

Notice of Assignment and Salary Information

Information on your salary is available in Skyward Employee Access.

To View Salary Information:

Go to Employee Access (same procedure as you use to view your check history)

Select Employee Information from the upper tabs

Select Personal Information

Select Assignments

Select from the list and click Expand All

To Print the information, click View Printable Details. This will take you to a page formatted for printing.

Certification Information:

Your certification information is viewable in Skyward Employee Access. You will see the certification information on file with the Human Resources department. You will also be able to view the expiration dates of your TEA issued certificates or professional license.

Please note that the field marked HQ is not being utilized. The default "N" has no relevance to your certification or Highly Qualified status.

Go to Employee Access

Select Personal Information

Select Certifications

Degree Information

Degree information for professional employees is viewable in Skyward Employee Access. Please note that this field is not utilized for professional development or professional growth hours. It will only reflect the degree type held by the employee. All continuing professional education hours are to be entered in Eduphoria.

Go to Employee Access

Select Personal Information

Select Prof Development