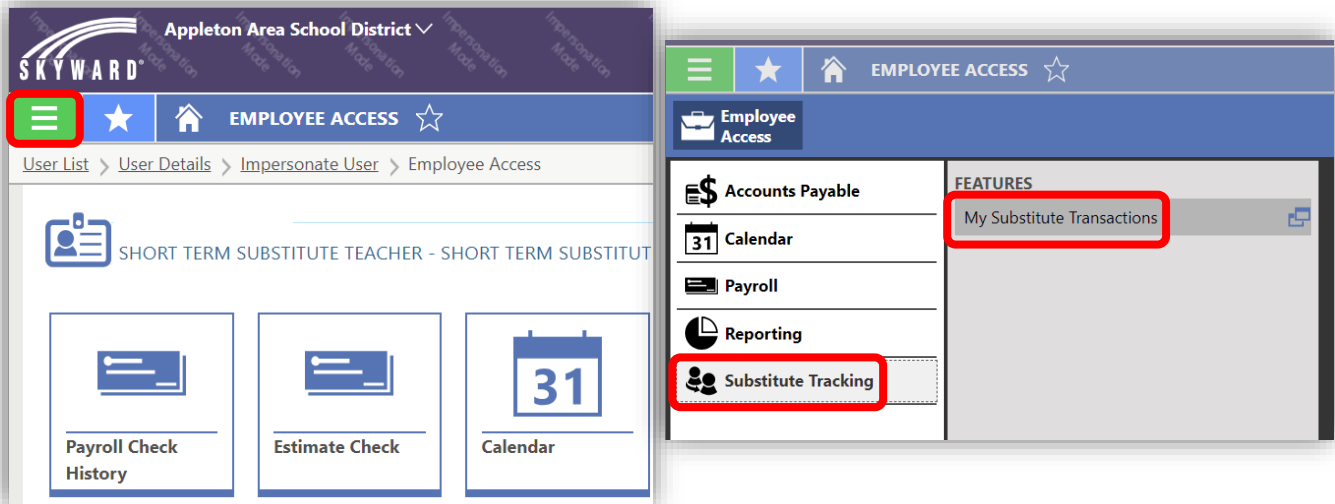


Appleton Area School District
Training Document
Image Version: RR7A
OS/Office: Windows 7/Office2016

Title: Skyward feature – Substitute Tracking
Date: 05/25/2018
Author: Paul Stinson
Revision Date:

You can view a full accounting of all the substitute jobs you have taken and how much you were paid for each one.

1. Go into the menu and choose Substitute Tracking > My Substitute Transactions.



2. Each individual sub assignment is on its own line.

	Start Date	Start Time	Duration	Pay Amount	Absent Employee	Employee Number	Absent Position	Absent Building
	05/15/2018	12:00 AM	8:00	190.00			T - TEACHER	LIN - LINCOLN ELE...
	05/14/2018	12:00 AM	8:00	190.00			T - TEACHER	LIN - LINCOLN ELE...
	05/11/2018	12:00 AM	8:00	190.00			T - TEACHER	LIN - LINCOLN ELE...
	05/10/2018	12:00 AM	8:00	190.00			T - TEACHER	LIN - LINCOLN ELE...
	05/09/2018	12:00 AM	8:00	190.00			T - TEACHER	LIN - LINCOLN ELE...
	05/08/2018	12:00 AM	8:00	190.00			T - TEACHER	LIN - LINCOLN ELE...
	05/07/2018	12:00 AM	8:00	190.00			T - TEACHER	LIN - LINCOLN ELE...
	05/04/2018	12:00 AM	8:00	190.00			T - TEACHER	LIN - LINCOLN ELE...