How to Select Widgets for the Skyward Dashboard

1. You may notice that you do not have the Task Manager or Task Processes widgets on your Home page
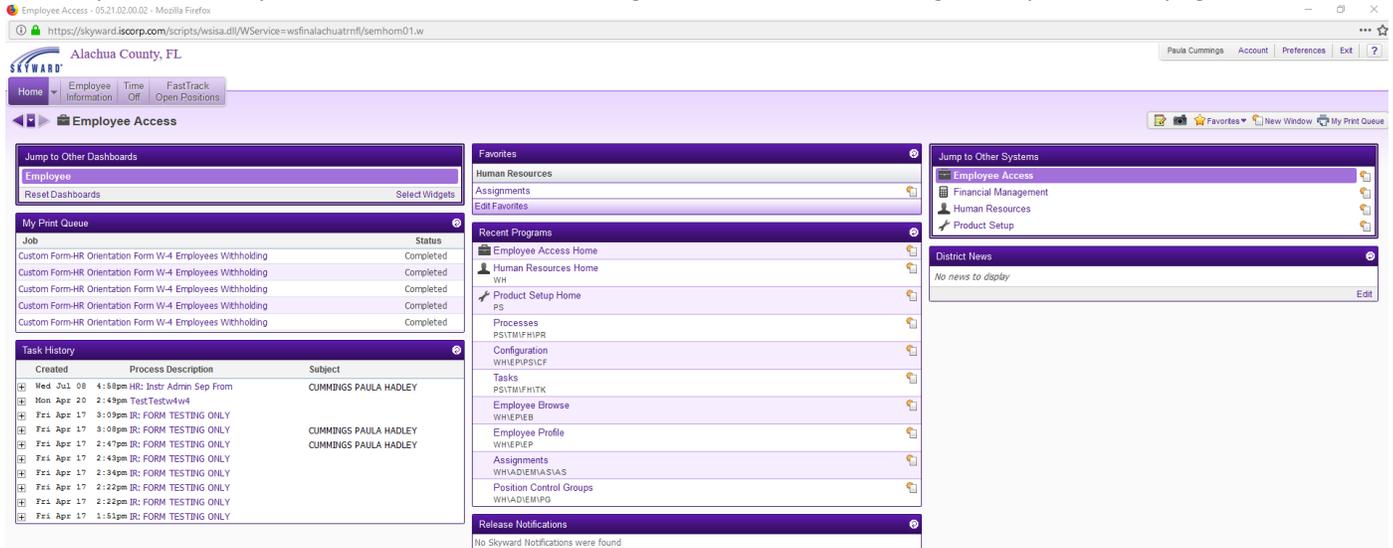
2. In order to add the Task manager and Task Processes widgets to your home page, you will go to the Jump to Other Dashboards section on the Home Page and then Click on the Select Widgets
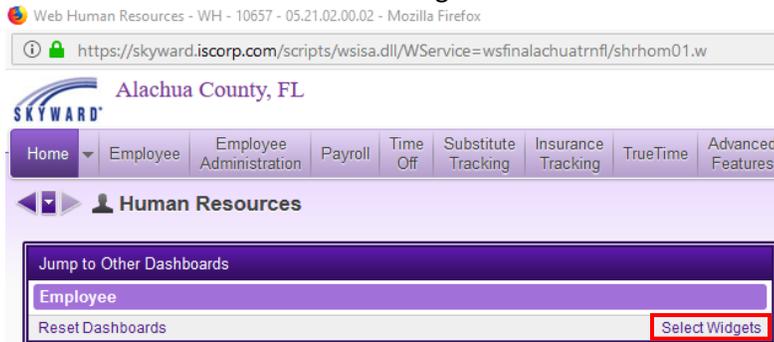
3. Check the boxes next to the Task Manager and Task Processes
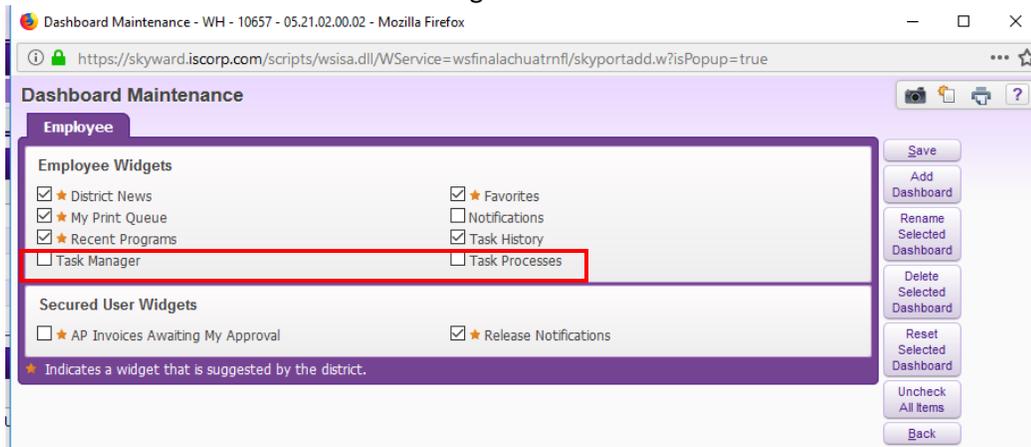
4. Click the Save button
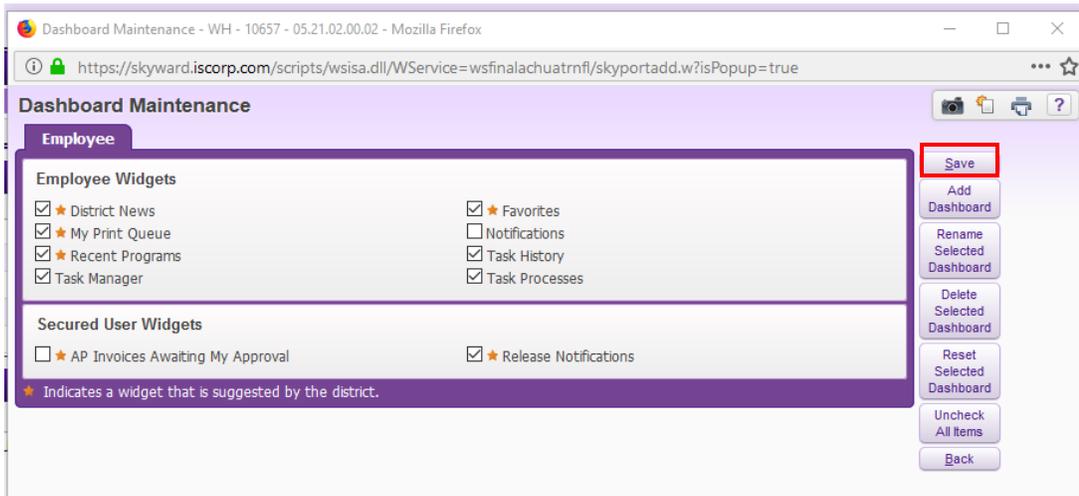
5. You will notice the Task Manager and Processes Widget are now showing on your Home page
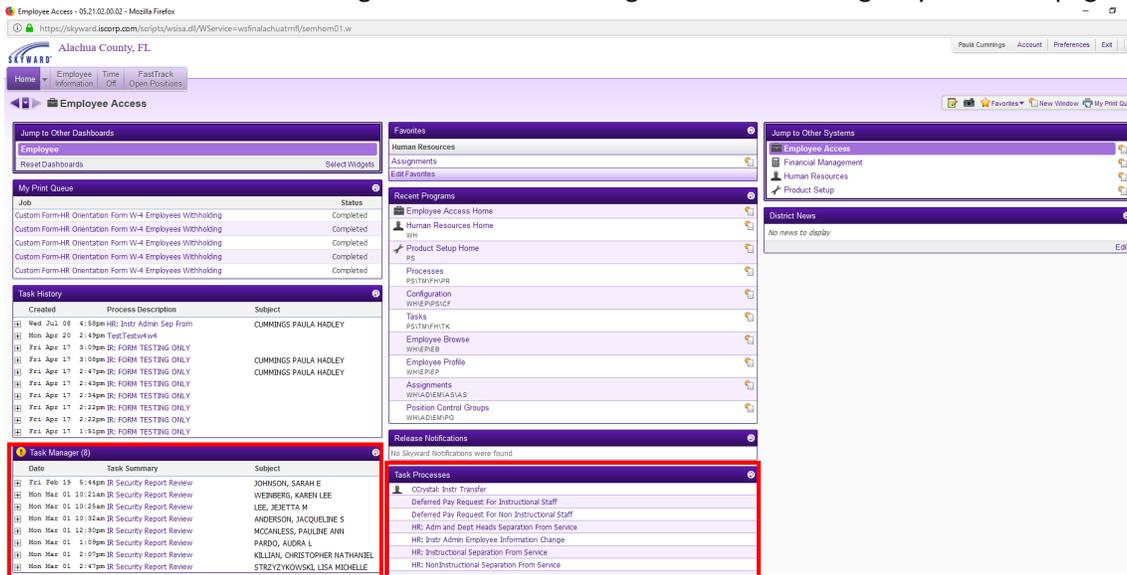
Please refer to the next set of instructions to continue this process.

How to Run the Deferred Pay Request/Change Form for Instructional and Non-Instructional Staff

1. In order to run the Deferred Pay Request/Change Form, you will need to go the Task Processes section on your Skyward Home Screen.
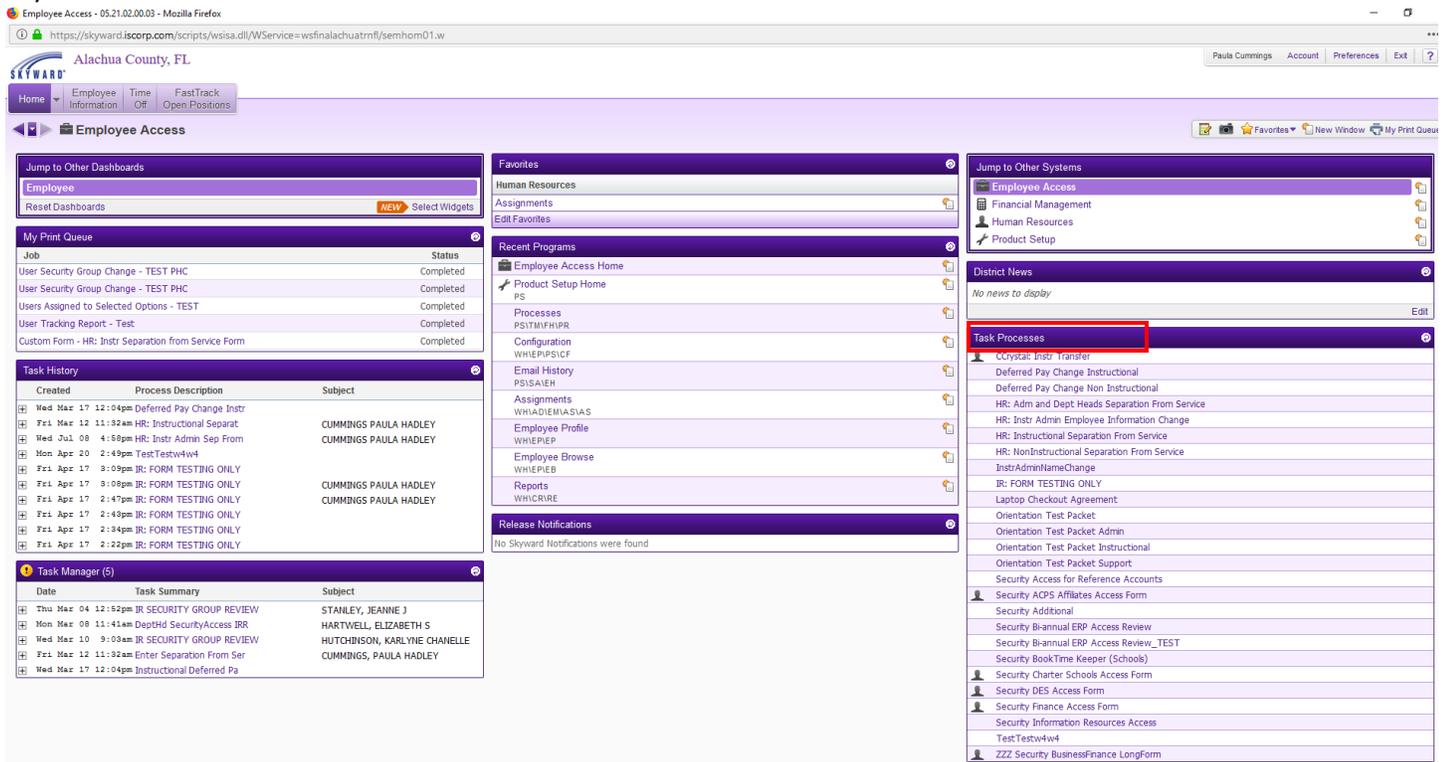
2. Depending upon if you are an instructional or non-instructional employee, you would select either Deferred Pay Change Instructional or Deferred Pay Change Non Instructional.

   a. You will click the Open Button
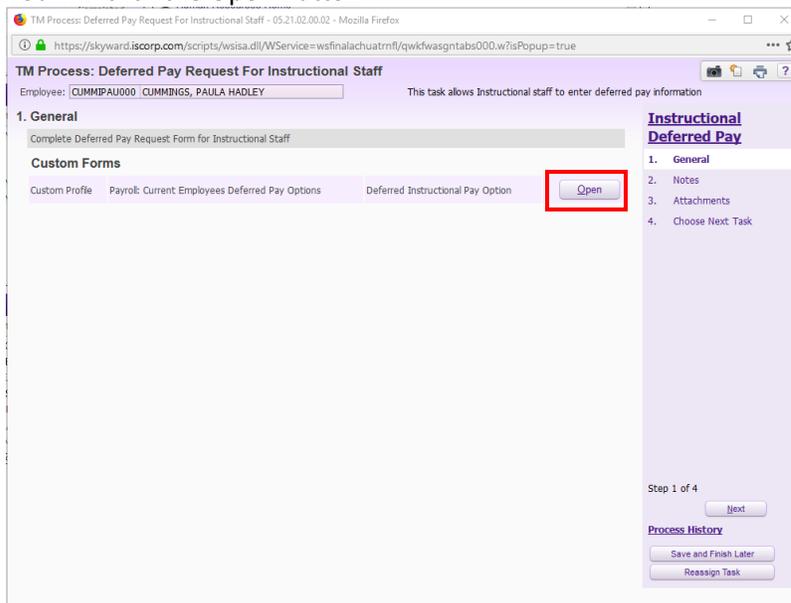
b. You must select a Pay Option 2 or 4 on the drop-down box, Sign your Name and Date as these are required fields. **The form will not save until the information is selected or entered in the aforementioned fields.**

Example of the Deferred Pay Request Change Form for Instructional Staff

Alachua County
Public Schools

Deferred Pay Request Change Form
For
Instructional Staff

* Required Fields

School/Location: 9016 : INFORMATION RESOURCES

You have the opportunity once a year to change your pay frequency. You may choose to be paid in either 20 or 21 paychecks. This also applies to those teachers who are on an annual contract. Even if you are unsure of your employment status for next year but wish to change your pay frequency, you should complete the form. **In order to change your pay frequency for the 2021-2022 school year, please complete the bottom of this form and submit the form no later than 7/16/21. Changes received after the CUT OFF date of 7/16/21 will not be processed.** Anyone who **does not complete** a form will **remain unchanged** for the new school year.

For any option you choose (FICA, Withholding Tax, TSA, court ordered deductions, etc.) will be deducted on each check. **It is your responsibility** to make arrangements for a change in your deduction amount with your TSA vendor, your private insurance carrier, or your financial lender. The School Board will continue to take the current amount out of your check for these deductions until you complete a Deduction Change Form notifying us otherwise.

Options for pay frequency are as follows:

• **Option 2- Non-Deferred:** To be paid in 20 checks throughout the school year.

• **Option 4 - Deferred:** To be paid in **21 checks** throughout the school year and ending with the issuance of one final check (**4 paychecks combined on 1 check**).

If you have questions or need additional information, please contact Payroll at (352) 955-7660.

Pay Frequency Change Request Form

Name: PAULA HADLEY CUMMINGS   Employee ID: 2676358927

I choose the following pay frequency beginning with the **2021 - 2022** contract or work year:

* Select an Option: Option 2 (20 Checks) ⌄

*Employee Signature: Paula Cummings   ***Date:** 05/11/2021

**Entering name serves as an electronic signature

Example of the Deferred Pay Request Change Form for Non-Instructional Staff

Alachua County
Public Schools

Deferred Pay Request Change Form
For
Non Instructional

Please Do Not Complete this Form unless you are a current Food Service Manager, Nurse, or a Senior Clerical Assistant

* Required Fields

School/Location: 9016 : INFORMATION RESOURCES

You have the opportunity once a year to change your pay frequency. You must be either a Nurse, Senior Clerical Assistant or Food Service Manager. You may choose to be paid in either 20 or 21 paychecks. Even if you are unsure of your employment status for next year but wish to change your pay frequency, you should complete the form. **In order to change your pay frequency for the 2021-2022 school year, please complete the bottom of this form and submit the form no later than 7/16/21. Changes received after the CUT OFF date of 7/16/21 will not be processed.** Anyone who **does not complete** a form will **remain unchanged** for the new school year.

For any option you choose (FICA, Withholding Tax, TSA, court ordered deductions, etc.) will be deducted on each check. **It is your responsibility** to make arrangements for a change in your deduction amount with your TSA vendor, your private insurance carrier, or your financial lender. The School Board will continue to take the current amount out of your check for these deductions until you complete a Deduction Change Form notifying us otherwise.

Options for pay frequency are as follows:

• **Option 2 - Non-Deferred:** To be paid in 20 checks throughout the school year.

• **Option 4 - Deferred:** To be paid in **21 checks** throughout the school year and ending with the issuance of one final check (**4 paychecks combined on 1 check**).

If you have questions or need additional information, please contact Payroll at (352) 955-7660.

Pay Frequency Change Request Form

Name: PAULA HADLEY CUMMINGS   Employee ID: 2676358927

I choose the following pay frequency beginning with the **2021 - 2022** contract or work year:

*Select an Option: Option 4 (21 Checks) ⌄

*Employee Signature: Paula Cummings   ***Date:** 05/11/2021

*Select Job Title: Nurse ⌄

**Entering name serves as electronic signature

c. After you have selected pay option, keyed in your name and date, you will then click on the "Save" button at the top right of the form.
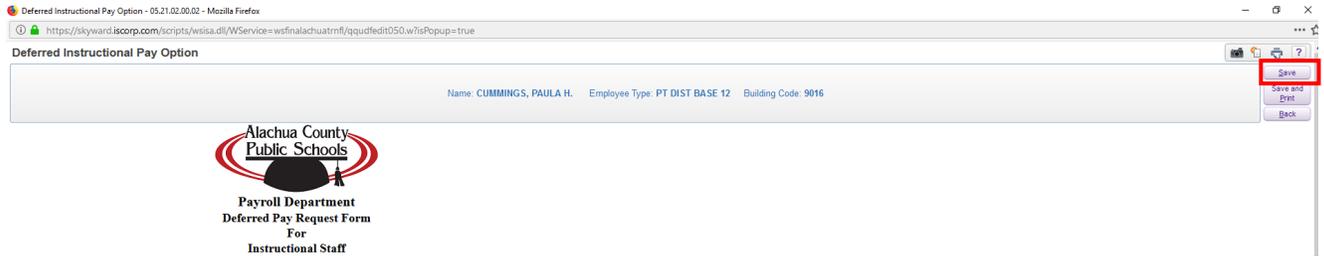
d. Disregard #2 and #3 and Click on Option 4. Choose Next Task.
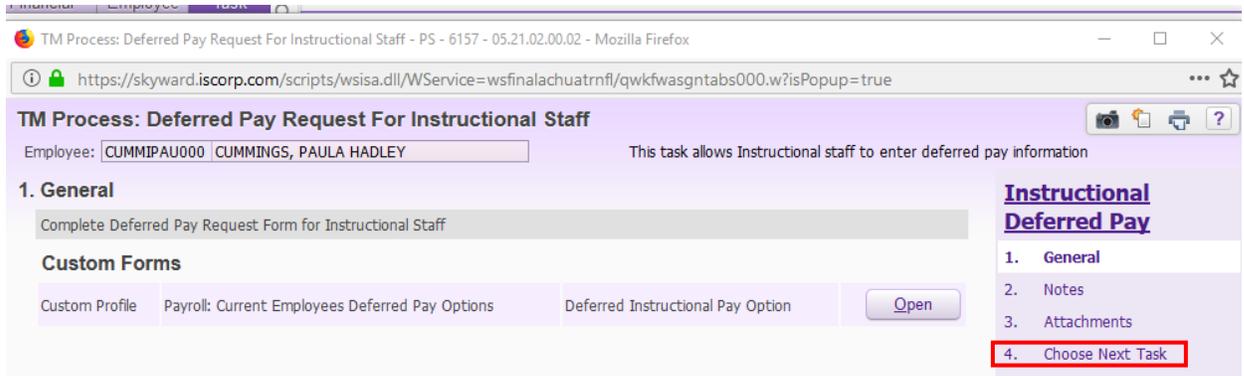
e. Click on the HR Position Control Review button. This will send the form to the HR team to review and take appropriate action. You will receive an email to notify you once the form has been processed by HR.