



Skyward Q Business Online Forms

Leticia Porter USD 204

Julie Grulkowski Skyward



Our District Uses a Variety of Online Forms for Employees

The grid displays 35 icons for various online forms and services:

- Employee Profile
- Assignments
- Contract Letters
- Payroll Check History
- Estimate Check
- Time Off Balances
- Request Time Off
- Calendar
- Clock In/Out
- Unsubmitted Timesheet Weeks
- Timesheet Week History
- Printed W2
- Printed 1095
- W2/W2-C Forms
- ACA 1095 Forms
- New Vendor Form
- In-Progress ONLINE FORM: New Hire Form: Pay Stubs - Email Address
- New ONLINE FORM: Direct Deposit Account Authorization (ACH)
- New Employee K4 Election
- New Employee W4 Election
- In-Progress ONLINE FORM: New Hire Form: Certification of Health form
- New ONLINE FORM: Request for Salary Adjustment
- New ONLINE FORM: Employee Handbook Admin 2023-24
- New ONLINE FORM: Administrative Policy Guide 23-24
- Accounts Payable Check History
- 2023-24 Pay Schedule
- 2024 Employee Benefit Guide
- Credit Card Checkout Request
- District Internal Job Postings
- Form: Athle/Activ Transp Req
- Form: Field Trip Request
- Form: Fundraising Authoriz Req
- Form: Request to Attend PD
- KPERS Beneficiary Form
- KPERS Optional Life
- New Hires Only Directions I-9
- New Hires Only: I-9 Form
- Request Long Term Leave FMLA
- Site: Human Resources USD

MY ONLINE FORMS HISTORY

	Submitted Date & Time	Status	Form Name	Submitted By
	01/17/2024 11:11 AM	Approved	Address, Phone Number Ho...	Porter, Leticia
	11/14/2023 03:00 PM	Approved	Emergency Contact Informati...	Porter, Leticia
	06/25/2023 08:22 PM	Approved	Employee W4 Election	Porter, Leticia
	01/31/2023 02:44 PM	Approved	New Vendor Form	Porter, Leticia
	01/30/2023 02:05 PM	Approved	Update Emergency Contact I...	Porter, Leticia
	12/30/2022 05:34 PM	Denied	ZEmergency Contact Informa...	Porter, Leticia
	10/07/2022 04:21 PM	Auto-Approved	New Hire Form: Demographi...	Porter, Leticia
	09/14/2022 07:04 PM	Auto-Approved	Employee Handbook Admin ...	Porter, Leticia

This letter is sent through Sky Q Messages to new employees so they know which forms to complete

Congratulations and Welcome Aboard!

We are excited to have you join the USD 204 staff!

As a newly hired employee, there are several forms that you must complete before you begin your first day in USD 204.

Let's begin your journey by accessing the Skyward Q system, where you applied, in order to complete your new hire forms.

Here is the link:

<https://skyward.iscorp.com/BonnerSpringKSBusSTS/Session/Signin?area=Home&controller=Home&action=Index&logoutreason=SignedOut>

At the top of the home page, click the down arrow next to the house and click on Employee Access.

This will take you to the Employee Dashboard where you will find the on line forms you need to complete.

Here is a list of forms that you need to complete for employment:

These forms are completed online:

1. W-4 (Federal Tax Form)
2. K-4 (Kansas Tax Form)
3. Direct Deposit Account Information Form
4. Emergency Contact Information Form
5. Demographics Form
6. Handbook Acknowledgement Form
7. Paystub Email Address Form

These forms are started online, printed and completed on paper when you come to the district office:

Bonner Springs/Edwardsville Unified School District 204
2200 S. 138th St., Bonner Springs, KS 66012
Phone: (913) 422-5600 | Fax: (913) 422-4193 | www.usd204.net

8. Health Form - TB test and physical. This must be completed before you can start working with students.

You have two choices regarding this form:

1. Complete the form, print it, take it to your health care provider at your expense.

OR

2. Contact Providence Medical Group at 913-322-7222 to set up your TB Test and Physical. When scheduling let them know that you want to schedule with PCP Sandy Cederman, that you are a new hire with USD 204 Bonner Springs/Edwardsville, and the District will cover your cost. All appointments will be either on Monday, Tuesdays or Wednesdays because the TB test must be administered and then you MUST return to their office 48 hours later to have the TB skin test read.

You must use the Health Form provided as it is a State requirement. You may not start work before this form is completed.

***The district Cannot accept the TB test and physical from multiple health care providers, you will need to go to either your health care provider OR the district health care provider to have the form completed for both the Physical AND the TB Test! An incomplete health form or multiple pages will not be accepted!

9. I-9 Form – complete Section 1 only, print the form and bring it to the District Office with your Driver's License and Social Security card.

10. KPERS (Kansas Public Employees Retirement System) Form – you will need to sign this form (at the bottom of Page 2) in front of a witness. The witness cannot be an individual you named as a beneficiary. You can always bring the unsigned form to the District Office and we can complete the signature/witness portion here.

After the forms listed above are completed or started, set up an appointment with Shelly Miller at the District Office, humanresources@usd204.net or 913-422-5600.

You need to bring:

- The forms listed in steps 7-9
- Your Driver's License and Social Security Card

We will complete your hiring document and take your picture for your District Badge.

You need to request that official transcripts be sent to the district at humanresources@usd204.net showing your college hours, associate's or bachelor's degree, if indicated that you have college hours on your application.

Here is a list of contacts:

Our District Uses a Variety of Online Forms Administrative

My Online Forms

New ONLINE FORM Termination of Employment from Supervisor	New ONLINE FORM Interview Questions MS Math Teacher	New ONLINE FORM Interview 7s Any Teaching Position or Career Fair	New ONLINE FORM Interview Career Form Short Form	New ONLINE FORM Interview Questions MS Library Media	New ONLINE FORM Interview Questions Coach Assistant	New ONLINE FORM Interview Questions Coach Head	New ONLINE FORM Interview Questions Transportation Driver	New ONLINE FORM Interview Questions SPED Teacher	New ONLINE FORM Interview Questions Child Care	New ONLINE FORM Interview Questions Para/Aide Elem or Second	New ONLINE FORM Interview Questions Secretary/Bookke	New ONLINE FORM Interview Questions MS FACS Teacher	New ONLINE FORM Interview Questions Head Start
New ONLINE FORM Interview Questions Band MS HS	New ONLINE FORM Interview Questions Summer School Site Supervisor	New ONLINE FORM Interview Questions Secretary/Registr	New ONLINE FORM Previous Supervisor or Other Telephone Refer Check	New ONLINE FORM Interview Questions Elementary Library Media	New ONLINE FORM Interview Questions HS Science Teacher	New ONLINE FORM Interview Questions HS French Teacher	New ONLINE FORM Interview Questions Summer School Teacher	New ONLINE FORM Interview Questions HS SPED Teacher	New ONLINE FORM Interview Questions MS Art Teacher	New ONLINE FORM Interview Elementary Teacher DRE	New ONLINE FORM Interview Questions CMS Nat'l Jr Honor Society	New ONLINE FORM Interview Questions MS Social Studies Teacher	New ONLINE FORM Interview Questions HS ELA Teacher
New ONLINE FORM Interview Questions Accompanist	New ONLINE FORM Personnel Change Not Requiring Job Posting												

MY ONLINE FORMS HISTORY

	Submitted Date & Time	Status	Form Name	Submitted By
Review	02/26/2024 09:44 AM	Approved	Previous Supervisor or Other ...	Porter, Leticia
Review	11/14/2023 03:04 PM	Approved	Termination of Employment f...	Porter, Leticia
Review	09/19/2023 11:50 AM	Approved	Termination of Employment f...	Porter, Leticia
Review	06/05/2023 01:03 PM	Approved	Interview Questions Band MS...	Porter, Leticia
Review	06/02/2023 11:08 AM	Approved	Interview Questions Band MS...	Porter, Leticia
Review	05/26/2023 02:31 PM	Approved	Termination of Employment f...	Porter, Leticia

Online Forms for Employees

Onboarding

Nearly all of the forms that are needed from a new employee are located on the Employee Dashboard

Handbooks

All employee handbooks are in the Employee Portal with a form to acknowledge.

Request for Salary Adjustment

Certified Staff request to move across columns after earning PD points and College Credits

Letter of Reasonable Assurance

Letter to let classified employees know they will be working next school year.

Online Forms for Employees

Update Address, Phone Number, Personal Email

This automatically updates the employee information in their profile.

Update Emergency Contact Information

This automatically updates the employee information in their profile.

These forms are accessed by Clicking the Employee Profile Tile on the dashboard, then Clicking Edit.



PORTER, LETICIA



EMPLOYEE DETAILS [Edit](#)

Name Leticia Porter
Address [Redacted] Kansas City, KS [Redacted]
Phone [Redacted] (H)
Email porterl@usd204.net (District)
Employee Number 100297
Latest Hire Date 06/27/2006



ASSIGNMENT DETAILS

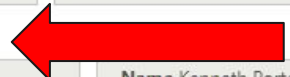
[Open Details](#)
Position District Administration
Assignments Director Human Resources
Buildings District Office
Start Date 07/01/2023
End Date 06/30/2024
Amount [Redacted]
Percent Employed 100.00

[Open Details](#)
Position Travel Stipend Admin
Assignments Travel Stipend Admin
Buildings District Office
Start Date 07/01/2023
End Date 06/30/2024
Amount [Redacted]
Percent Employed 100.00

EMERGENCY CONTACT DETAILS [Edit](#)

Name Victoria Porter
Relationship Daughter
Phone [Redacted] (H)
Email [Redacted]@gmail.com (Personal)

Name Kenneth Porter
Relationship Spouse
Phone [Redacted] (ell)



Online Forms for Administrative Tasks

New Vendor Form

To Request that a Vendor be added to the system.

Handbooks

All employee handbooks are in the Employee Portal with a form to acknowledge.

Update Address, Phone Number, Email

This automatically updates the employee information in their profile.

Update Emergency Contact Information

This automatically updates the employee information in their profile.

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