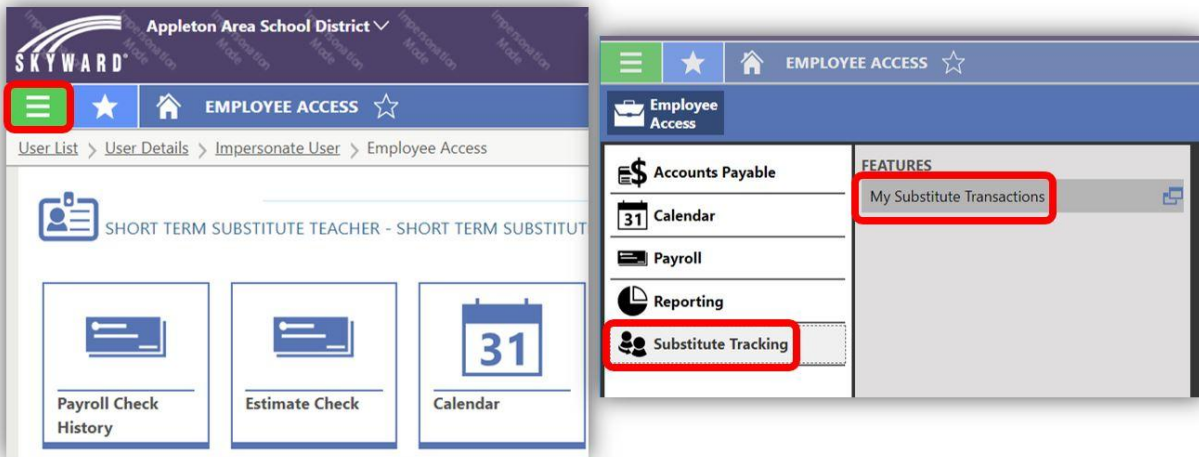




Skyward Substitute Tacking

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.

MY SUBSTITUTE TRANSACTIONS

Search Start Date 31 View: Skyward Default Filter: Skyward Default

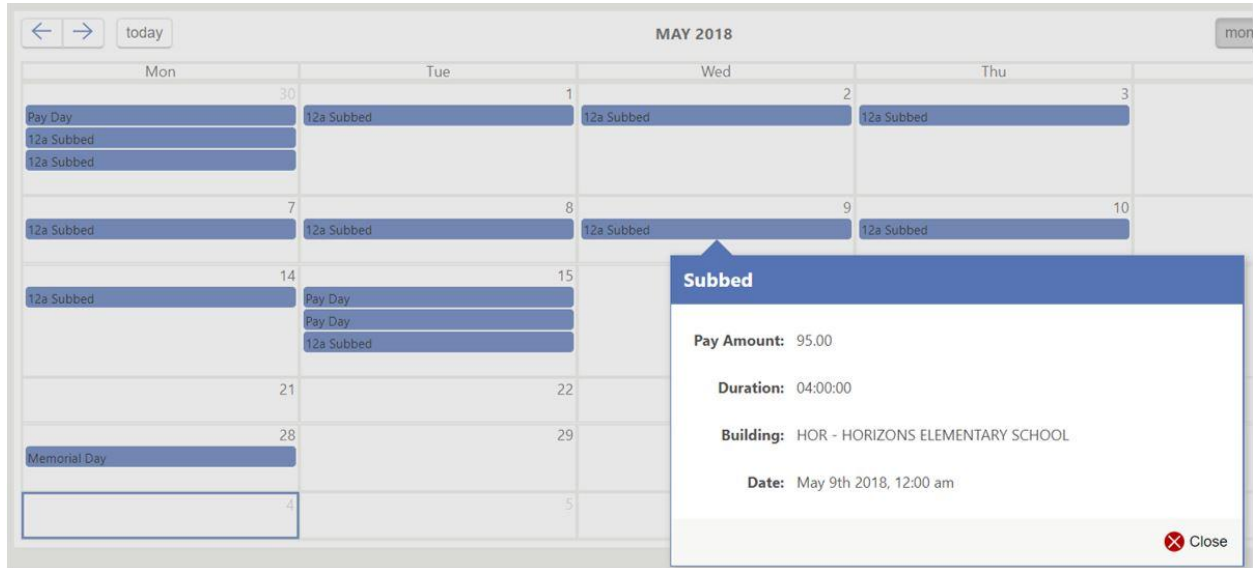
	Start Date	Start Time	Duration	Pay Amount	Absent Employee	Employee Number	Absent Position	Absent Building
	05/15/2018	12:00 AM	8:00	190.00			T - TEACHER	LIN - LINCOLN ELE...
	05/14/2018	12:00 AM	8:00	190.00			T - TEACHER	LIN - LINCOLN ELE...
	05/11/2018	12:00 AM	8:00	190.00			T - TEACHER	LIN - LINCOLN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

Or there is another way to view your information.

1. Click on the calendar tile in the dashboard.



2. Then click on the specific day/job to see the payment details.



Mon	Tue	Wed	Thu
30 Pay Day 12a Subbed 12a Subbed	1 12a Subbed	2 12a Subbed	3 12a Subbed
7 12a Subbed	8 12a Subbed	9 12a Subbed	10 12a Subbed
14 12a Subbed	15 Pay Day Pay Day 12a Subbed		
21	22		
28 Memorial Day	29		
4	5		

Subbed

Pay Amount: 95.00

Duration: 04:00:00

Building: HOR - HORIZONS ELEMENTARY SCHOOL

Date: May 9th 2018, 12:00 am

Close