

This document reviews the process for accessing and completing your Professional Services Contract

Step (1.) Sign in to Skyward-ERP

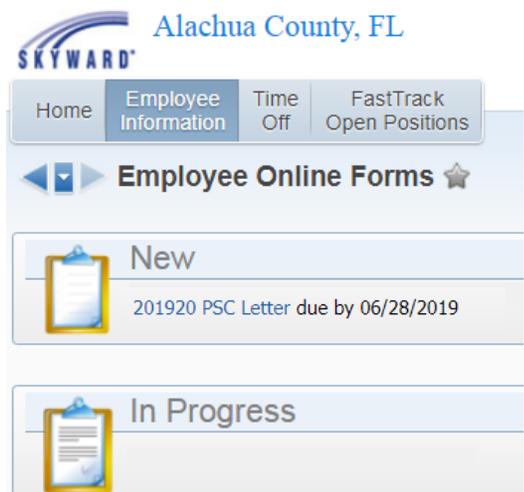
<https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinalachuaf1/seplog01>

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



Step (3.) Click on 1920 PSC Letter

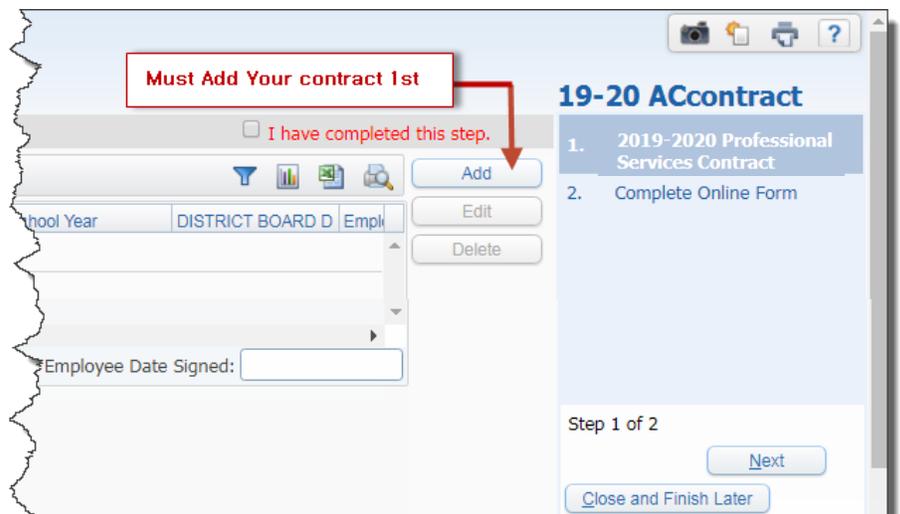
**Note: Your Active contract can be found either under New or In Progress.**



Step (4.) Adding Your Contract

a. Double click on **1. 2019-2020 PSC Letter**

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



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

This letter is to inform you that your Professional Service Contract with the School Board of Alachua extended. This letter is provided in lieu of a formal contract but in no way diminishes the rights bestowed by contract.

Sincerely,

Beverly T. Finley  
Human Resources Supervisor II  
Human Resources Division

cc: Personnel File

*Please enter date letter has been reviewed.*

Enter the date reviewed

Entering the date will serve as your electronic signature

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.

Save  
Save and Print  
Back

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.

I have completed this step.

19-20 AContract

- 2019-2020 Professional Services Contract
- Complete Online Form

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EMP

Add  
Edit  
Delete

Step 1 of 2

Next

Close and Finish Later

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

**Employee Online Forms**  
Jingleheimerschmidt, John Jacob

**2. Complete Online Form** **201920 PSC Letter**

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

Step	Status	Last Accessed	Completed by
1. 2019-2020 Professional Services Contract	Completed	06/05/2019 11:18 AM	

I have completed this online form.

**1. Check the Box**

**2. Click Finish**

Step 2 of 2

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

[Close and Finish Later](#)