

TUTORIAL – PAY SCHEDULE OPTION FORM

This electronic form must be received in Human Resources by May 15, 2020. The option chosen becomes effective the first day of the following contract year.

Your school location will transition to a Traditional school schedule for the 2020-2021 school year. If you have not yet selected a Traditional pay frequency schedule (Sept. to August), you must do so for the 2020-2021 school year.

The following options are available:

- **12 Payment Option:** (September through August) – Total contract divided by 12 equal payments. Employees who choose this option will **not** receive any pay in August. A double insurance premium will be taken in July for the August premium unless other arrangements are made with the Insurance Department at 801-567-8146.
- **13 Payment Option:** (August through August) – Total contract divided by 13 equal payments (monthly pay will be reduced).

If you do not submit the online form by May 15, 2020, your contract will be entered as the standard 12 payment option.

Please submit through Skyward Employee Access. Thank you!

1. Sign in to Skyward Employee Access. (Call the IT Helpdesk at 801-567-8737 for log in help)
2. Click on your Task Manager Dashboard
 - a. Under Task Processes, scroll down to the Pay Option Form (*choose New Employee*)
3. **Read** and **follow** step-by-step instructions on the top right of the screen.
4. Click **Open** on the Custom Forms.
5. Choose your payment option from the drop-down menu.
6. Complete fields at the bottom of the form including:
 - a. Date
 - b. Accept Agreement
 - c. Current Location
 - d. Click Save. This screen will close and bring you back to the Step 1 screen
7. Step 1: General is complete. Click the Next button on the bottom right.
8. Step 2: Notes. (notes are optional.) To complete this step, Click the Next button on the bottom right.
9. Step 3: Attachments. Attachments do not apply to this form. Click the Next button on the bottom right.
10. Step 4: Choose Next Task: Click **Submit Pay Option Form** button on the upper left of the page. This will notify HR and the Insurance Department of your request.

You will receive a District email confirming your submission.
If you do not receive a confirmation email, HR has not received your form.
Please contact us at 801-567-8150 if you have any questions.