa LTC**—WA Cares Fund - Washington State Long-Term Care tax
- Mandatory Taxes**—Paid Family Medical Leave, Federal Tax, FICA, Medicare, Workers' Comp

**Payroll BENEFITS** are paid by the district.

- SEBB ER**—SEBB Insurance employer (district) premium. Paid to the Health Care Authority for insurance eligible employees, regardless of plan choice
- TRS Plan 2 or 3**—Employer (district) retirement contribution (if eligible)
- VEBA**—Employer (district) contribution for VEBA: Health Reimbursement Account. Per CBA, amount based on FTE.
- Mandatory Taxes**—FICA, Medicare, Paid Family Medical Leave, Unemployment, Workers' Comp

- **Additional Payroll Information**

## MOUNT VERNON SCHOOL DISTRICT 320

[Home](#)

[Employee Information](#)

[Time Off](#)

**Employee Information**

- [Personal Information](#)
- [Online Forms](#)

**Payroll**

- [Check History](#)
- [Check Estimator](#)
- [Calendar Year-to-Date](#)
- [Fiscal Year-to-Date](#)
- [Direct Deposit Information](#)
- [W2 Information](#)
- [W4 Information](#)
- [1095 Forms](#)

- Check Estimator

SKYWARD MOUNT VERNON SCHOOL DISTRICT 320

Jenilee Springer Account Preferences Exit ?

Home Employee Information Time Off

Check Estimator ☆

Check Estimator: Select Pays, Adjust Rates, and Factors for JENILEE SPRINGER

\*\*\* Altering this information will only affect your estimated check. \*\*\*  
 \*\*\* It will not affect your actual check or W4 Information \*\*\*

Continue Check Estimator Process

**Tax Information**

\* Tax State: WA

\* Federal Marital Status: Single/Married Single Rate \* State Exemptions: 0

\* State Marital Status: Single

Step 2 Step 3: 0 Step 4a: 0.00 Step 4b: 0.00

**System Maximums**

Ignore Pay Maximums \* These options do not affect deductions and benefits linked to tables. i.e. FICA, Medicare

Ignore Deduction Maximums

Ignore Benefit Maximums

**Process Options**

Print Employer/Employee Information

**Select Pays**

Select	Pay Description	Rate	Factor/Hours
--------	-----------------	------	--------------

- W4 Information

SKYWARD MOUNT VERNON SCHOOL DISTRICT 320

Home Employee Information Time Off

W4 Information ☆

**Tax Information**

Federal Marital Status: S - Single/Married Single Rate

Step 3: 0

Step 4a: 0.00

Step 4b: 0.00

Step 2: Yes

Tax State: WA WASHINGTON

State Marital Status: S - Single

State Allowance: 0

## CONTRACT INFORMATION- Hourly Rate, Contract Amount, FTE, Placement Tracker

- Select 'Assignments'. Select the year you want to view.
- Select arrow to the left of your assignment listed to expand view.

Home Employee Information Time Off

Personal Information ☆

Demographic  
Employee Info  
Address

Personnel  
Personnel Info  
Lane/Step History  
Prof Development

Assignments

Certifications

Employee: SPRINGER JENILEE NICOLE

Assignments

Assignment Information

Assignment Year: 2021-2022

Views: General Filters: \*Skyward Default

Position	Assignment	Group	Building
▶ Classified		Base	

- Select 'EXPAND ALL' to view your contract information
- Select 'View Printable Details' to print this page.
- \*If you have multiple contracts, you can expand each contract separately to view/print.

Assignments

Assignment Information

Assignment Year: 2021-2022

Views: General Filters: \*Skyward Default

Position	Assignment	Group	Building
▶ Classified	Administrative Support	Base	ADMINISTRATION OFFICE

Expand All Collapse All Modify Details (displaying 7 of ...)

View Printable Details

Position Information

Assignment Information

Term Information

Salary Information

Payroll Information

Payroll Account Distribution

Add-ons

Print This Page

Position

Classified

## Time Off Balances

MOUNT VERNON SCHOOL DISTRICT 320

Home Employee Information **Time Off**

Employee Access

Jump to Other Dashboards: WESPac, Employee, Reset Dashboards, Select Widgets

AP Payments: No Accounts Payable Payments found

Favorites: Employee Access, My Approvals, Human Resources, Reports, Edit Favorites

Jump to Other Systems: **Employee Access**, Financial Management, Human Resources, Student Management

My Print Queue

- Select 'MY STATUS' to view absences used, time off available and balances
- Click the arrow to the left to view absences taken
- **SICK and PERSONAL LEAVE Absences are entered in FRONTLINE.**
  - Frontline absences are posted to Skyward the month following when the absence occurred.
- **Extended Day Entries are recorded in SKYWARD > Time Off > My Requests**

MOUNT VERNON SCHOOL DISTRICT 320

Home Employee Information Time Off

Time Off

- My Status**
- My Requests
- My Approvals
- My Employees

Time Off Status

Views: General Filters: \*Skyward Default

Time Off Code	Prior Year Remaining	Allocated	Used	Remaining	Approved	Waiting	Available
▶ PREGNANT LEAVEMENT							
▶ JUDICIAL/JURY							
▶ MISC PAID LEAVE			11h 15m	-11h 15m			-11h 15m
▶ Personal Leave		195h 00m	172h 30m	22h 30m			22h 30m
▶ Sick Leave		900h 00m	738h 45m	161h 15m			161h 15m