Online New Hire and Change Forms
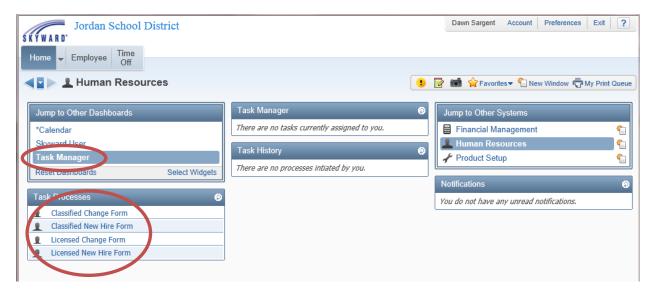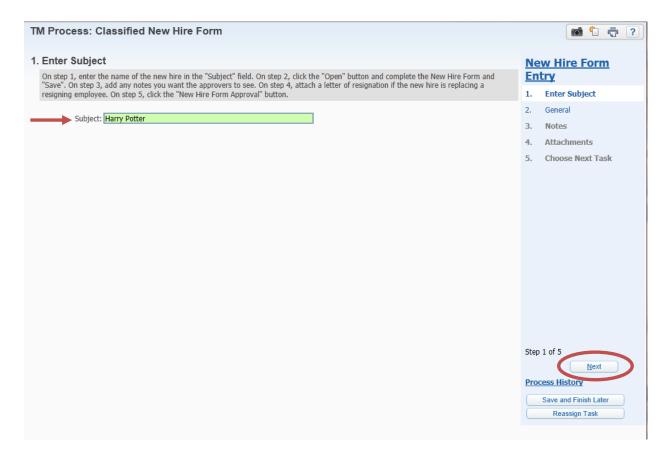
1. From the Finance or Human Resources Screen, Select Task Manager
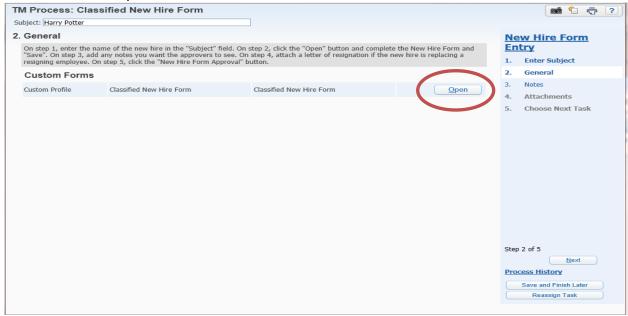2. Click the applicable form: Classified or Licensed, New Hire or Change form.

(This example is for the Classified New Hire Form. The process is generally the same for other forms, with slight variations.)
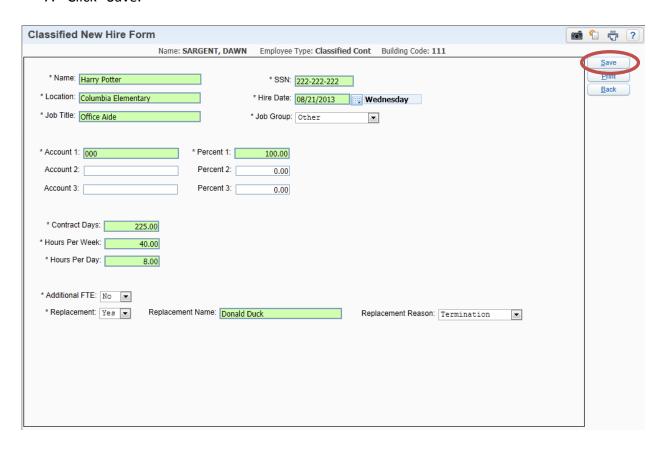

3. Follow the instructions in the grey box by entering the name of the new hire
4. Click the "Next" button at the bottom of the screen.
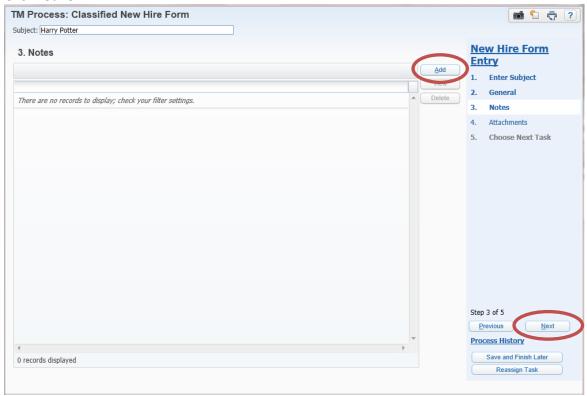
5. Click the "Open" button.

6. Fill in the information. (Fields with an asterisk are required.) Where there is an arrow to the right of a field, click to see what selections are available for that field.
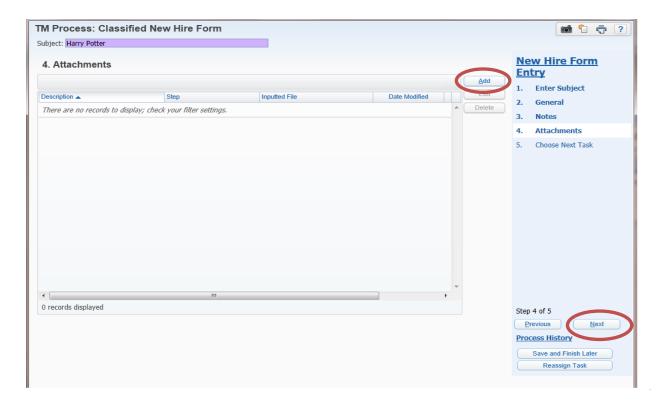7. Click "Save."

8. Click "Next" at the bottom of the screen.

9. Step 3 is optional, and will allow the addition of notes.
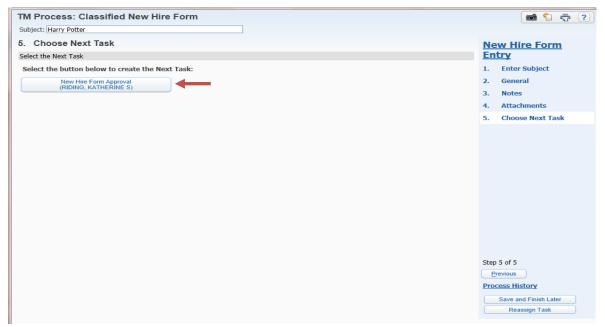   a. If notes are desired, click "Add" and enter the information
   b. Click "Save."

10. Click "Next" at bottom of the page.
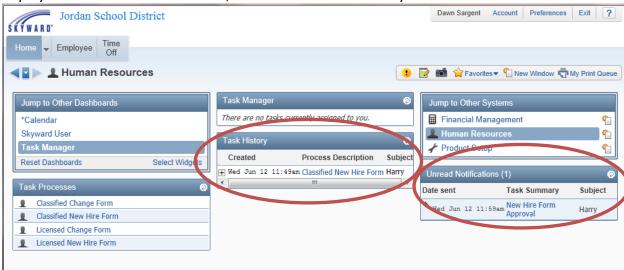
11. Step 4 will allow attachments to be added.
    a. If desired, click "Add," then browse for the attachment.
    b. Click "Save."

12. Click "Next."

13. The fifth and final step is to select where the form should go next. Depending on the organization, there may be more than one person listed.

14. Click on the correct option for this form.

Task History now shows the date and time the form was created. An Unread Notification is also displayed. To read the notification, click on the Task Summary.
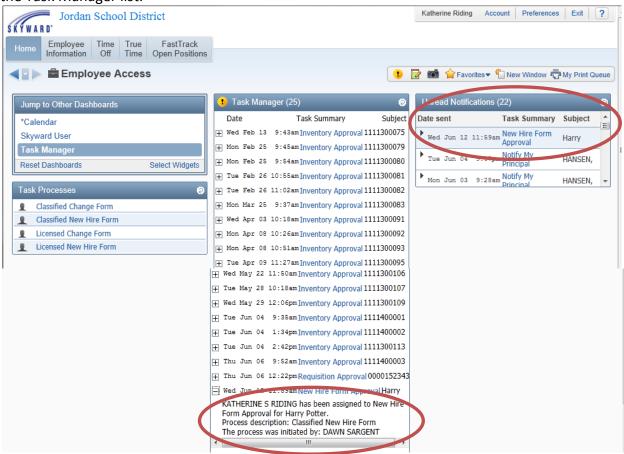

Read the notification, and then click "Mark Read." (Can be left "Unread" to act as a reminder.)
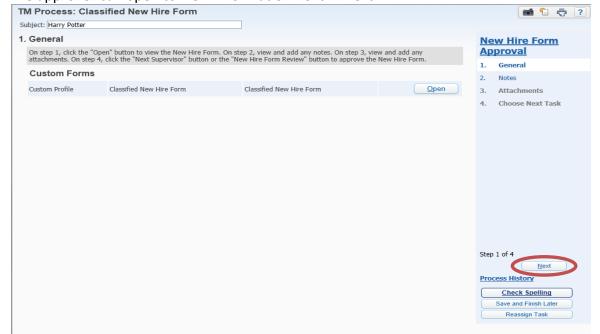

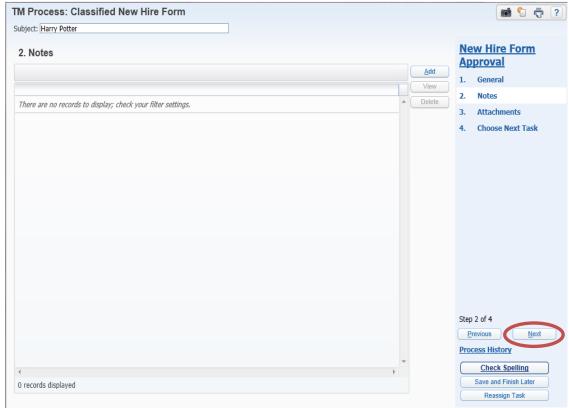If marked as read, "Unread Notifications" is no longer displayed.

The next approver logs into Skyward and selects Task Manager. An Unread Notification shows a New Hire Form is waiting for approval. Click on the New Hire Form Approval at the bottom of the Task Manager list.
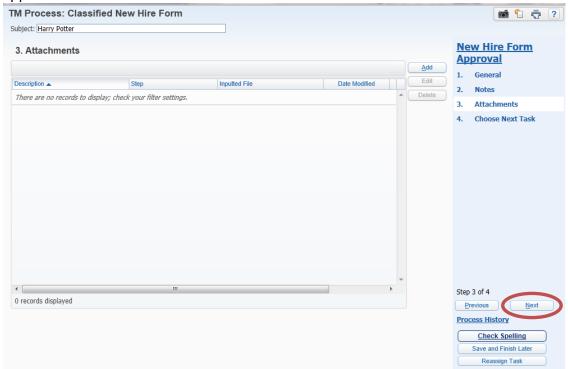

The approver can open to view information. Click "Next."

Approver can view or add notes. Click "Next."

Approver can view or add attachments. Click "Next."

Click the button to send this form to the next level for review.