

PR COMPENSATION CONCERN WORKSHEETS

Complete the [PR Compensation Concern Worksheet](#) using the steps outlined below. Submit your compensation concern worksheet by **September 8th** for September payroll adjustments. Forms received after that date will be corrected on the October payroll. If you need further assistance with task widgets or completing the form, please contact Sarah Partain, spartain@ems-isd.net.

The screenshot displays the Skyward Employee Access interface for Eagle Mountain Saginaw ISD. The top navigation bar includes links for Home, Employee Information, Time Off, and FastTrack Open Positions. The main content area is titled "Employee Access" and features several widgets:

- Jump to Other Dashboards:** Includes links for *Calendar, Skyward User, and Employee.
- District Information:** Displays "Eagle Mountain Saginaw I S D" with the address "1200 OLD DECATUR RD, FORT WORTH TX 76179".
- Task Processes:** A list of tasks where "PR COMPENSATION CONCERN WORKSHEET" is highlighted in yellow.
- My Time Off Status:** A table showing time off codes and remaining approved days.
- Task Manager (1):** A table with columns for Date, Task Summary, and Subject.

A yellow starburst callout is overlaid on the right side of the dashboard, containing the text: "Submit your compensation concern worksheet by September 8th."

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In the *Task Processes* window click the PR Compensation Concern Worksheet hyperlink.

If you do not have access to the *Task Processes* window [click here](#) to add it to your home page.

PR COMPENSATION CONCERN WORKSHEETS

Click the **Open** button.

TM Process: PR COMPENSATION CONCERN WORKSHEET   

Employee: IF YOU HAVE QUESTIONS REGARDING YOUR ANNUAL SALARY AND/OR BENEFIT DEDUCTIONS, PLEASE COMPLETE THE COMPENSATION CONCERN WORKSHEET.

1. General

PLEASE COMPLETE THE COMPENSATION CONCERN WORKSHEET TO SUBMIT A QUESTION OR CONCERN RELATED TO YOUR SALARY, STIPENDS, CHECK HISTORY, OR BENEFIT DEDUCTIONS. CLICK THE "OPEN" BUTTON BELOW TO GET STARTED.

Custom Forms

Custom Profile	COMPENSATION CONCERN WORKSHEET	COMPENSATION CONCERN WORKSHEET	Open
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COMPENSATION CONCERN FORM

- General**
- Notes
- Attachments
- Close Process

Step 1 of 4 [Next](#)

Process History

[Save and Finish Later](#)

[Reassign Task](#)

PR COMPENSATION CONCERN WORKSHEETS

Complete the following fields on the form:

- Position with EMS ISD
- Contact phone numbers
- Description of concern

COMPENSATION CONCERN WORKSHEET 📷 📄 🖨️ ?

Name: **CLEVELAND, GROVER S.** Employee Type: **TUTOR** Building Code: **999**

EAGLE MOUNTAIN SAGINAW ISD *Fostering a Culture of Excellence* **EMS ISD Compensation Concern Worksheet**

Name: GROVER S CLEVELAND Position: Teacher
Phone (W): (817) 517-2385 Phone (H): Phone (C):

Description of Concern:
My matrix step should be step 5. All service records have been received by HR.

Payroll & HR Office Use Only Below This Line

Disposition/Resolution:

Reviewed By: Area of Concern (Required):
Date Completed and Employee Notified:

Compensation Concern Worksheet Revised 08/13/2021

Once complete, click **Save** to save and close the form. Click **Save and Print** to save and print the form.

PR COMPENSATION CONCERN WORKSHEETS

Click the **Next** button.

TM Process: PR COMPENSATION CONCERN WORKSHEET

Employee: CLEVEGRO000 CLEVELAND, GROVER S

IF YOU HAVE QUESTIONS REGARDING YOUR ANNUAL SALARY AND/OR BENEFIT DEDUCTIONS, PLEASE COMPLETE THE COMPENSATION CONCERN WORKSHEET.

1. General

PLEASE COMPLETE THE COMPENSATION CONCERN WORKSHEET TO SUBMIT A QUESTION OR CONCERN RELATED TO YOUR SALARY, STIPENDS, CHECK HISTORY, OR BENEFIT DEDUCTIONS. CLICK THE "OPEN" BUTTON BELOW TO GET STARTED.

Custom Forms

Custom Profile	COMPENSATION CONCERN WORKSHEET	COMPENSATION CONCERN WORKSHEET	Open
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Step 1 of 4

[Next](#)

Process History

[Save and Finish Later](#)

[Reassign Task](#)

PR COMPENSATION CONCERN WORKSHEETS

Click the **Next** button.

TM Process: PR COMPENSATION CONCERN WORKSHEET

Employee: CLEVEGRO000 CLEVELAND, GROVER S

IF YOU HAVE QUESTIONS REGARDING YOUR ANNUAL SALARY AND/OR BENEFIT DEDUCTIONS, PLEASE COMPLETE THE COMPENSATION CONCERN WORKSHEET.

2. Notes

There are no records to display; check your filter settings.

0 records displayed

COMPENSATION CONCERN FORM

1. General
2. **Notes**
3. Attachments
4. Close Process

Step 2 of 4

Previous **Next**

Process History

Save and Finish Later

Reassign Task

You may enter a note by clicking the **Add** button. Notes are optional.

PR COMPENSATION CONCERN WORKSHEETS

Click the **Next** button.

TM Process: PR COMPENSATION CONCERN WORKSHEET 📷 📄 🖨️ ?

Employee: CLEVEGRO000 CLEVELAND, GROVER S IF YOU HAVE QUESTIONS REGARDING YOUR ANNUAL SALARY AND/OR BENEFIT DEDUCTIONS, PLEASE COMPLETE THE COMPENSATION CONCERN WORKSHEET.

3. Attachments

Description ▲	Step	Inputted File	Date Modified	
There are no records to display; check your filter settings.				

Add
Edit
Delete

0 records displayed

COMPENSATION CONCERN FORM

1. General
2. Notes
3. **Attachments**
4. Close Process

Step 3 of 4

Previous **Next**

Process History

Save and Finish Later
Reassign Task

You may add an attachment by clicking the **Add** button. Attachments are optional.

PR COMPENSATION CONCERN WORKSHEETS

Click "Submit Compensation Concern" button to submit your form and have it reviewed. You will receive a confirmation email once you submit your form.

TM Process: PR COMPENSATION CONCERN WORKSHEET   

Employee: IF YOU HAVE QUESTIONS REGARDING YOUR ANNUAL SALARY AND/OR BENEFIT DEDUCTIONS, PLEASE COMPLETE THE COMPENSATION CONCERN WORKSHEET.

4. Choose Next Task

Select the Next Task

Select the button below to create the Next Task:

COMPENSATION CONCERN FORM

1. General
2. Notes
3. Attachments
4. Choose Next Task

Step 4 of 4

Process History

PR COMPENSATION CONCERN WORKSHEETS

Instructions for turning on task widgets

Eagle Mountain Saginaw ISD

Home | Employee Information | Time Off | FastTrack Open Positions

Employee Access

Jump to Other Dashboards

- *Calendar
- Skyward User
- Employee
- Reset Dashboards
- Select Widgets

Task Manager (4)

Date	Task Summary	Su
Mon Aug 09 2:34pm	TRANSFER: APPROVAL	BE
Fri Aug 27 3:02pm	COMPENSATION CONCERN FORM	
Fri Aug 27 3:08pm	COMPENSATION CONCERN FORM	
Fri Aug 27 3:56pm	COMPENSATION CONCERN FORM	

District Information

Eagle Mountain Saginaw I S D
1200 OLD DECATUR RD
FORT WORTH TX 76179

Task Processes

- PR COMPENSATION CONCERN WORKSHEET
- SUBMIT RESIGNATION/RETIREMENT FORM

My Time Off Status

Time Off Code	Remaining	Approved	Waiting	Available
COMP HRS	0h 00m			0h 00m
JURY DUTY	0 Days			0 Days
PERSONAL LEAVE-STATE	5 Days			5 Days
SICK LEAVE-LOCAL	7 Days			7 Days
VACATION	0 Days			0 Days
VACATION ACCUMULATED	0 Days			0 Days
XDOCK	0 Days			0 Days

Add Time Off Request

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Turn on *Task Widgets*.

Click the *Select Widgets* hyperlink.

PR COMPENSATION CONCERN WORKSHEETS

The screenshot shows the 'Dashboard Maintenance' interface. At the top, there are tabs for 'Skyward User' and 'Employee'. The 'Employee' tab is active. The main area is divided into two sections: 'Everyone's Widgets' and 'Employee Widgets'. In the 'Everyone's Widgets' section, 'District Information' is checked. In the 'Employee Widgets' section, 'Task Processes' and 'Task Manager' are checked. A legend at the bottom indicates that a star icon indicates a widget suggested by the district. On the right side, there is a vertical toolbar with buttons for 'Save', 'Add Dashboard', 'Rename Selected Dashboard', 'Delete Selected Dashboard', 'Reset Selected Dashboard', 'Uncheck All Items', and 'Back'.

Widget Category	Widget Name	Selected	District Suggested
Everyone's Widgets	Calendar Events	<input type="checkbox"/>	
	Last Five Logins	<input type="checkbox"/>	
	Skyward Twitter Feed	<input type="checkbox"/>	
	District Information	<input checked="" type="checkbox"/>	Yes
Employee Widgets	AP Payments	<input type="checkbox"/>	
	Favorites	<input type="checkbox"/>	
	My Time Off Status	<input checked="" type="checkbox"/>	
	Recent Programs	<input type="checkbox"/>	
	Task Processes	<input checked="" type="checkbox"/>	
	Task Manager	<input checked="" type="checkbox"/>	

★ Indicates a widget that is suggested by the district.

Select *Task Manager* – this displays tasks that are pending action by you.

Select *Task Processes* – starting point for a task.

Click the **Save** button.

[Click here](#) to return to the beginning of the instructions.