Fulton's Favorite Features!

Skyward iCon - February 25, 2026

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BEFORE SKYWARD



19-Year-Old Software

Remote Access Required

Poor/No Integration

Manual Leave Entries

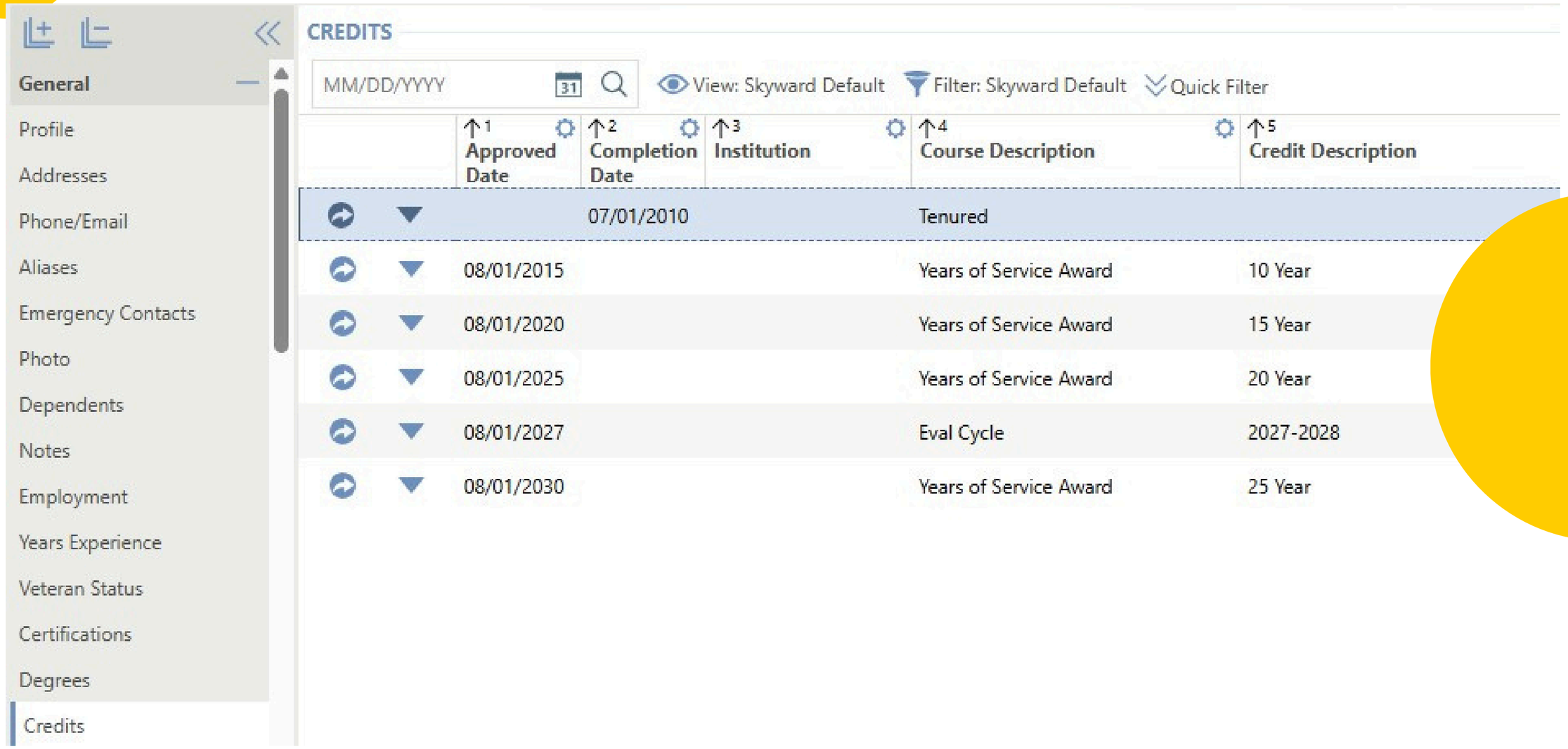
Paper Timesheets

To Be Discontinued!

EMPLOYEE PROFILE

Using the Import “Credit” Tracking Service Awards, Tenure Status, and Evaluation Cycles

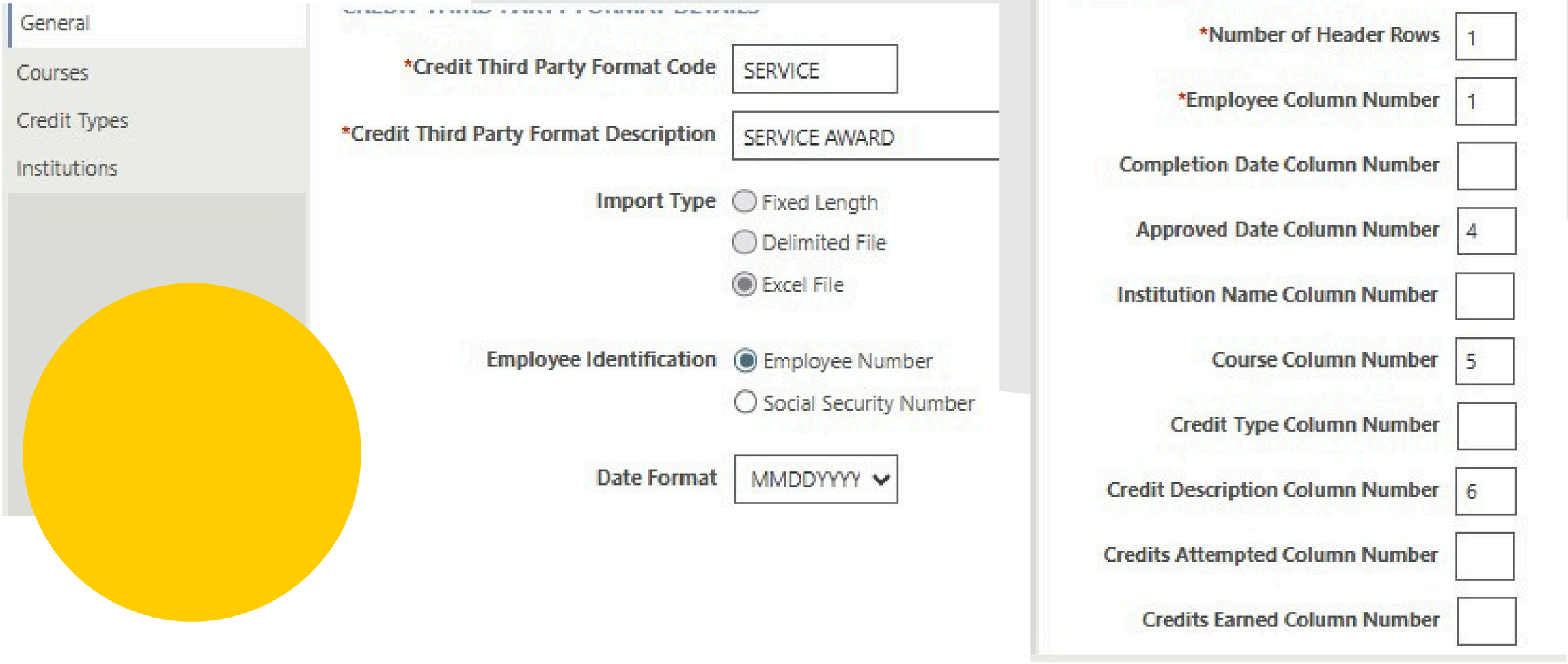
EMPLOYEE PROFILE



EMPLOYEE PROFILE



EMPLOYEE PROFILE



EMPLOYEE PROFILE

CREDIT DETAILS

Completion Date	MM/DD/YYYY	
Approved Date	08/01/2031 Friday	
Institution		
Course	Service Award	Years of Service Award
Credit Type		
Credit Description	5 Year	
Credits Attempted		
Credits Earned		

TIME TRACKING

Expanded Use for All Staff

App for Entries & Approvals

Employee Submissions

Move to History

TIME TRACKING HIGHLIGHTS

The App!

Edits
Comments
Submit Week
Request Leave
View History
Can Restrict Location

For What?

Regular Staff
Summer Staff
Tutoring
Detention
Homebound
Athletics
Curriculum Writing
ACT Prep
Sub Coverage (Teachers)

I Approve!

Approve
Deny & Comment
From ANYWHERE

Keep It!

Move to History

Used for voluntary annualized pay with school year (9 month) staff. Keeps record of time, but allows us to import the hours being paid each pay period.

ANNUALIZED PAY

Voluntary Option to Equalize Compensation over 12 Months

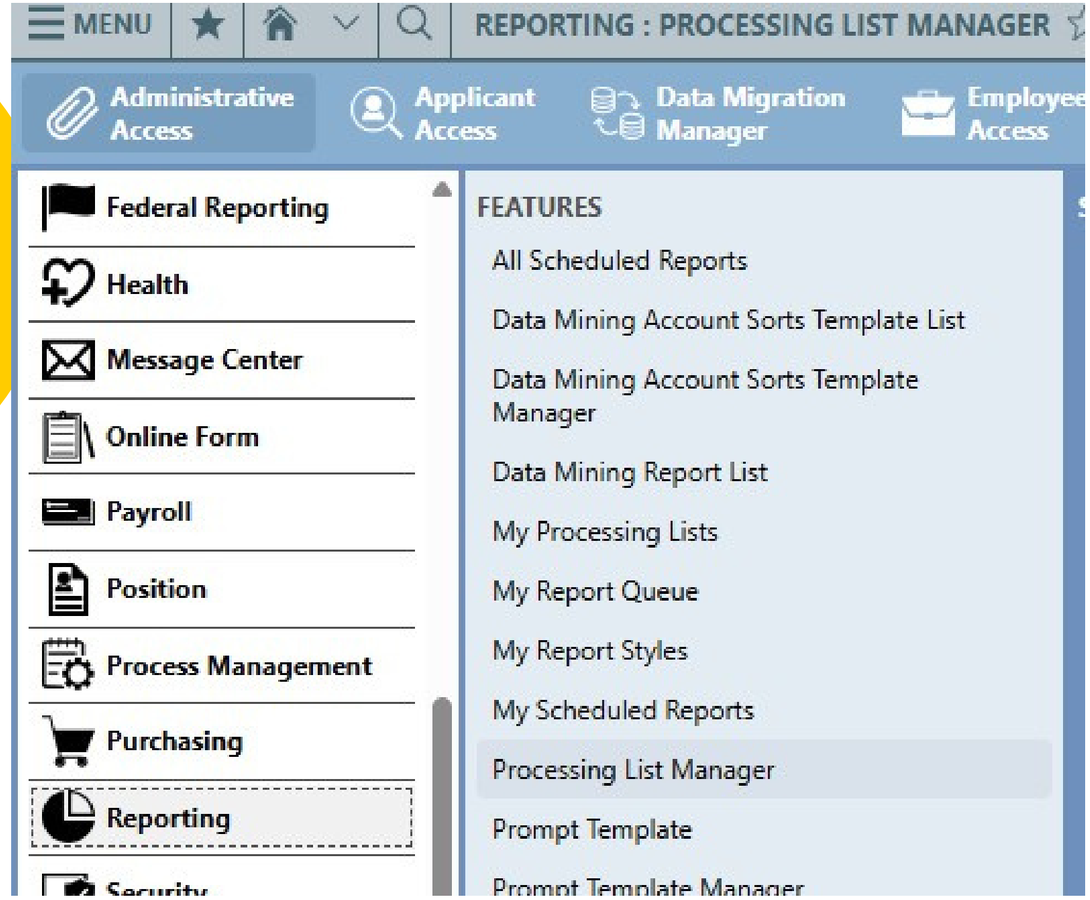
<u>Uses the following reports:</u>

Timesheet Week Details
Timesheet Overtime (custom)
Timesheet Week

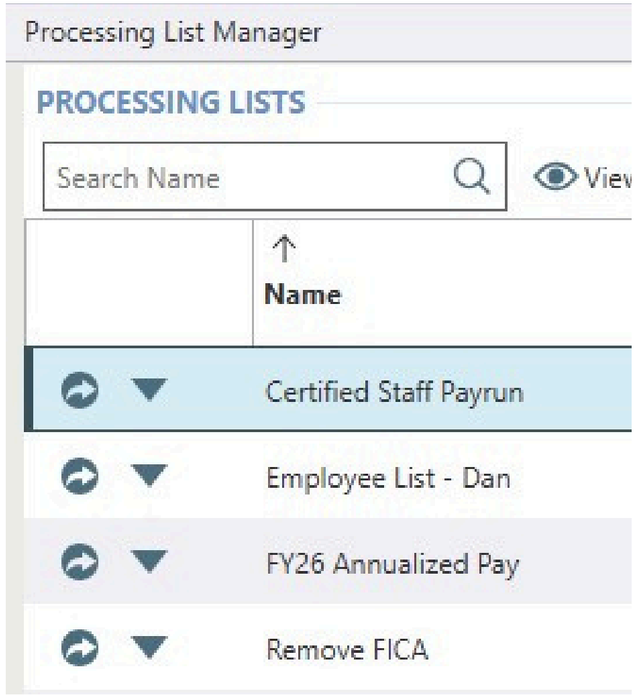
<u>Uses the following modules:</u>

Reporting - My Processing Lists
Time Off - Import Leave
Time Tracking - Move to History
Payroll - Import Third Party Time

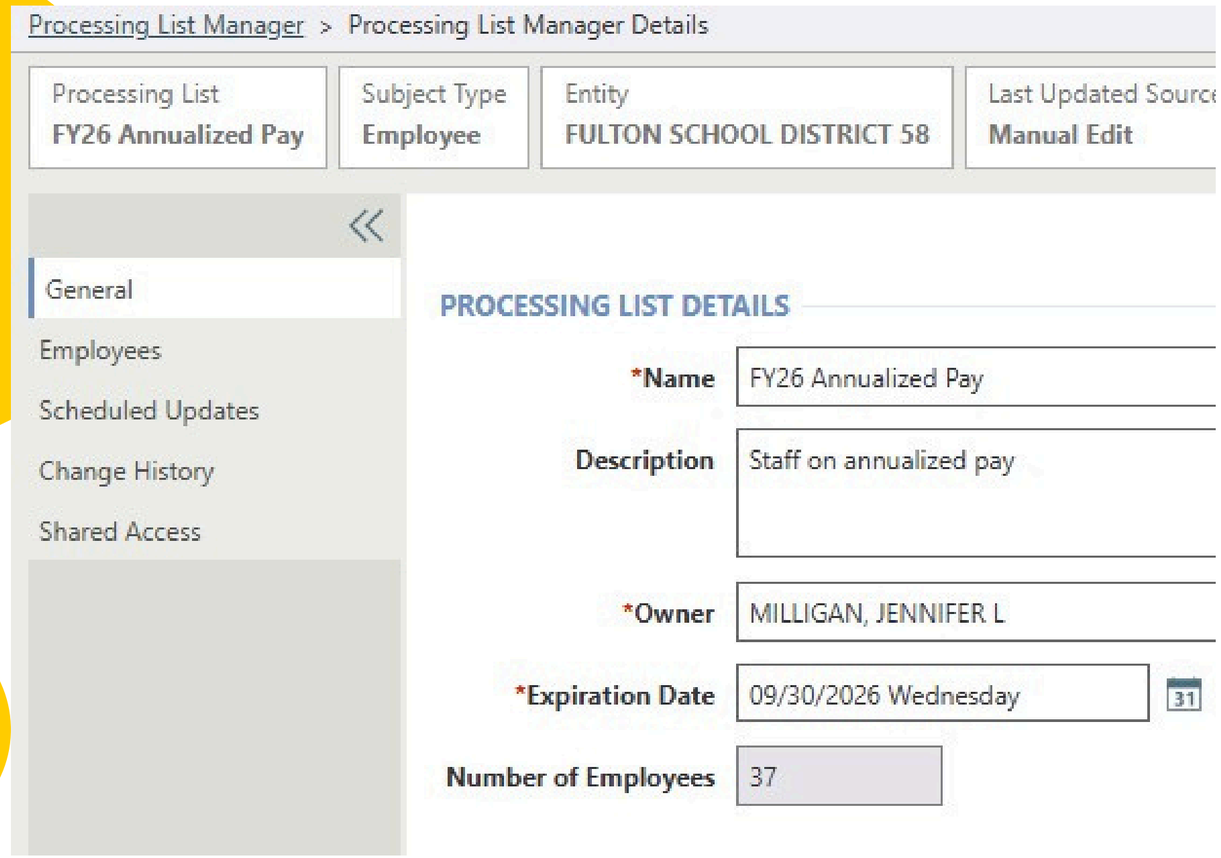
PROCESSING LISTS

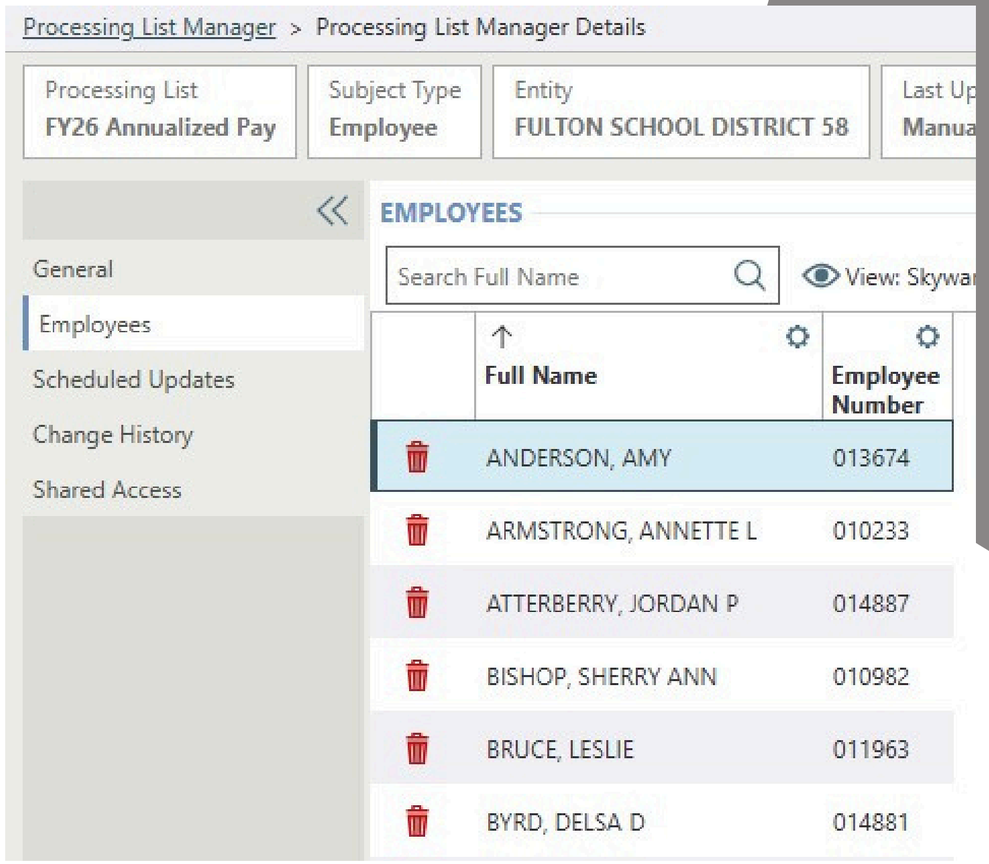


- Allows you to build a custom list of staff members to use across multiple modules

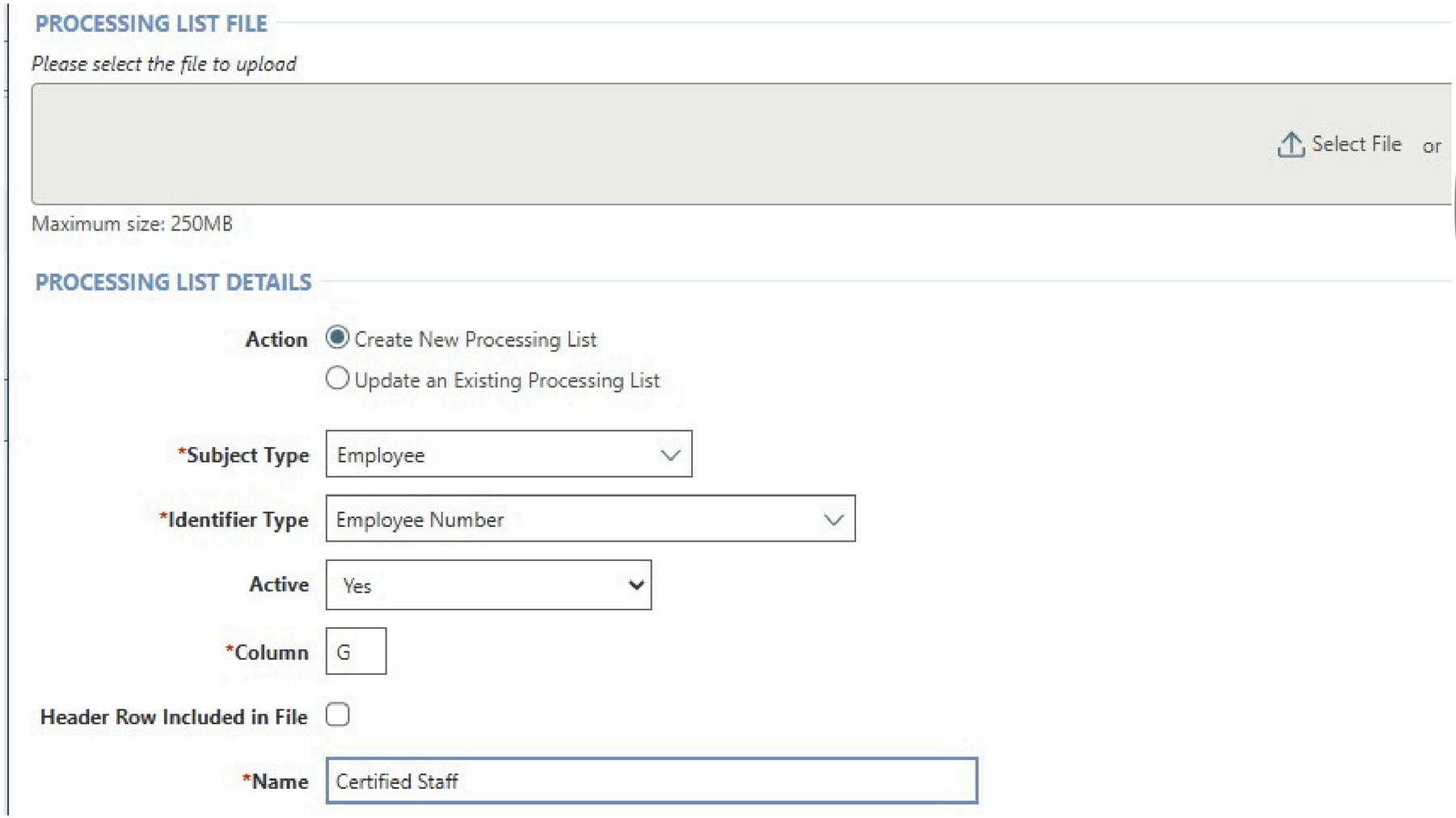


PROCESSING LISTS.....

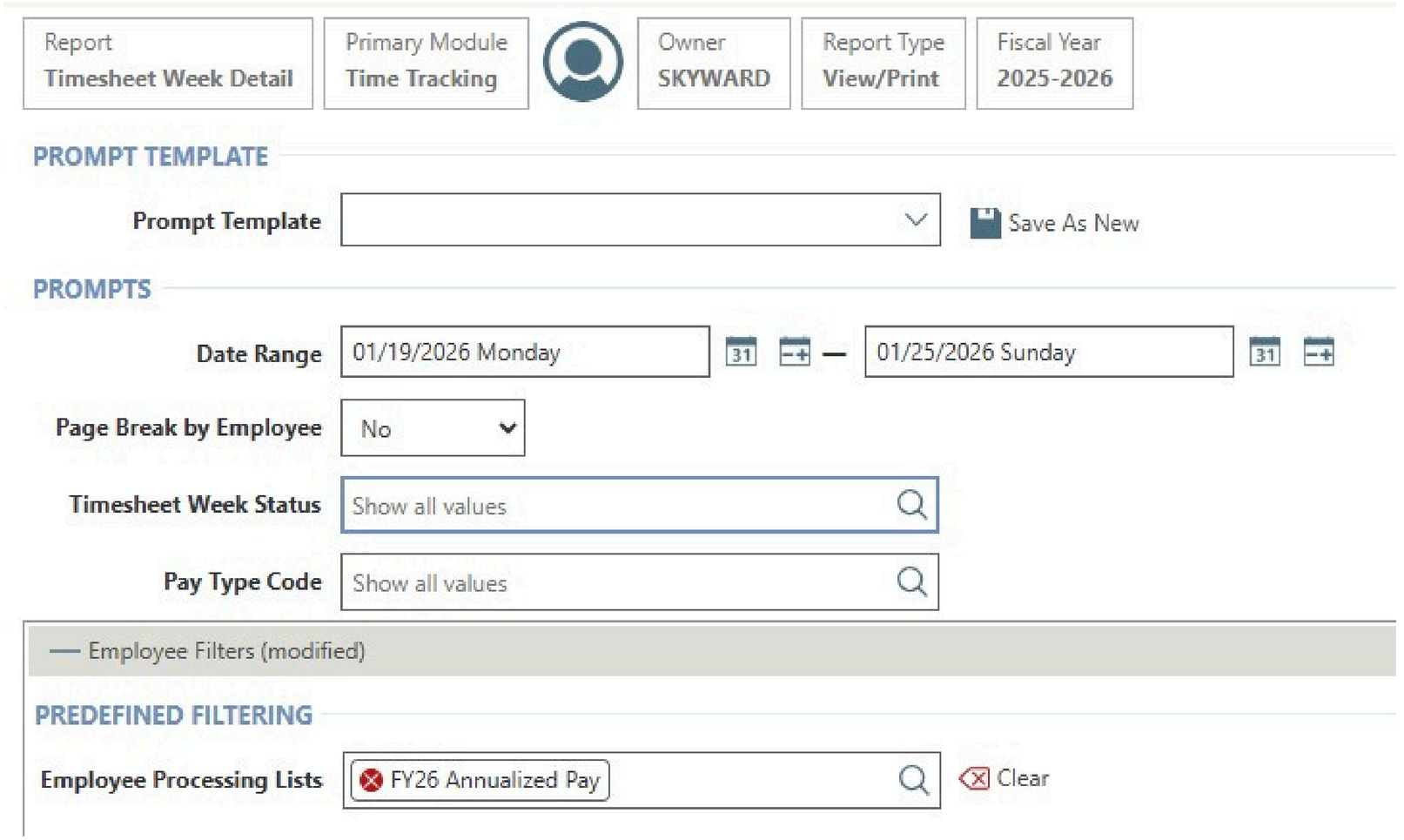




PROCESSING LISTS.....



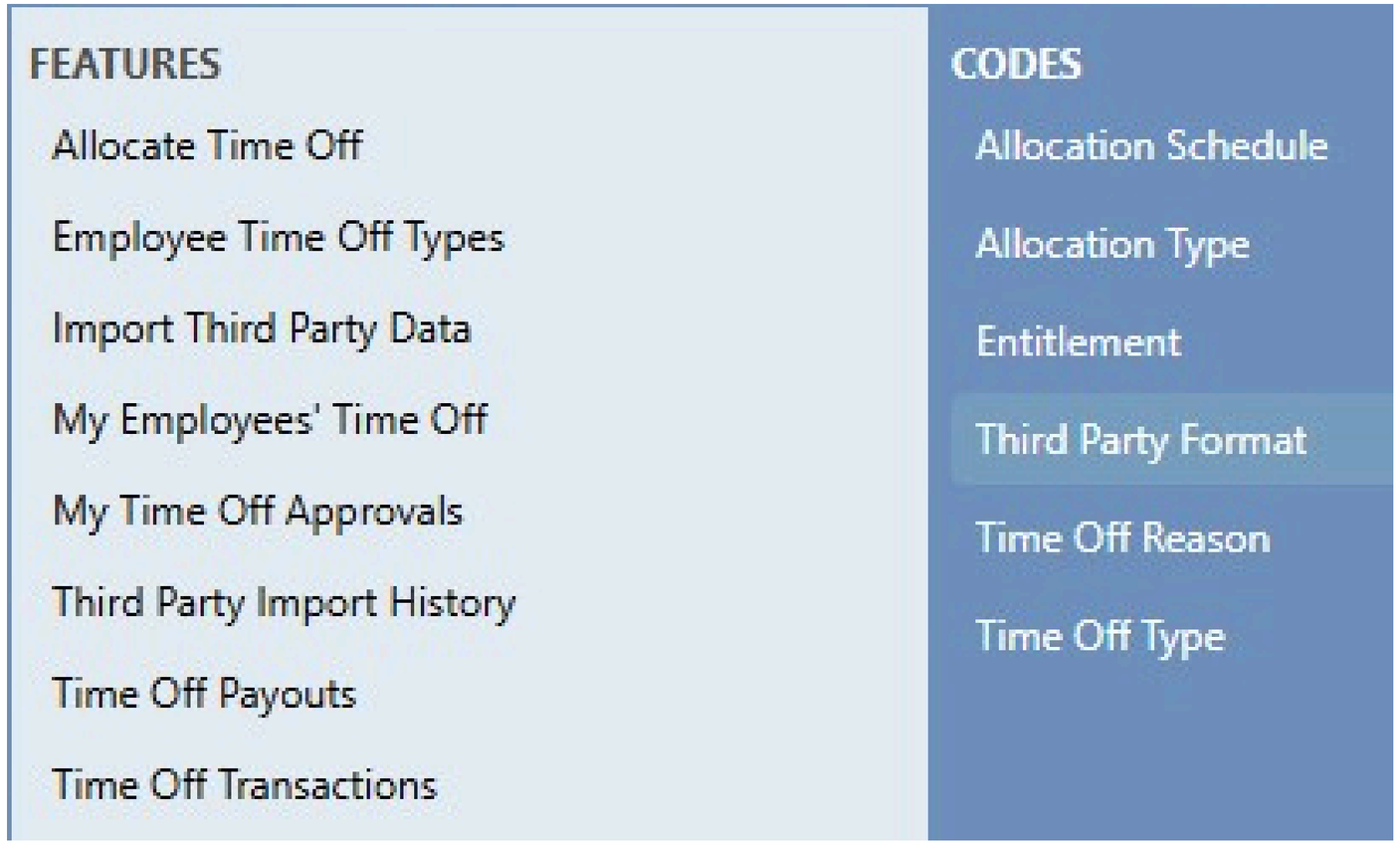
PROCESSING LISTS.....



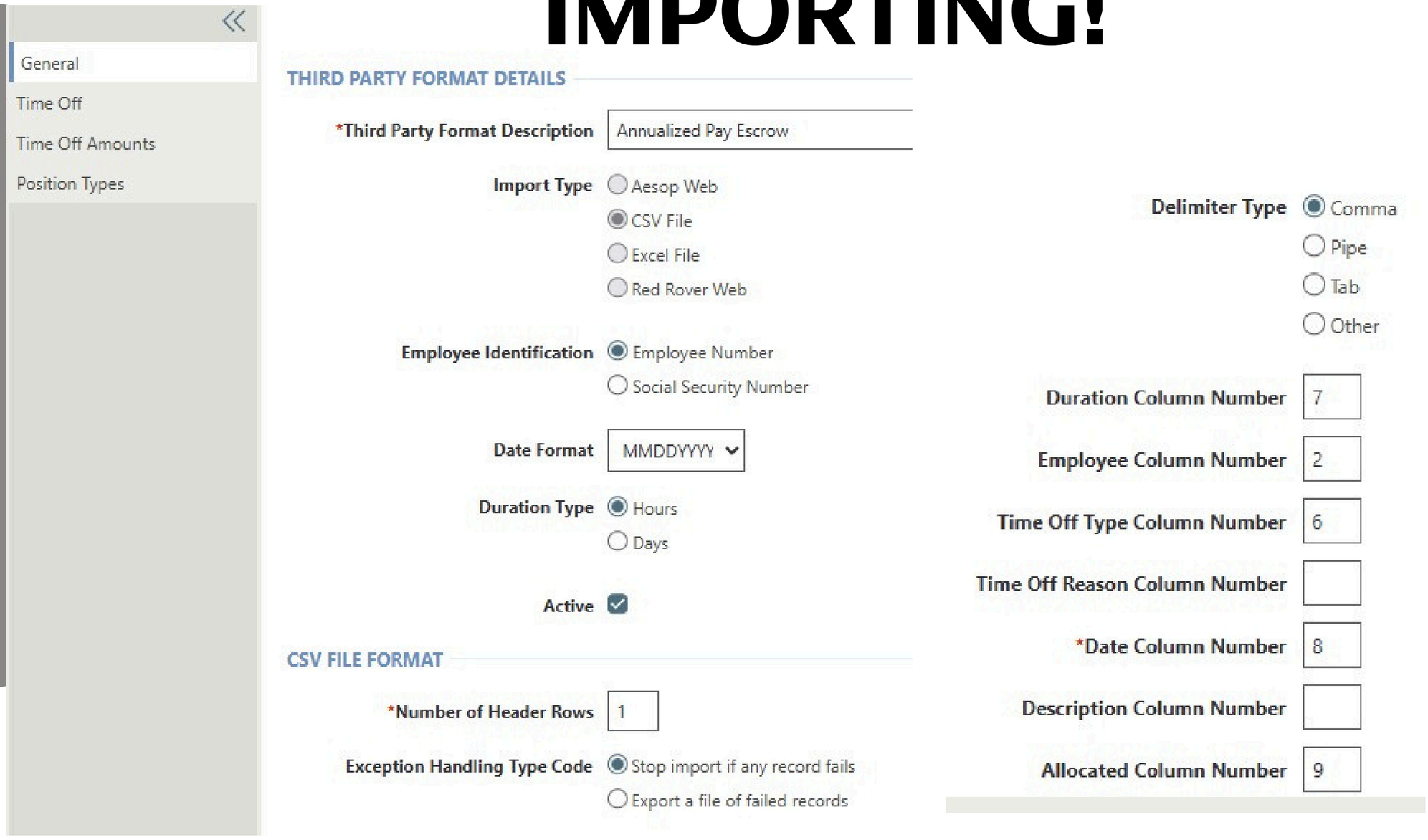
IMPORTING!


FEATURES
CODES
Online Form
Payroll
Position
Process Management
Purchasing
Reporting
Security
Staff Planning
State Reporting
Employee Repayment Plans
Import Deduction Benefit Third Party Data
Import Timesheet Third Party Data
Manual Payroll Adjustments
Payroll Run
Print Payroll Checks
Retro Pay
Timesheet Set
Timesheet Third Party Import History
Unselected Timesheets
Void Payroll
Deduction Benefit Verification
Disposable Earnings Type
Maximum Type
Pay Schedule
Pay Type
Stipend Calculation Method
Timesheet Group
Timesheet Reason
Timesheet Third Party Format

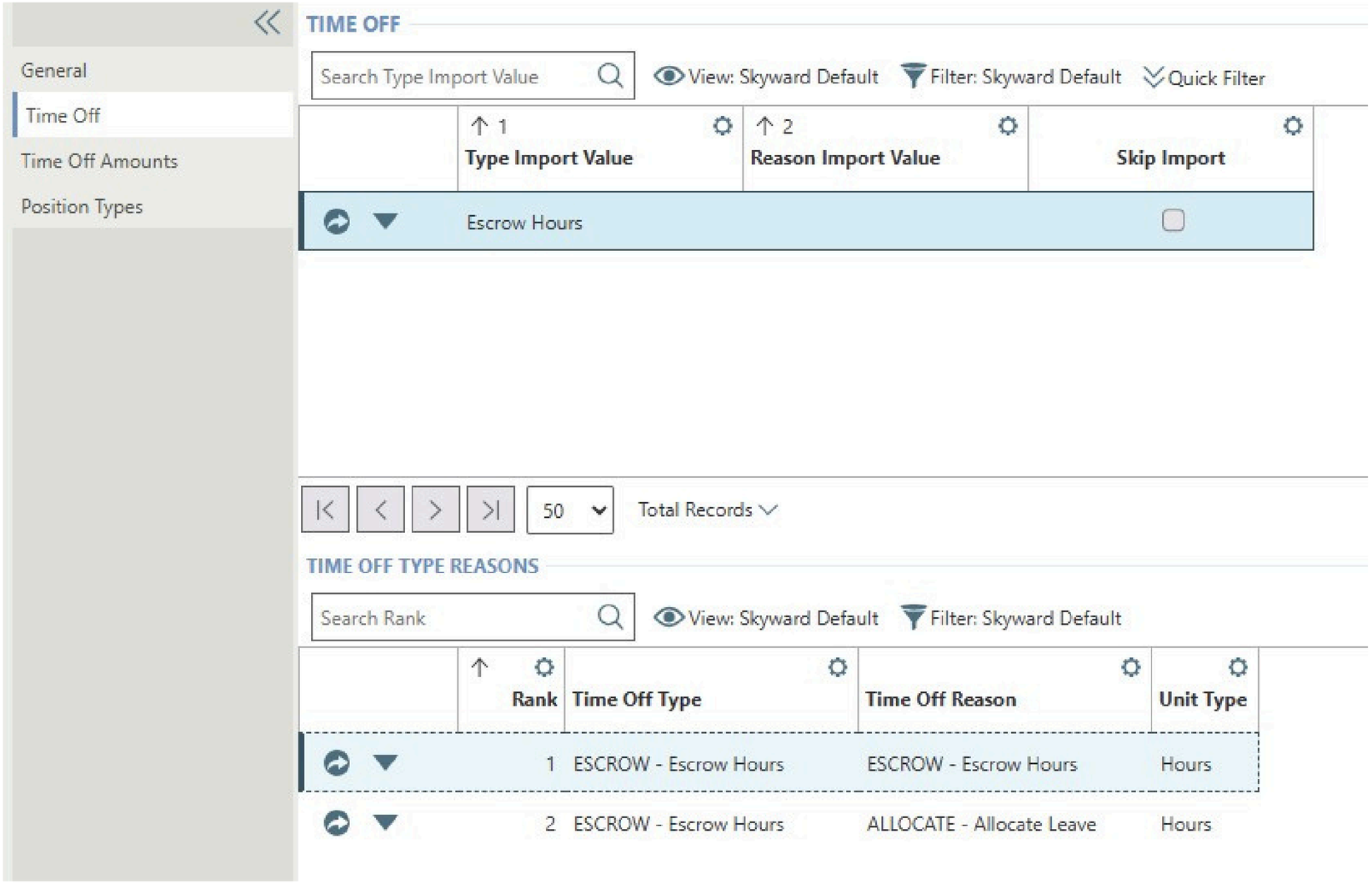
IMPORTING!


FEATURES
Allocate Time Off
Employee Time Off Types
Import Third Party Data
My Employees' Time Off
My Time Off Approvals
Third Party Import History
Time Off Payouts
Time Off Transactions
CODES
Allocation Schedule
Allocation Type
Entitlement
Third Party Format
Time Off Reason
Time Off Type

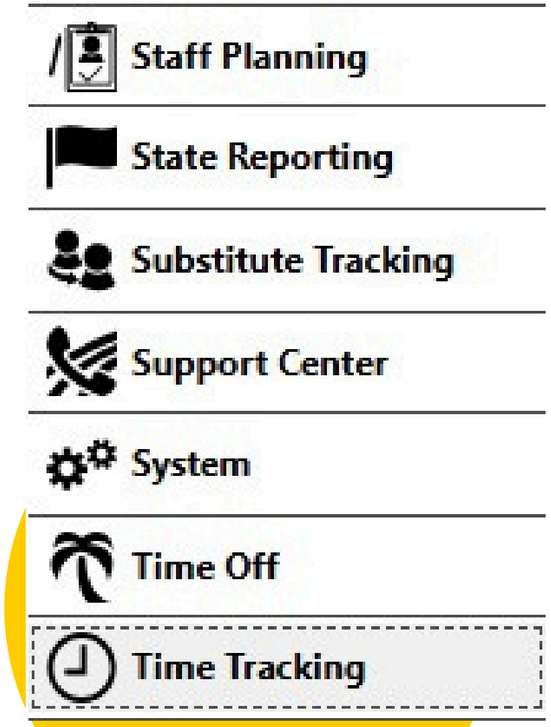
IMPORTING!


General
Time Off
Time Off Amounts
Position Types
THIRD PARTY FORMAT DETAILS
*Third Party Format Description
Annualized Pay Escrow
Import Type
Aesop Web
CSV File
Excel File
Red Rover Web
Employee Identification
Employee Number
Social Security Number
Date Format
MMDDYYYY
Duration Type
Hours
Days
Active
CSV FILE FORMAT
*Number of Header Rows
1
Exception Handling Type Code
Stop import if any record fails
Export a file of failed records
Delimiter Type
Comma
Pipe
Tab
Other
Duration Column Number
7
Employee Column Number
2
Time Off Type Column Number
6
Time Off Reason Column Number
*Date Column Number
8
Description Column Number
Allocated Column Number
9

IMPORTING!


General
Time Off
Time Off Amounts
Position Types
TIME OFF
Search Type Import Value
View: Skyward Default
Filter: Skyward Default
Quick Filter
1
Type Import Value
2
Reason Import Value
Skip Import
Escrow Hours
50
Total Records
TIME OFF TYPE REASONS
Search Rank
View: Skyward Default
Filter: Skyward Default
Rank
Time Off Type
Time Off Reason
Unit Type
1 ESCROW - Escrow Hours ESCROW - Escrow Hours Hours
2 ESCROW - Escrow Hours ALLOCATE - Allocate Leave Hours

MOVE TO HISTORY



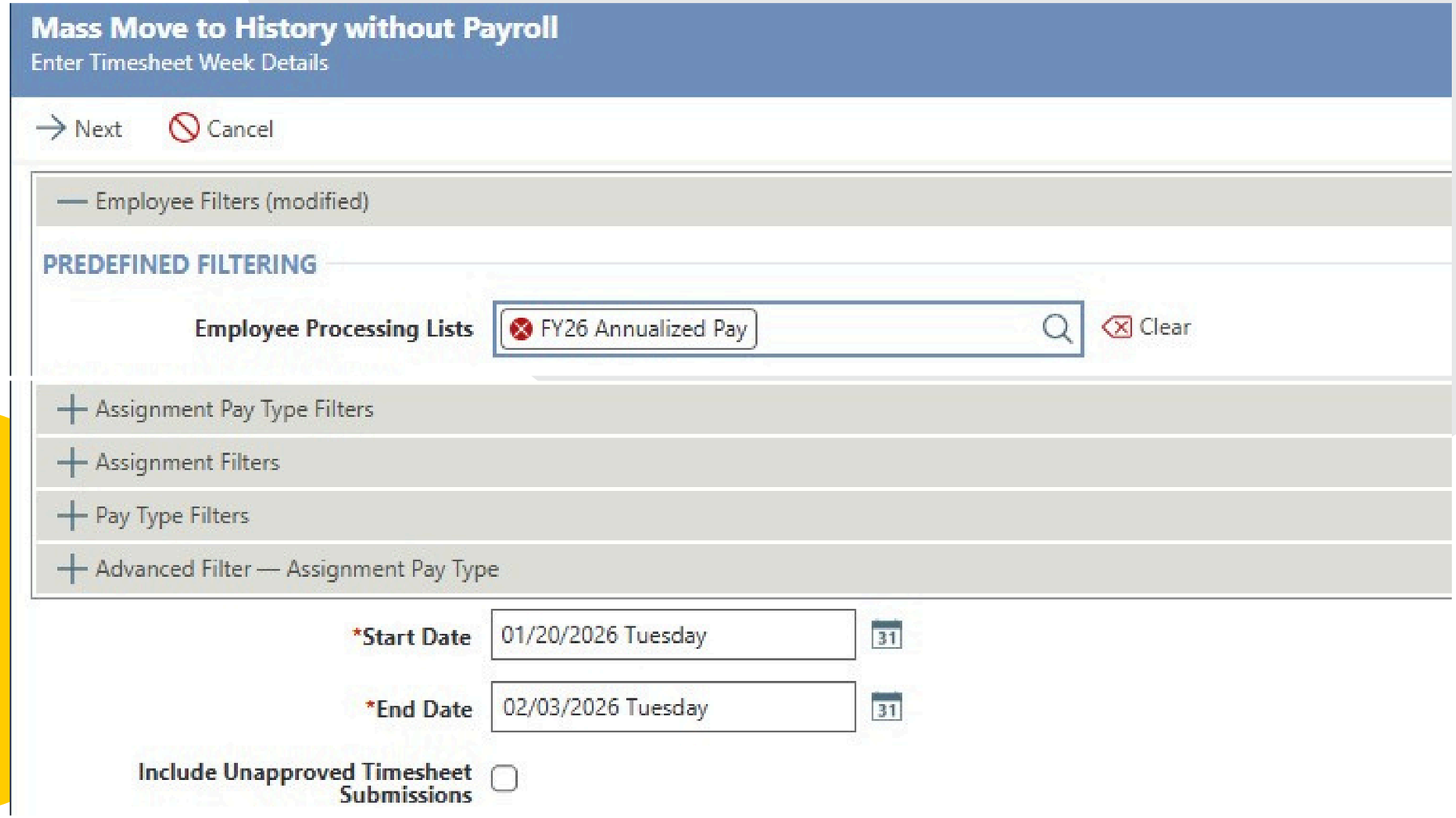
FEATURES

- Building Time with Details
- Daily Exceptions
- Daily Exceptions (Supervisor)
- Employee Schedules Missing Assignment Pay Type
- Supervised Employees Timesheet Weeks
- Time Tracking Pay Schedule Comparison
- Timesheet Week Detail
- Timesheet Weeks

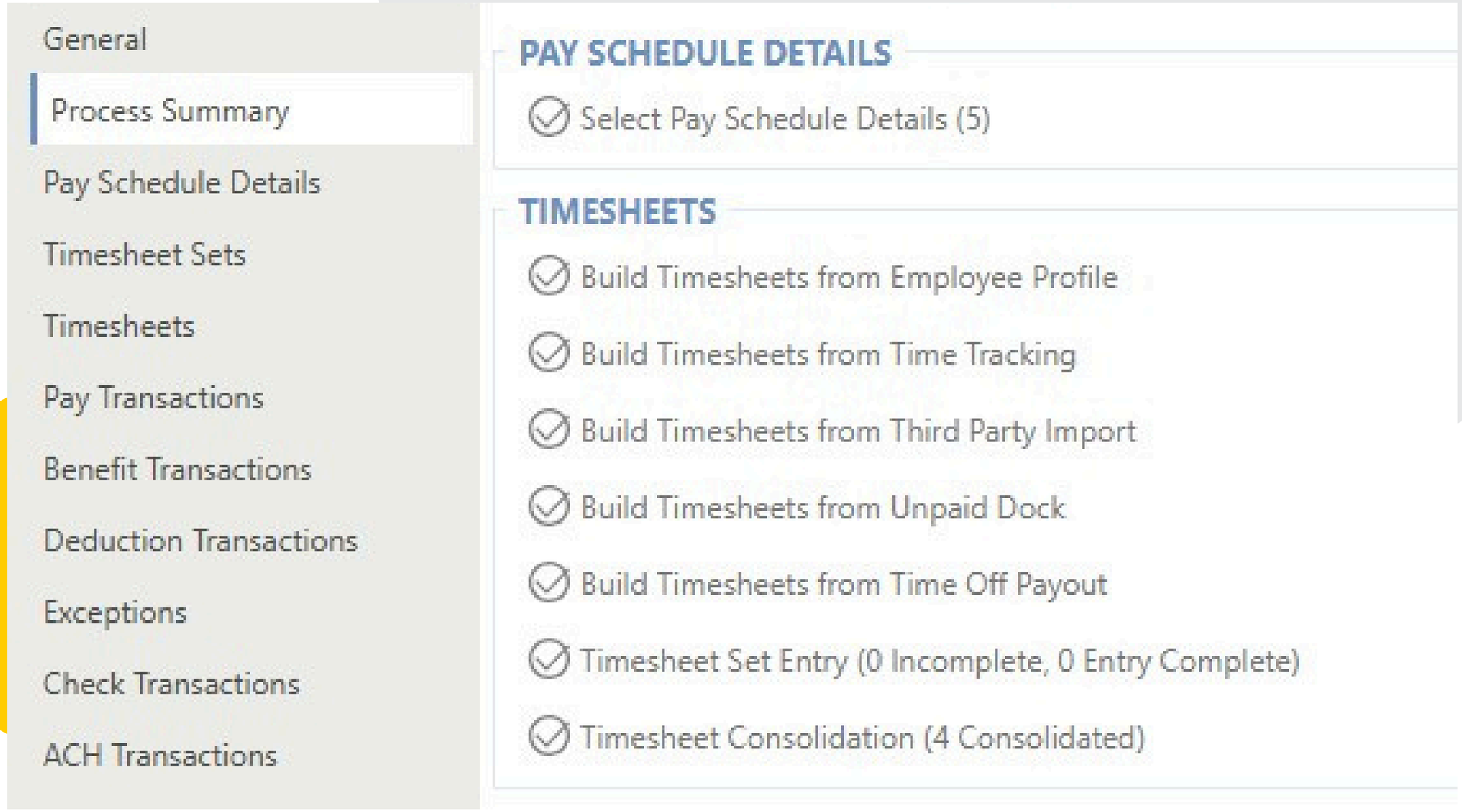
CODES

- Mass Deny and Resubmit Timesheet Weeks
- Mass Move to History without Payroll
- Mass Reset Approvals
- Mass Reset Employee Schedules to Base
- Mass Return from History without Payroll
- Mass Update Employee Schedules

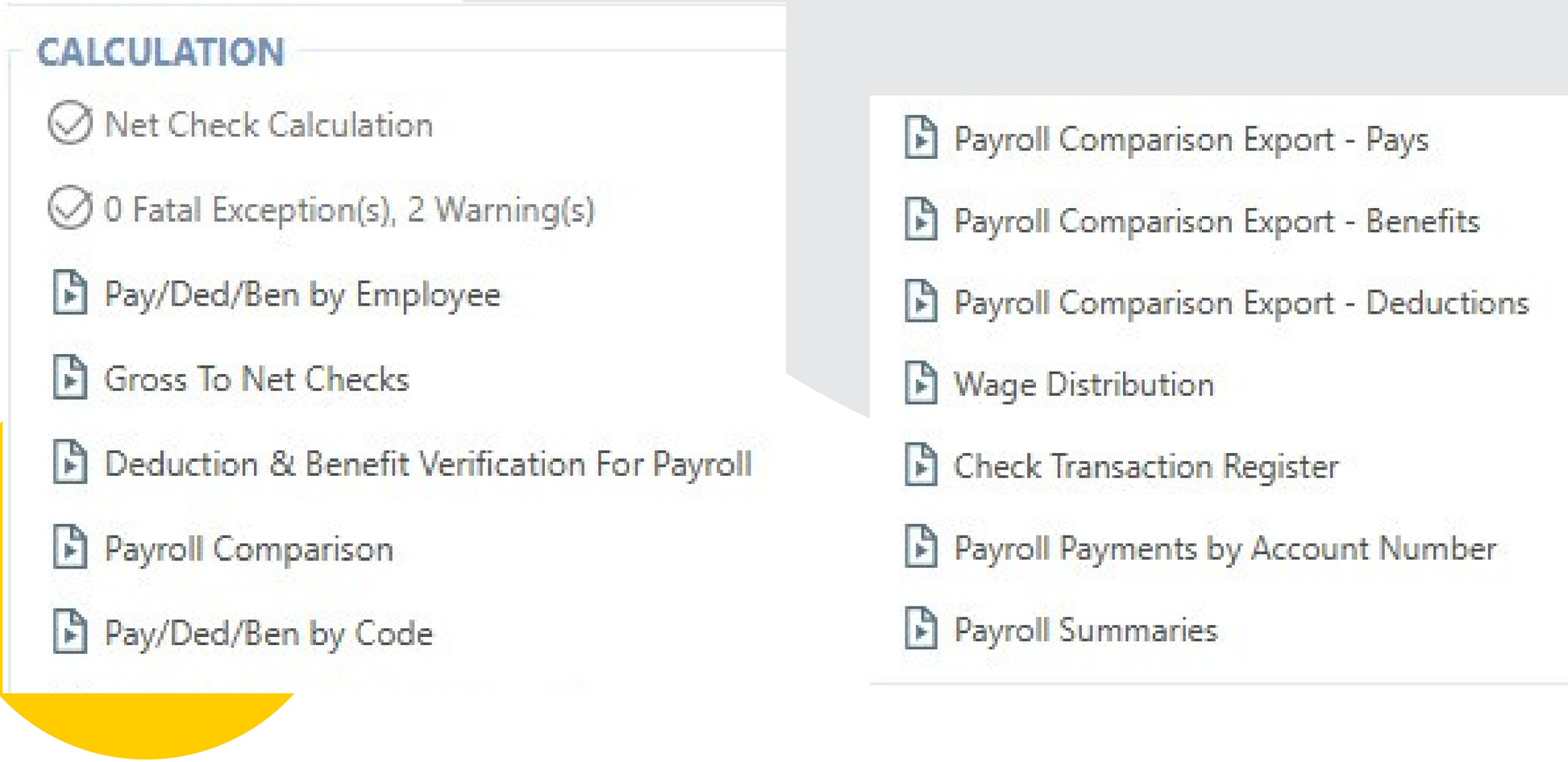
MOVE TO HISTORY



PAYRUN FLEXIBILITY



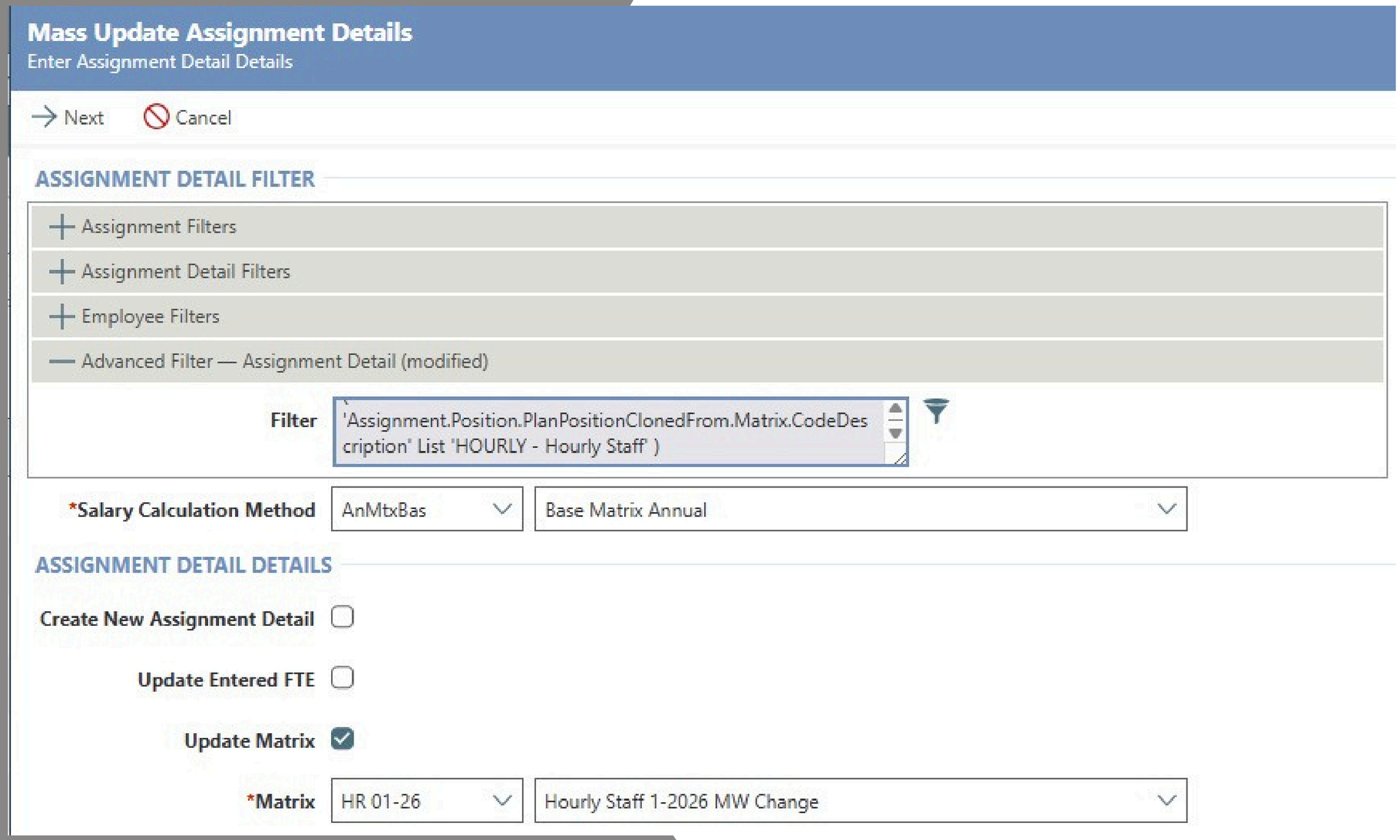
PAYRUN SAFETY FEATURES



MISCELLANEOUS

Using Utilities
The Dashboard
Split Screens &
More!

FOR MIDYEAR RATE INCREASE



OTHER UTILITIES

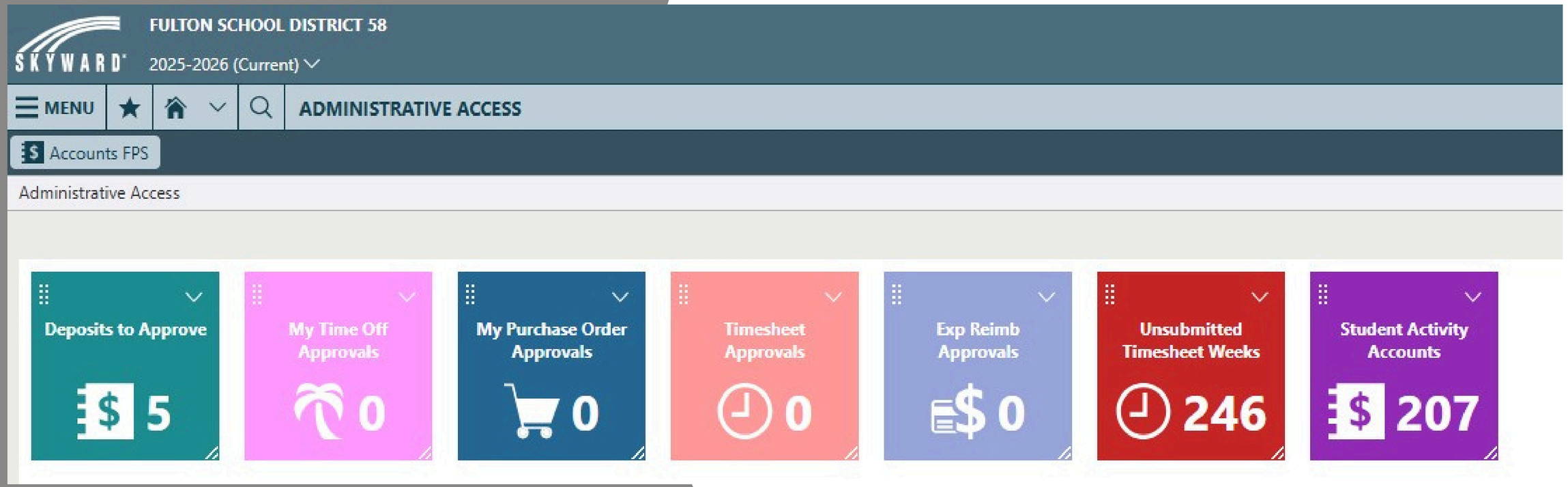
Position

- Create Positions from Assignment Pay Types
- Mass Add Contract Years
- Mass Add Positions
- Mass Add Supplements
- Mass Convert Assignments to Stipends
- Mass Delete Assignments
- Mass Delete Contract Letters
- Mass Delete Contract Years
- Mass Delete Positions
- Mass Delete Supplements
- Mass District Sign Contract Letters
- Mass Export Contract Letters
- Mass Increment Contract Years
- Mass Send Contract Letters
- Mass Update Assignment Details
- Mass Update Assignment Schedules
- Mass Update Assignments
- Mass Update Position Accounts
- Mass Update Position Distributions
- Mass Update Positions

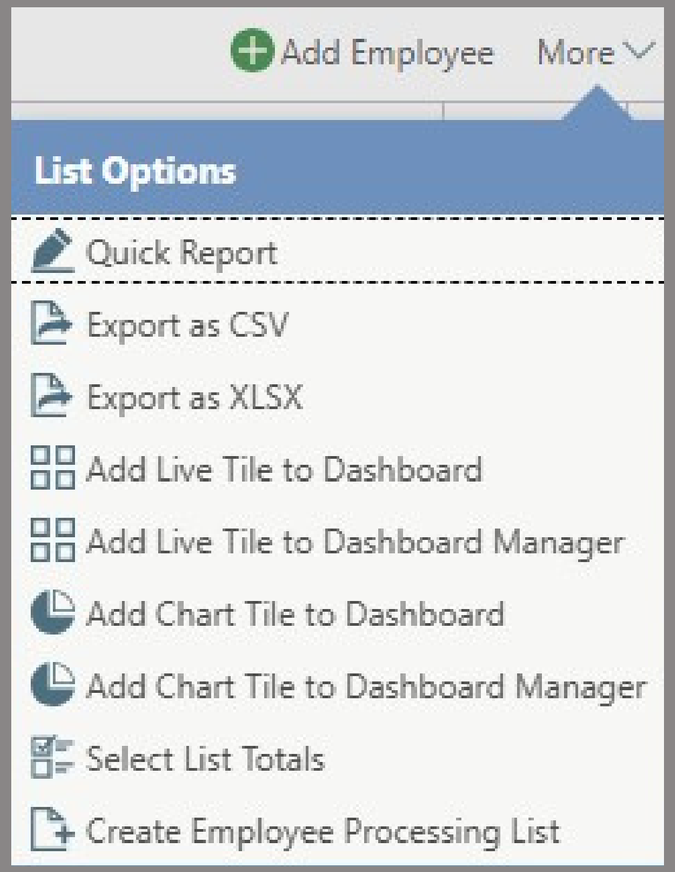
Payroll

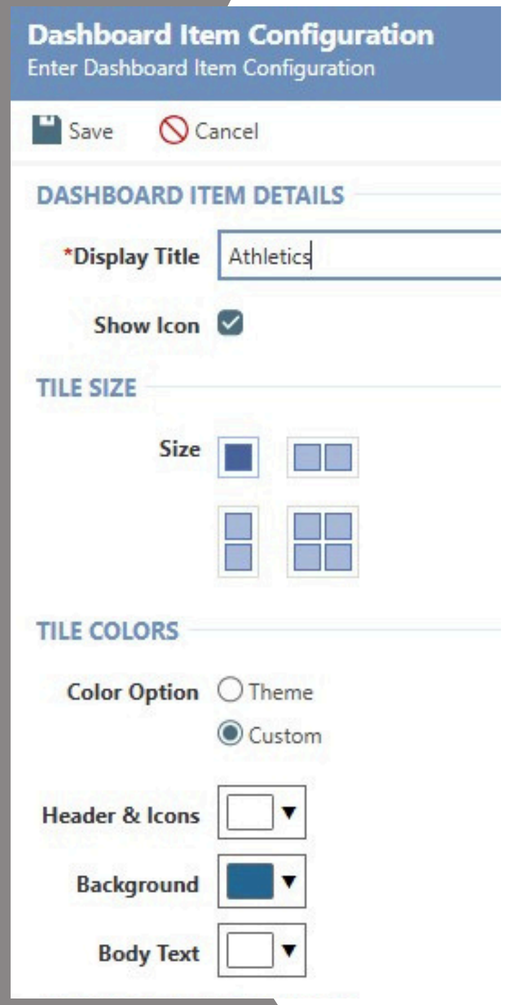
- Mass Add Assignment Pay Types
- Mass Add Employee Benefits
- Mass Add Employee Deductions
- Mass Delete Assignment Pay Types
- Mass Delete Employee Benefits
- Mass Delete Employee Deductions
- Mass Update Assignment Pay Type Accounts
- Mass Update Assignment Pay Type Benefits
- Mass Update Assignment Pay Type Deductions
- Mass Update Assignment Pay Types
- Mass Update Employee Benefits
- Mass Update Employee Deductions
- Mass Update Pay Type
- Mass Update Project/Grant Pay Transactions
- Reissue Payroll Checks
- Reset Payroll Run
- Timesheet Group Overlapping Filter Audit
- Update Payroll Encumbrances

CUSTOMIZE THE DASHBOARD!



ADDING TILES TO DASHBOARD



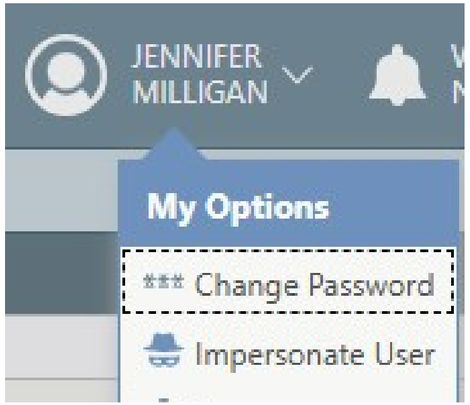


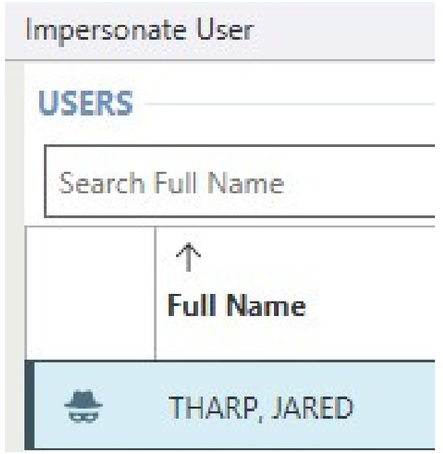
Fulton's Most Common Tiles:

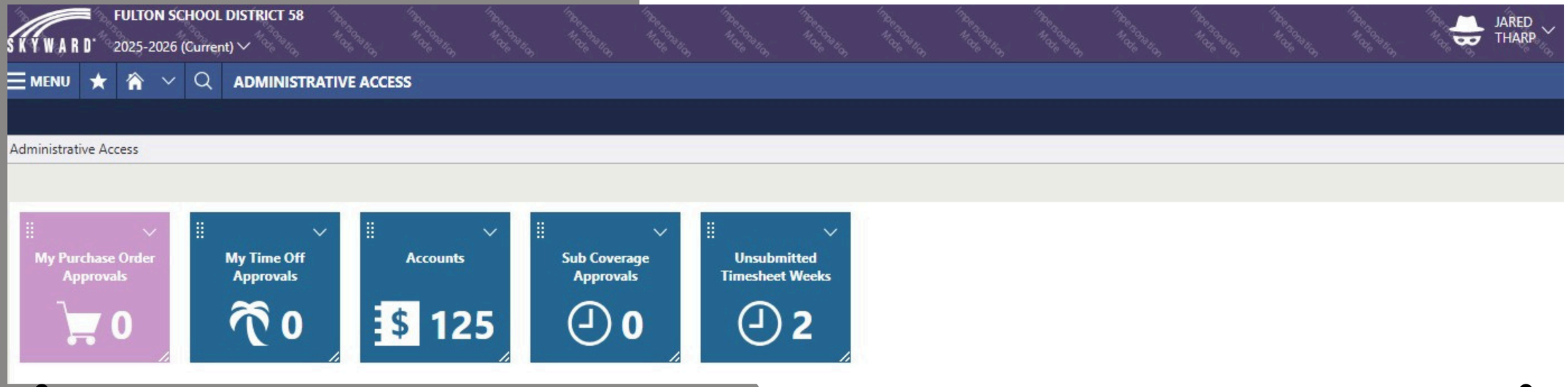
- Account Balances
- Time Off Approvals
- Purchase Order Approvals
- Timesheet Approvals
- Expense Reimbursement Approvals
- Unsubmitted Timesheet Weeks
- Student Activity Accounts

IMPERSONATE USERS

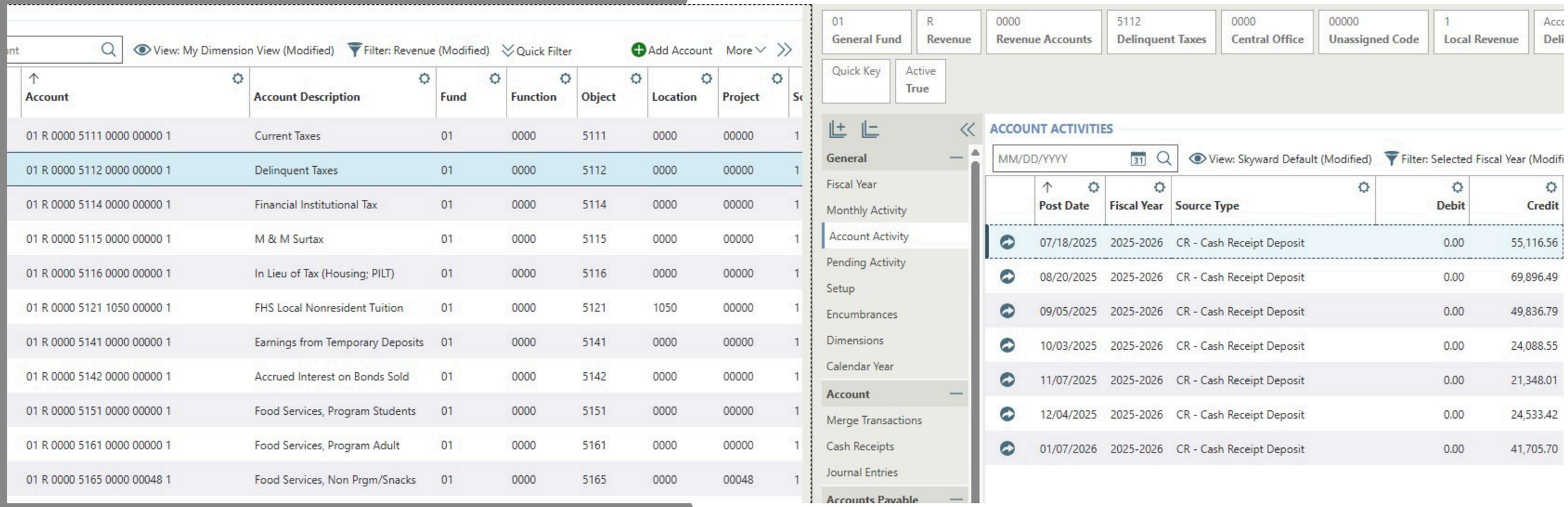
- Used to set up Dashboards for administrators and secretaries







USE SPLIT SCREENS!



Questions? Thank You!

Jenny Milligan, SFO
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Fulton School District #58
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