

This document reviews the process for accessing and completing your Instructional Annual Contract

Step (1.) Sign in to Skyward-ERP

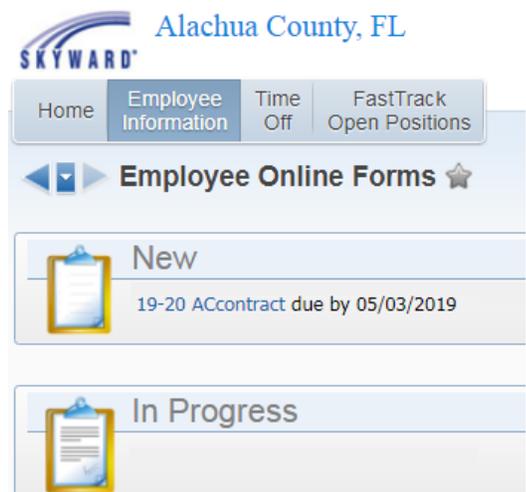
<https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinalachuaf1/seplog01>

Step (2.) Navigate to Online Forms: Employee Information>Online Forms



Step (3.) Click on 1920 AContract

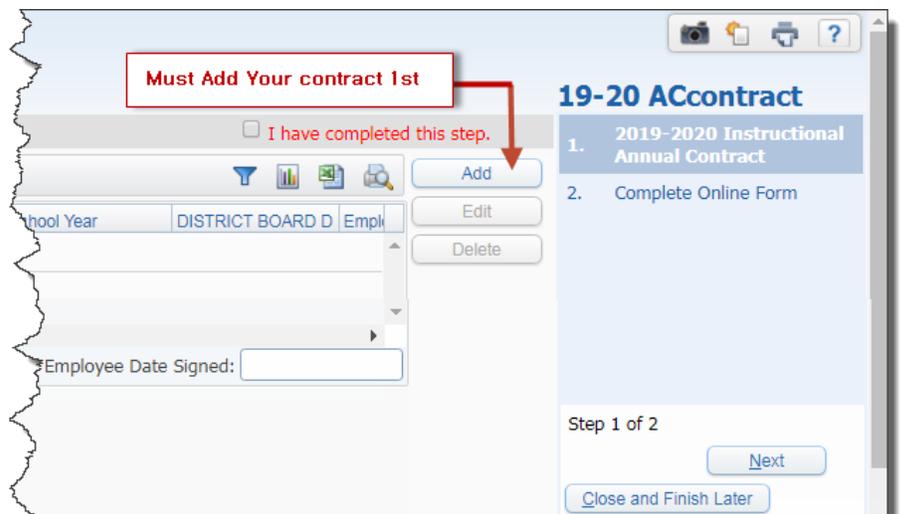
Note: Your Active contract can be found either under New or In Progress.



Step (4.) Adding Your Contract

a. Double click on **1. 2019-2020 Instructional Annual Contract**

b. Click the **Add** button which will then result in a pop-up window with your contract.



Signing Your District Instructional Annual Contract

Step (5.) Electronic Signature: Scroll to the bottom of the contract.

Entering the Date and checking the box will serve as your electronic signature

This Annual Contract shall be deemed amended to comply with all laws, all lawful rules of the State Board of Education, all lawful rules of and actions of the School Board, and all terms of an applicable ratified collective bargaining agreement.

EXECUTED as follows:

Dated: Enter todays date, date you accessed the contract

Karen Clark
Duly Authorized Agent of School Board

Enter Date: John Jacob Jingheimerschmidt

EMPLOYEE COMPLETES

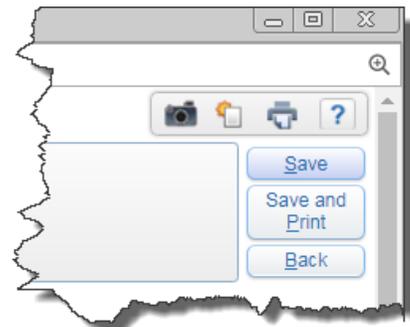
I understand that checking this box constitutes a legal signature confirming that I acknowledge and agree to the above Terms of Acceptance.

Form Check the Box

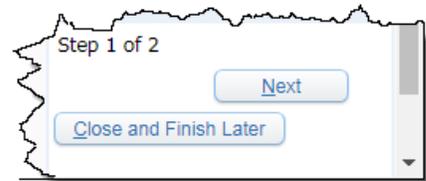
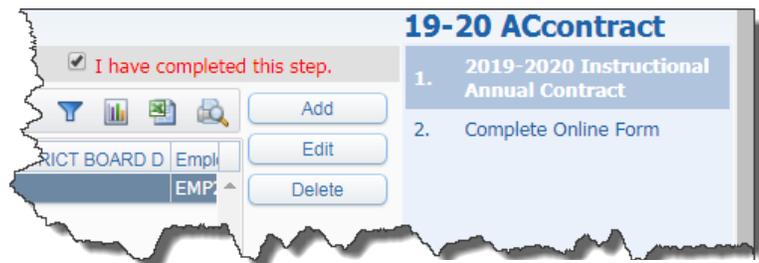
Date: 09/14/11

Step (5.) Save your contract

Scroll back to the top and save. You can select Save and Print if you would also like a copy of your digital contract. All digital contracts will be maintained in your employee profile for Skyward-ERP.



Step (6.) Click the box to the left of **I have complete this step.** Then click on step 2 **2. Complete Online Form** or in the bottom right hand corner, select the **Next** button.



Step (7.) Click the box to the left of **I have completed this online form.** Then click on the **Finish** button.

Employee Online Forms HART, JULIET S.

2. Complete Online Form

When you have completed this online form, check the I have completed this online form.

Step	Status	Last Accessed	Completed by
1. 2019-2020 Instructional Annual Contract	Completed	05/01/2019 10:31 AM	

I have completed this online form.

Check the Box

19-20 ACcontract

- ✓ 2019-2020 Instructional Annual Contract
- Complete Online Form**

Select Finish

Step 2 of 2

[Previous](#) [Finish](#)

[Close and Finish Later](#)